

Conwy County Borough Council

Employment Monitoring Report

2020-2021

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 2020-2021 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 2021
- *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 2021

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	189	*	42	49	52	41	*	154	35	10	73	*	8	*	*
Corporate Financial Service	42	*	*	13	16	8	*	31	11	*	21	*	*	*	*
Corporate Human Resources	31	*	*	9	11	*	*	23	8	*	16	*	*	*	*
Corporate Improvement & Development	11	*	*	*	7	*	*	8	*	*	7	*	*	*	*
Economy & Culture	224	10	47	45	51	53	18	148	76	6	114	*	*	*	*
Education	1961	49	336	514	616	398	48	1652	309	16	1169	9	14	*	72
Environment Roads & Facilities	497	12	57	89	149	160	30	137	360	14	236	6	12	*	*
Information Technology	63	*	8	20	19	11	*	14	49	"	26	*	*	*	*
Integrated Adults & Community Services	626	17	107	135	164	180	23	520	106	23	328	20	22	*	23
Law & Governance	69	*	18	20	14	11	*	59	10	*	39	*	*	*	*
Leisure Services	106	9	26	25	24	21	*	52	54	*	39	*	*	*	*
Regulatory & Housing Services	140	*	20	29	56	30	*	88	52	*	73	*	*	*	*
Revenues & Benefits Service	70	*	11	29	20	8	*	52	18	*	39	*	*	*	*
CCBC Total	4048	112	684	984	1208	928	132	2952	1096	81	2195	53	70	10	125

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 2021, (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 2021 by religion and belief

Service	Total	Agnostic	Atheist	Buddhist	Christian	Confucianism	Hindu	Jehovah Witness	Jewish	Muslim	No Religion	Not Specified	Other
Audit & Procurement	13	*	*	*	7	*	*	*	*	*	*	6	*
Chief Executives Office	6	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	189	6	*	*	61	*	*	*	*	*	69	40	*
Corporate Financial Service	42	*	*	*	23	*	*	*	*	*	9	7	*
Corporate Human Resources	31	*	*	*	17	*	*	*	*	*	10	*	*
Corporate Improvement & Development	11	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	224	*	9	*	85	*	*	*	*	*	58	62	*
Education	1961	13	14	*	197	*	*	*	*	*	95	1624	14
Environment Roads & Facilities	497	7	13	*	198	*	*	*	*	*	109	164	*
Information Technology	63	*	*	*	21	*	*	*	*	*	27	6	*
Integrated Adults & Community Services	626	12	17	*	248	*	*	*	*	*	158	174	12
Law & Governance	69	*	*	*	27	*	*	*	*	*	11	28	*
Leisure Services	106	*	*	*	18	*	*	*	*	*	13	73	*
Regulatory & Housing Services	140	*	*	*	48	*	*	*	*	*	37	51	*
Revenues & Benefits Service	70	*	*	*	33	*	*	*	*	*	20	12	*
CCBC Total	4048	50	69	5	988	1	2	4	1	6	622	2256	44

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 2021 (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 2021

		Age Range						Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
Service	Total	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male						
Children Family & Safeguarding	71	*	14	22	21	14	*	59	12	*	23	*	*	*	*
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	146	24	42	29	22	19	10	95	51	6	50	*	8	*	*
Education	1346	110	261	319	331	268	57	1128	218	*	687	*	9	*	374
Environment Roads & Facilities	25	*	*	*	*	8	6	17	8	*	13	*	*	*	*
Integrated Adults & Community Services	65	*	14	10	10	20	6	45	20	*	23	*	*	*	*
Law & Governance	11	*	*	*	*	*	6	6	*	*	9	*	*	*	*
Leisure Services	175	68	36	24	26	15	6	91	84	*	35	*	*	*	*
Regulatory & Housing Services	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CCBC Total	1846	212	374	407	416	346	91	1446	400	12	841	10	24	3	381

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31 March 2021 (counted once, even though they may have more than one casual job).

During this period 8.59% (506) of the workforce submitted a MATB1 (Maternity Certificate providing medical evidence of pregnancy and the baby's due date), 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 2021 by religion and belief

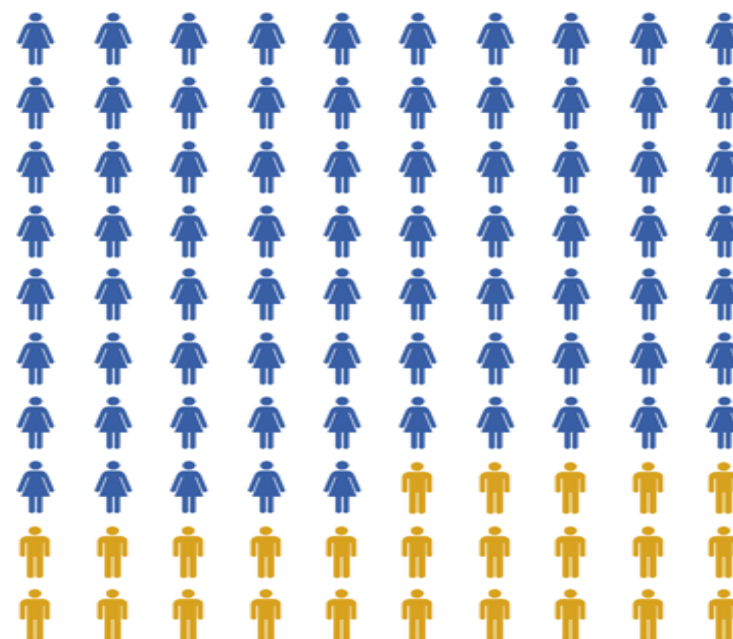
Note: The number of employees counted in Table 2a is based on the number of casual workers employed by Conwy on 31 March 2021 (counted once, even though they may have more than one casual job).

Service	Total	Agnostic	Atheist	Buddhist	Christian	Jehovah Witness	Muslim	No Religion	Not Specified	Other
Children Family & Safeguarding	71	*	*	*	22	*	*	25	19	*
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*
Economy & Culture	146	*	9	*	44	*	*	46	44	*
Education	1346	6	7	*	88	*	*	76	1160	6
Environment Roads & Facilities	25	*	*	*	10	*	*	6	9	*
Integrated Adults & Community Services	65	*	*	*	21	*	*	14	24	*
Law & Governance	11	*	*	*	*	*	*	*	*	*
Leisure Services	175	*	7	*	53	*	*	33	78	*
Regulatory & Housing Services	*	*	*	*	*	*	*	*	*	*
CCBC Total	1846	12	29	1	244	2	2	205	1340	11

Numbers below 5 have been replaced by * to protect anonymity

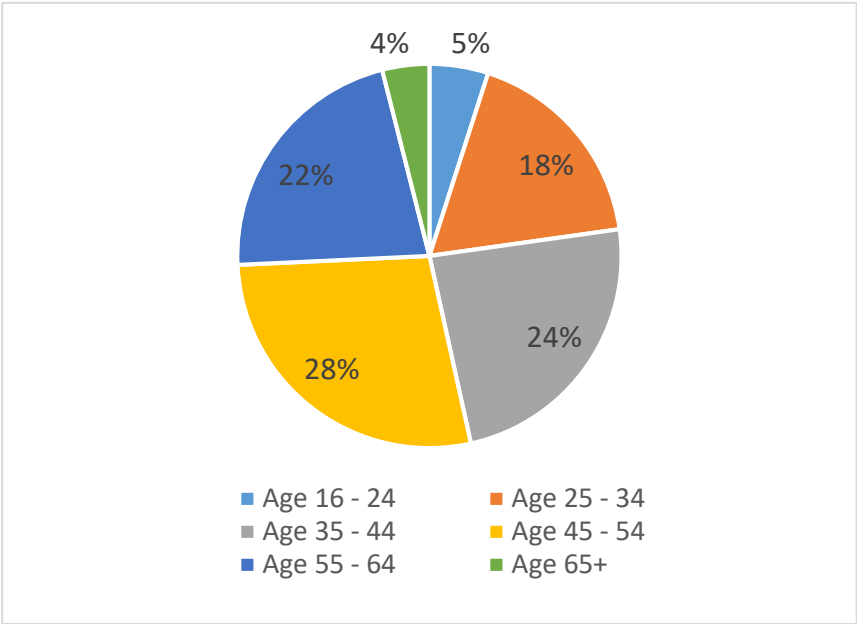
Overall Workforce Profile

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

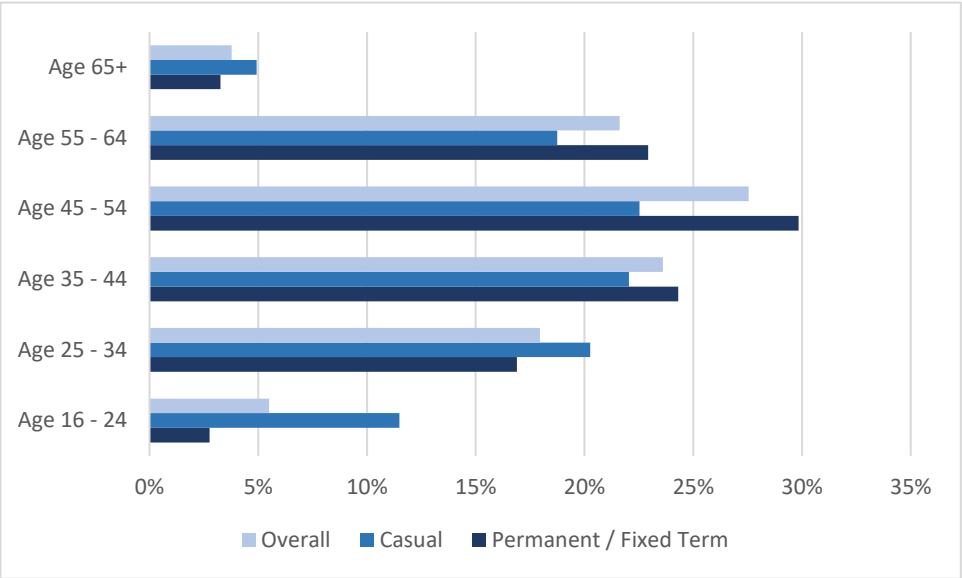


Overall Workforce Profile, 2020-2021

Percentage Age Profile of the Overall Workforce, 2021



Percentage Age Profile by Contract Type, 2021



A 79% of the permanent and fixed term workforce fall within the 35-44 (24%), 45-54 (30%) and 55-64 (23%) age groups. The age profile distribution of casual staff has remained very similar to last year continuing to have a higher proportion employed in the 16-24 age group.

At 31 March 2021, 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		27%	28%	24%
Female		73%	72%	76%
Age	100%			
16-24		6%	2%	16%
25-34		17%	16%	22%
35-44		23%	24%	20%
45-54		27%	31%	18%
55-64		22%	24%	18%
65+		4%	4%	6%
Disability	49.32%			
Disabled staff		1.77%	2.12%	0.78%
Prefer not to say		1.01%	1.01%	0.98%
Race	54.07%			
Black Minority Ethnic staff		1.71%	1.79%	1.48%
Prefer not to say		0.18%	0.22%	0.05%
Marital/civil partnership status	99.26%			
Staff Married or in a Civil Partnership		52%	55%	46%
Prefer not to say		0.37%	0.32%	0.43%
Religion/Belief	44.78%			
Agnostic		1.22%	1.31%	0.78%
Atheist		1.84%	1.68%	2.02%
Christian		24%	26%	14%
No Religion		16%	16%	12%
Other		1.41%	1.62%	0.62%
Prefer not to say		2.69%	2.94%	1.30%
Sexual Orientation	44.45%			
Lesbian/Gay/Bisexual staff		1.17%	1.34%	0.70%
Prefer not to say		3.06%	3.21%	2.17%
Gender Reassignment	39.35%			
Transgender staff		0.27%	0.28%	0.23%
Prefer not to say		0.45%	0.52%	0.27%
Pregnancy / Maternity				
Pregnant or on Maternity Leave		2.71%	3.04%	1.79%

We have continued to slowly 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

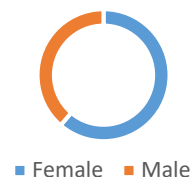
The numbers provided in Tables 3 - 6 below are based on the number of positions or posts filled within Conwy, by the people shown in Tables 1 and 2. We have a large number of employees who hold multiple posts, often part-time and often in different job types and different services. Therefore, Conwy County Borough Council does not actually employ 6954 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 31.3.2021 we employed 4048 permanent and fixed term people in 4434 posts and 1846 casual people in 2520 posts. This was due to removing dormant casuals from the HR system.

Contract Type

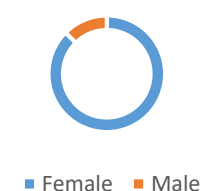
Table 3 - Number of posts filled by Contract Type - 2021

Sex	Permanent		Fixed Term		Casual	Total
	Full time	Part time	Full time	Part time	Variable hours	
Female	1085 (16%)	1696 (24%)	193 (3%)	313 (4%)	1954 (28%)	5241 (75%)
Male	793 (11%)	234 (3%)	81 (1%)	39 (1%)	566 (8%)	1713 (25%)
	1878	1930	274	352	2520	6954

Full Time



Part Time



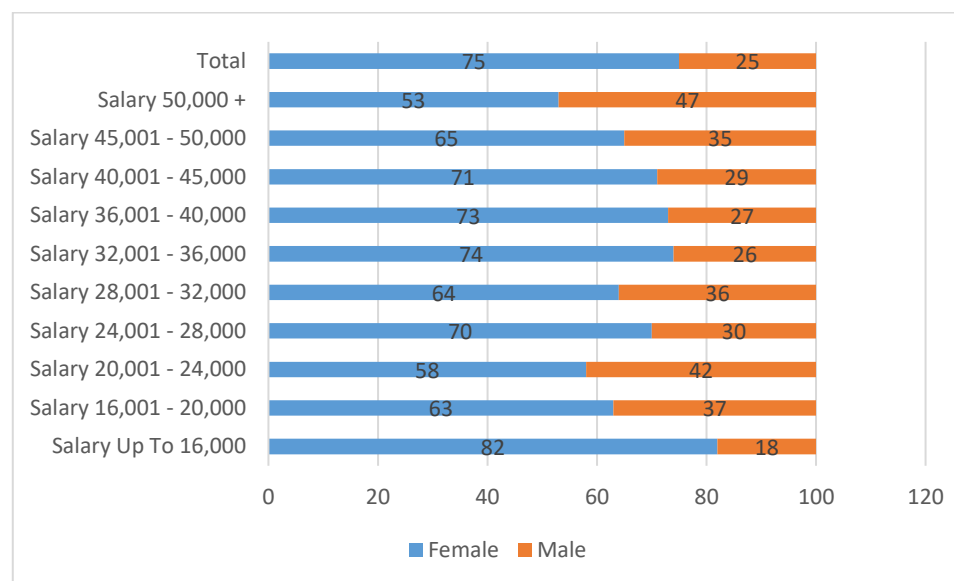
There are 41% males and 59% females in full time roles (permanent and fixed term) compared to 12% males and 88% females in part time roles (permanent and fixed term) showing little change from last year.

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	3431 (82%)	342 (63%)	281 (58%)	258 (70%)	176 (64%)	185 (74%)	166 (73%)	305 (71%)	24 (65%)	73 (53%)	5241 (75%)
Male	776 (18%)	197 (37%)	200 (42%)	113 (30%)	99 (36%)	64 (26%)	60 (27%)	126 (29%)	13 (35%)	65 (47%)	1713 (25%)
Total	4207	539	481	371	275	249	226	431	37	138	6954

(This table uses pro-rata pay)



At 31.3.2021 there were 6954 posts filled within Conwy, 49% (3431 posts) of which are occupied by female employees within the salary range up to £16,000. Two thirds of the female workforce (65%), and almost half (45%) of the male workforce are employed 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 53% this year compared to 55% last year, although the number of female staff in this band has increased from 68 to 73 and the number of males increased from 56 to 65. 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.

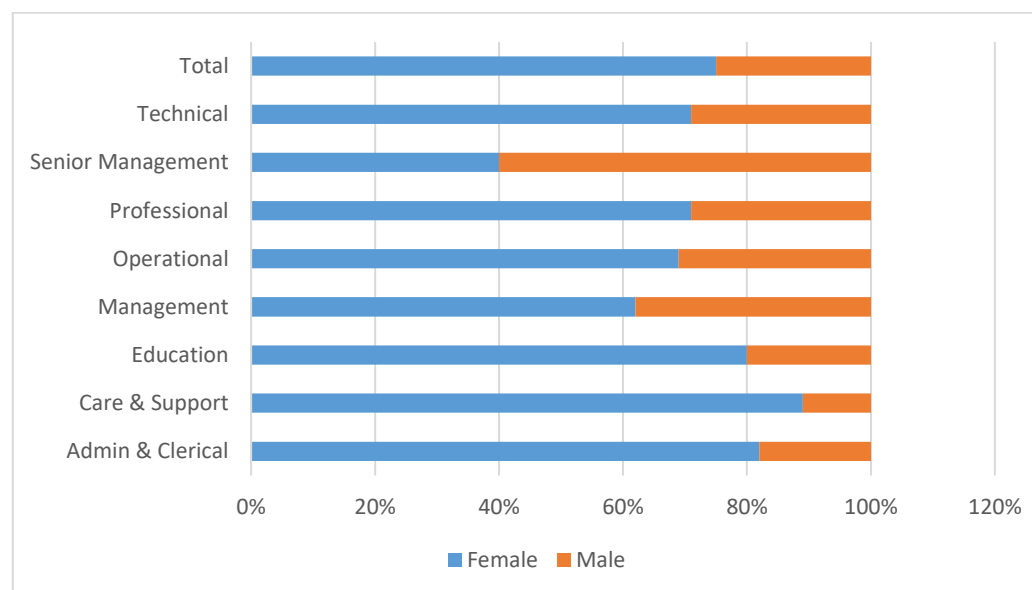
Table 5 - Number of posts filled by Job Type

Sex	Admin & Clerical	Care & Support	Education	Management	Operational	Professional	Senior Management	Technical	Total
Female	302 (82%)	1049 (89%)	942 (80%)	92 (62%)	1243 (69%)	361 (71%)	6 (40%)	1246 (71%)	5241 (75%)
Male	66 (18%)	133 (11%)	229 (20%)	57 (38%)	553 (31%)	145 (29%)	9 (60%)	521 (29%)	1713 (25%)
	368	1182	1171	149	1796	506	15	1767	6954

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

85% (4480) of the posts held by female employees are in Education, Technical, Operational and Care, (the same as the previous year), compared to 84% of the posts held by male employees in the same categories. 62% (92) of management posts are held by female employees and 38% (57) are held by male employees. 40% (6) of senior management posts are held by females and 60% (9) 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 and Operational job types when compared to the workforce profile.

Male/Female by Job Type



Grade

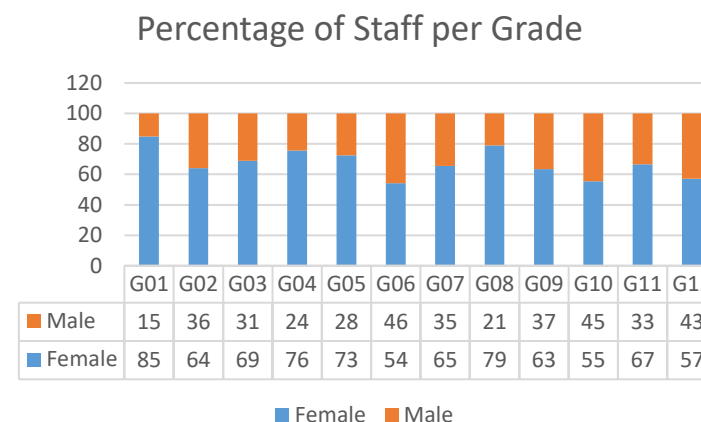
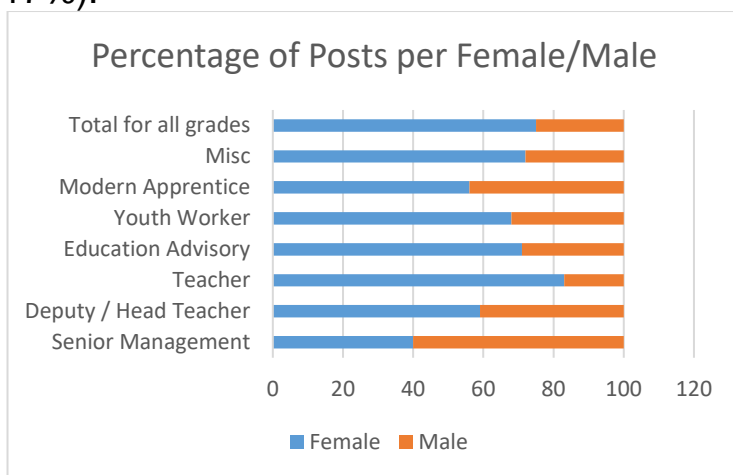
Table 6 - Number of posts filled by Grade

Sex	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	1747 (85%)	551 (64%)	274 (69%)	574 (76%)	435 (73%)	168 (54%)	93 (65%)	195 (79%)	59 (63%)	46 (55%)	6 (67%)	20 (57%)
Male	310 (15%)	308 (36%)	123 (31%)	185 (24%)	165 (27%)	142 (46%)	49 (35%)	52 (21%)	34 (37%)	37 (45%)	3 (33%)	15 (43%)
	2057	859	397	759	600	310	142	247	93	83	9	35

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	6 (40%)	75 (59%)	857 (83%)	10 (71%)	19 (68%)	5 (56%)	101 (72%)	5241 (75%)
Male	9 (60%)	53 (41%)	172 (17%)	4 (29%)	9 (32%)	4 (44%)	39 (28%)	1713 (25%)
	15	128	1029	14	28	9	140	6954

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

30% of all posts are within Grade G01, of which 85% are held by female employees and 15% by males showing little change from last year. Within Grades G04, G05 and G08 the split of males to females approximately mirrors the workforce profile of 75:25. Female employees are less proportionately represented in Grades G02, G06, G07, G09, G10 and G12 and as Deputy/Head Teachers (59%), Senior Management (40%) and Modern Apprentices (56%). 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 2020 and 31st March 2021 there were 572 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 12% from last year. There were 504 vacancies advertised in 2019/20, 470 in 2018/19, 572 in 2017-18 and 516 in 2016-17. In the period 2020-2021 there were 55 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 2020/21

Service	Position Advertised Count
Audit & Procurement	0
Chief Executives Office	1
Children Family & Safeguarding	62
Corporate Financial Service	0
Corporate Human Resources	4
Corporate Improvement & Development	2
Economy & Culture	11
Education Services	220
Environment Roads & Facilities	90
Information Technology	18
Integrated Adults & Community Services	119
Law & Governance	12
Leisure Services	9
Regulatory & Housing Services	24
Revenues & Benefits Service	0
CCBC Total	572

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	8	*	*	*	*	*	*	*	*	*	*	*	*	7	*	6
Corporate Financial Service	107	24	83	*	14	39	18	22	14	*	*	*	*	36	7	59
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	35	10	25	*	16	12	*	*	*	*	*	*	*	*	*	18
Economy & Culture	13	8	*	*	*	*	*	*	*	*	*	*	*	*	*	8
Chief Executives Office	13	7	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	781	185	596	*	183	299	149	100	49	*	*	12	38	202	31	443
Environment Roads & Facilities	246	197	47	*	20	81	47	63	31	*	*	7	6	89	9	149
Information Technology	73	65	8	*	15	31	10	15	*	*	*	*	7	22	13	34
Integrated Adults & Community Services	381	131	250	*	50	123	69	93	44		*	6	18	133	22	236
Law & Governance	54	29	24	*	10	18	6	11	9	*	*	*	*	8	*	23
Leisure Services	7	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	107	48	59	*	10	39	24	21	13	*	*	*	*	41	*	61
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	1825	712	1110	3	322	654	336	340	166	7	0	37	84	549	93	1044

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	67	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	84	17	88	*	*	34	16	18	12	*	*	*	*	25	*	45
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	15	69	13	*	*	10	*	*	*	*	*	*	*	6	*	7
Education Services	360	41	291	*	42	113	94	77	33	*	*	*	*	140	*	183
Environment Roads & Facilities	65	51	14	*	8	12	13	22	10	*	*	*	*	28	*	31
Information Technology	24	20	*	*	7	7	8	*	*	*	*	*	*	*	*	13
Integrated Adults & Community Services	143	38	105	*	11	45	35	32	19	*	*	*	*	71	*	87
Law & Governance	9	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Leisure Services	8	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	24	9	15	*	*	*	8	8	*	*	*	*	*	10	*	8
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	741	218	523	0	77	236	182	168	76	*	0	13	18	294	14	384

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives	8	*	*	*	*	*	*	*	*	*	*	*	*	7	*	6
Children Family & Safeguarding	191	41	150	*	18	73	34	40	26	*	*	8	10	61	10	104
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	40	13	27	*	16	14	6	*	*	*	*	*	*	7	*	19
Corporate Improvement & Development	17	11	6	*	*	6	*	*	*	*	*	*	*	*	*	10
Economy & Culture	28	9	19	*	*	13	*	7	*	*	*	*	*	8	*	12
Education Services	1141	254	887	*	225	412	243	177	82	*	*	17	41	342	35	626
Environment Roads & Facilities	311	248	61	*	28	93	60	85	41	*	*	8	9	117	11	180
Information Technology	97	85	12	*	22	38	18	17	*	*	*	*	7	25	13	47
Integrated Adults & Community Services	524	169	355	*	61	168	104	125	63	*	*	8	23	204	27	323
Law & Governance	63	33	29	*	11	21	9	13	9	*	*	*	*	12	*	26
Leisure Services	15	*	10	*	*	7	*	*	*	*	*	*	*	*	*	6
Regulatory & Housing Services	131	57	74	*	12	45	32	29	13	*	*	*	*	51	*	69
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	2566	930	1633	3	399	890	518	508	242	9	0	50	102	843	107	1428

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	24	*	*
Children Family & Safeguarding	62	15	47	*	6	17	13	17	9	*	*	*	*	*	*	31
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	10	*	9	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	73	24	49	*	7	16	20	21	9	*	*	*	*	26	*	40
Environment Roads & Facilities	30	24	6	*	*	7	8	10	*	*	*	*	*	14	*	17
Information Technology	32	28	*	*	*	14	*	9	*	*	*	*	*	16	*	15
Integrated Adults & Community Services	154	44	110	*	20	51	28	35	19	*	*	*	*	54	9	88
Law & Governance	30	15	15	*	*	10	*	8	*	*	*	*	*	*	*	*
Leisure Services	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	43	19	24	*	*	13	10	11	*	*	*	*	*	23	*	28
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	448	176	272	0	52	136	88	115	56	1	0	2	17	164	19	233

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	69	14	55	*	*	23	16	16	11	*	*	*	*	21	*	34
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	8	*	6	*	*	6	*	*	*	*	*	*	*	*	*	*
Education Services	130	29	101	*	18	34	32	29	17	*	*	*	*	49	*	57
Environment Roads & Facilities	36	24	12	*	6	9	*	11	*	*	*	*	*	10	*	20
Information Technology	20	16	*	*	6	6	6	*	*	*	*	*	*	*	*	10
Integrated Adults & Community Services	103	21	82	*	9	29	29	21	14	*	*	*	*	50	*	57
Law & Governance	9	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Leisure Services	7	*	6	*	*	*	*	*	*	*	*	*	*	6	*	*
Regulatory & Housing Services	16	6	10	*	*	*	*	6	*	*	*	*	*	*	*	*
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	405	121	284	0	46	119	100	91	48	1	0	7	11	150	7	192

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	131	29	102	*	9	40	29	33	20	*	*	*	*	45	*	65
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	14	*	11	*	*	6	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	8	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	12	*	7	*	*	6	*	50	*	*	*	*	*	*	*	*
Education Services	203	53	150	*	25	50	52	19	26	*	*	*	*	75	*	97
Environment Roads & Facilities	66	48	18	*	9	16	08	21	10	*	*	*	*	24	*	37
Information Technology	52	44	8	*	9	20	11	11	*	*	*	*	*	19	*	25
Integrated Adults & Community Services	257	65	192	*	29	80	57	56	33	*	*	*	9	104	13	145
Law & Governance	39	19	20	*	*	13	^	10	*	*	*	*	*	7	*	8
Leisure Services	11	*	9	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	59	25	34	*	*	16	15	17	6	*	*	*	*	29	*	32
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	853	297	556	0	98	255	188	206	104	2	0	9	28	314	26	425

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	8	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	10	*	7	*	*	*	*	*	*	*	*	*	*	*	*	*
Environment Roads & Facilities	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	14	*	11	*	*	*	*	*	*	*	*	*	*	*	*	9
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Leisure Services	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	45	13	32	0	7	12	8	11	6	1	0	0	0	15	0	27

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	33	*	29	*	*	10	9	9	*	*	*	*	*	8	*	13
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	100	21	79	*	12	30	25	22	11	*	*	*	*	37	*	36
Environment Roads & Facilities	30	21	9	*	*	7	*	9	*	*	*	*	*	9	*	15
Information Technology	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	70	18	52	*	*	21	21	12	9	*	*	*	*	30	*	34
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Leisure Services	6	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	9	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	271	82	189	0	28	82	70	62	28	1	0	4	6	97	5	108

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	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	41	6	35	*	*	11	12	10	6	*	*	*	*	12	*	18
Corporate Financial Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy & Culture	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	110	24	86	*	13	33	26	25	13	*	*	*	*	38	*	41
Environment Roads & Facilities	34	24	10	*	*	7	6	12	*	*	*	*	*	11	*	17
Information Technology	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	84	21	63	*	9	26	23	14	10	*	*	*	*	34	*	43
Law & Governance	10	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Leisure Services	6	*	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	13	*	8	*	*	*	*	*	*	*	*	*	*	6	*	*
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	316	95	221	0	35	94	78	73	34	2	0	4	6	112	5	135

Numbers below 5 have been replaced by * to protect anonymity

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2006-2021

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2020-21	BME	50	100%	1.95%	9	18.00%	1.06%	4	8.00%	1.27%
	Disabled	102	100%	3.98%	28	27.45%	3.28%	6	5.88%	1.90%
	Overall Total	2566			853			316		
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	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		

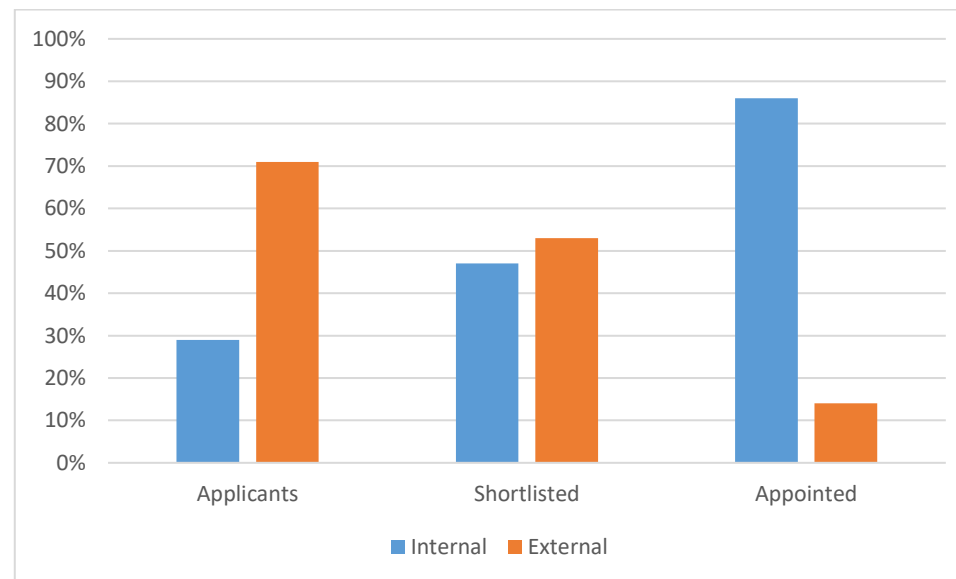
The table above shows the trend since 2007 in the number of applicants who have declared a disability or are Black Minority Ethnic (BME). The number of BME applicants increased slightly in the period with 1.95% of BME applicants, compared to a local non-white population in Conwy of 2% (2011 Census). The figure for the working BME population is not clear. 1.06% of applicants shortlisted were BME and 1.27% were appointed, a slight decrease from last year. The % of disabled applicants decreased in the period (3.98%) even though the actual number was the same for the last 2 years (102 applicants). In 2020-2021, 3.28% of disabled applicants were shortlisted and 1.9% of these were appointed, resulting in 6 appointments which is the lowest it has been for 6 years.

4.1 Recruitment Analysis

Internal V External Applicants

There were 2566 applications for the 572 positions which were advertised, giving an average of 4.5 applications per vacancy which is a decrease of only 0.1 applications per vacancy. Chart 1 shows a considerable difference between the appointment rate of internal and external job applicants with 36.57% of internal applicants being successful in appointment (up 7.79%) compared to 2.47% of external applicants being successful (up 0.44%).

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

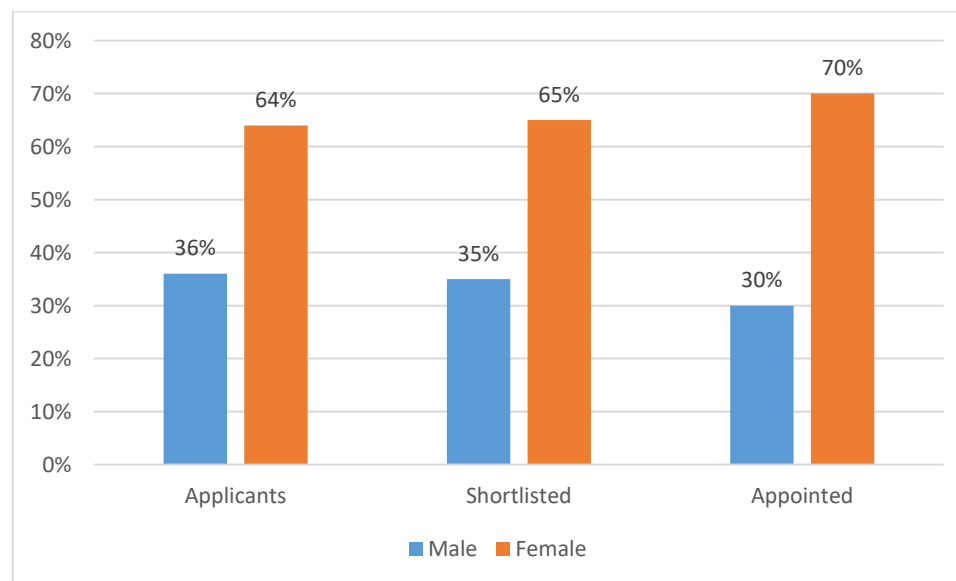


Sex

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, Law and Governance and Economy & Culture attracted between 73-87% female applicants. In contrast Information Technology and Environment, Roads & Facilities attracted between 4-22% of female applicants with 78-96% male applicants.

13.5% of all female applicants were appointed compared to 10% of all male applicants. Therefore, females had a slightly greater chance of being appointed.

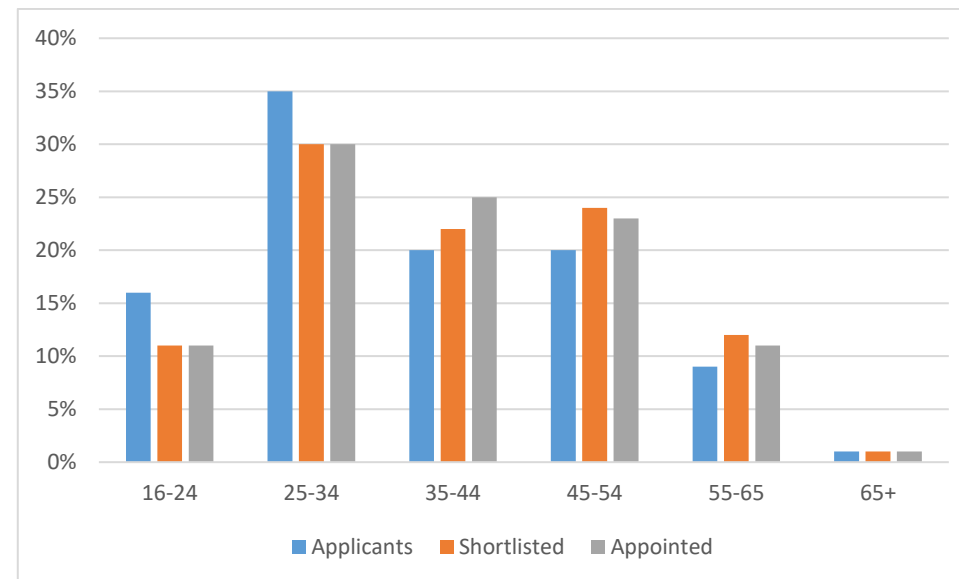
Chart 2 - Number of Applications Compared with the Number Shortlisted and Appointed by Sex:



Age

Over a third of all applicants (35%) were aged 25-34, with a further 20% of applicants being aged 35-44. These percentages were virtually mirrored in appointments where 30% of appointments were aged 25-34 with 25% being aged 35-44. This will have a positive impact on our overall age profile.

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 1.95% of the total applications received, 1.05% of those shortlisted and 1.27% of those appointed. The number of ethnic minority applicants has increased by 17 applications since the previous report, but still remains slightly 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. 18% of the applicants from an ethnic minority background were shortlisted and 8% appointed, which is lower than for the non-ethnic minorities group where 33% were shortlisted and 12.40% were appointed, showing a higher proportion of the non-ethnic minority applicants being 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	50	1.95%	9	1.05%	18%	4	1.27%	44.44%	8%
Non Ethnic minority	2516	98.05%	844	98.95%	33.54%	312	98.73%	36.97%	12.40%
Total	2566		853		33%	316		37.05%	12.31%

Disability

The following table shows that 3.98% of all applicants regarded themselves as disabled, which is a decrease since last year in percentage terms (down from 4.4%) although we received the same number of applicants (102). However the number of disabled applicants shortlisted significantly decreased from 40 last year to 28 this year. Education and Integrated Adults & Community Services attracted a higher number of disabled applicants. 1.90% of all appointments were to disabled people, which compares to the overall workforce declaring a disability of 1.58%. 27.45% of disabled applicants were shortlisted compared to those not declaring a disability at 33.48%. 5.88% of disabled people were appointed, compared to 12.58% of people not declaring 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	3.98%	28	3.28%	27.45%	6	1.90%	0.70%	5.88%
Not Disabled	2464	96.02%	825	96.72%	33.48%	310	98.10%	36.34%	12.58%
Total Applicants	2566		853		33.24%	316		37.04%	12.31%

Lesbian, Gay & Bisexual Applicants

The table below shows that 4.17% of applicants regarded themselves as Lesbian, Gay or Bisexual. Of all applicants who were shortlisted, 3.05% were Lesbian, Gay or Bisexual and 1.58% of all appointed were Lesbian, Gay or Bisexual. There were a greater number of applicants last year but lower numbers shortlisted and appointed. Of all applicants who regard

themselves as Lesbian, Gay & Bisexual, 24.30% were shortlisted and 19.23% appointed, compared to 42.68% and 20% respectively last year.

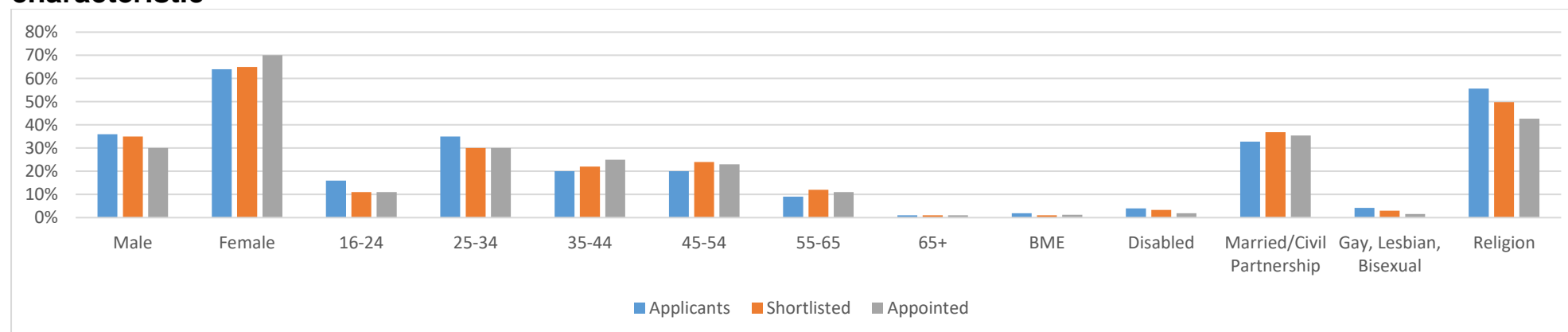
	Number Applied	% Applied	Number Shortlisted	% of all Applicants Shortlisted	% Shortlisted of group	Number Appointed	% of all Appointed	% Appointed from Shortlisted group	Appointed from Applicants
Lesbian, Gay, Bisexual	107	4.17%	26	3.05%	24.30%	5	1.58%	19.23%	4.67%
Not Lesbian, Gay, Bisexual	2459	95.83%	827	96.95%	33.63%	311	98.42%	37.61%	12.65%
Total Applicants	2566		853			316			12.31%

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	930	297	95	31.9%	10.2%	As expected	As expected
Female	1633	556	221	34%	13.5%	As expected	As expected
Ethnic minority	50	9	4	18%	8%	Low	As expected
Disabled	102	28	6	27.5%	5.9%	High	As expected
16-24	399	98	35	24.6%	8.8%	As expected	Low
25-34	890	255	94	28.7%	10.6%	As expected	As expected
35-44	518	188	78	36.3%	15%	As expected	As expected
45-54	508	206	73	40.6%	14.4%	As expected	As expected
55-64	242	104	33	43%	13.6%	As expected	High
65+	9	2	2	22.2%	22.2%	High	As expected
Married/Civil Partnership	843	314	112	37.2%	13.3%	As expected	As expected
Religion	1428	425	135	29.8%	9.5%	As expected	As expected
Gay, Lesbian, Bisexual	107	26	5	24.3%	4.7%	High	As expected
All Applicants	2566	853	316	33.2%	12.3%		

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 2 years 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 2020-2021.

Table 13a - Training Applications by Service for Conwy County Borough Council

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	14	*	*	*	9	*	*	12	*	*	*	11	*	*
Chief Executive Office	3	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	682	*	177	177	206	111	7	583	99	14	30	256	10	*
Corporate Financial Service	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	48	*	7	17	16	*	*	42	6	*	8	23	*	*
Corporate Improvement & Development	23	*	*	*	16	*	*	16	7	*	*	15	*	*
Economy & Culture	106	*	17	14	25	42	*	85	21	*	*	65	*	*
Education	248	*	63	61	83	39	*	197	51	*	12	118	*	*
Environment Roads & Facilities	45	*	*	7	23	8	*	12	33	*	*	32	*	*
Information Technology	27	*	*	13	*	11	*	14	13	*	*	16	*	*
Integrated Adults & Community Services	1479	46	265	367	381	393	27	1310	169	22	64	762	56	*
Law & Governance	26	*	*	9	7	*	*	25	*	*	*	16	*	*
Leisure Services	29	*	*	9	6	9	*	11	18	*	*	9	*	*
Regulatory & Housing Services	41	*	6	6	20	8	*	32	9	*	*	24	*	*
Revenues & Benefits Service	12	*	*	*	7	*	*	9	*	*	*	6	*	*
Total	2789	58	554	694	806	632	45	2355	434	37	121	1361	76	4

Numbers below 5 have been replaced by * to protect anonymity

Table 13b - Training Applications by religion and belief

Service	Total Training Applications	Agnostic	Atheist	Buddhist	Christian	Hindu	Jehovah Witness	Jewish	Muslim	No Religion	Not Specified	Not Stated	Other
Audit & Procurement	14	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	682	22	21	*	236	*	*	6	*	248	30	97	16
Corporate Financial Service	6	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	48	*	*	*	30	*	*	*	*	14	*	*	*
Corporate Improvement & Development	23	*	*	*	6	*	*	*	*	11	6	*	*
Economy & Culture	106	*	6	*	50	*	*	*	*	25	*	20	*
Education	248	9	*	*	65	*	*	*	*	37	9	115	9
Environment Roads & Facilities	45	*	*	*	21	*	*	*	*	8	*	12	*
Information Technology	27	*	*	*	10	*	*	*	*	12	*	*	*
Integrated Adults & Community Services	1479	415	49	*	621	*	6	*	*	444	55	255	27
Law & Governance	26	*	*	*	13	*	*	*	*	*	*	6	*
Leisure Services	29	*	*	*	7	*	*	*	*	7	*	13	*
Regulatory & Housing Services	41	*	*	*	15	*	*	*	*	15	*	9	*
Revenues & Benefits Service	12	*	*	*	6	*	*	*	*	*	*	*	*
Total	2789	49	82	5	1092	3	6	6	5	832	115	539	55

Numbers below 5 have been replaced by * to protect anonymity

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

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	14	*	*	*	9	*	*	12	*	*	*	11	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	669	*	172	177	200	109	7	571	98	14	30	255	10	*
Corporate Financial Service	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	48	*	7	17	16	*	*	42	6	*	8	23	*	*
Corporate Improvement & Development	21	*	*	*	14	*	*	16	*	*	*	13	*	*
Economy & Culture	106	*	17	14	25	42	*	85	21	*	*	65	*	*
Education	248	*	63	61	83	39	*	197	51	*	12	118	*	*
Environment Roads & Facilities	45	*	*	7	23	8	*	12	33	*	*	32	*	*
Information Technology	27	*	*	13	*	11	*	14	13	*	*	16	*	*
Integrated Adults & Community Services	1460	46	262	360	376	390	26	1293	167	22	64	749	55	*
Law & Governance	26	*	*	9	7	*	*	25	*	*	*	16	*	*
Leisure Services	29	*	*	9	6	9	*	11	18	*	*	9	*	*
Regulatory & Housing Services	40	*	6	6	20	7	*	31	9	*	*	24	*	*
Revenues & Benefits Service	12	*	*	*	7	*	*	9	*	*	*	6	*	*
Total	2754	58	546	687	793	626	44	2325	429	37	120	1345	75	3

Numbers below 5 have been replaced by * to protect anonymity

Table 14b – Training Completed by religion and belief

Service	Total Training Applications	Agnostic	Atheist	Buddhist	Christian	Hindu	Jehovah Witness	Jewish	Muslim	No Religion	Not Specified	Not Stated	Other
Audit & Procurement	14	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executive Office	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	699	22	20	*	232	*	*	*	*	240	30	97	16
Corporate Financial Service	6	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	48	*	*	*	30	*	*	*	*	14	*	*	*
Corporate Improvement & Development	21	*	*	*	6	*	*	*	*	9	6	*	*
Economy & Culture	106	*	6	*	50	*	*	*	*	25	*	20	*
Education	248	9	*	*	65	*	*	*	*	37	9	115	9
Environment Roads & Facilities	45	*	*	*	21	*	*	*	*	8	*	12	*
Information Technology	27	*	*	*	10	*	*	*	*	12	*	*	*
Integrated Adults & Community Services	1460	15	49	*	610	*	*	*	*	439	54	253	27
Law & Governance	26	*	*	*	13	*	*	*	*	*	*	6	*
Leisure Services	29	*	*	*	7	*	*	*	*	7	*	13	*
Regulatory & Housing Services	40	*	*	*	15	*	*	*	*	14	*	9	*
Revenues & Benefits Service	12	*	*	*	6	*	*	*	*	*	*	*	*
Total	2754	49	81	5	1077	3	6	6	5	816	114	537	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 2020 to 31 March 2021

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	160	2971

Table 16 - Analysis of completed Training Events

	No. of Training Applications	No. of Completed Training Events	% of Completed Training Events against Applications	Analysis
Male	434	429	98.8%	As expected
Female	2355	2325	98.7%	As expected
Black Minority Ethnic	37	37	100%	As expected
Disabled	121	120	99.2%	As expected
16 - 24	58	58	100%	As expected
25 - 34	554	546	98.5%	As expected
35 - 44	694	687	99%	As expected
45 - 54	806	793	98.4%	As expected
55 - 64	632	626	99%	As expected
65+	45	44	97.8%	As expected
Married / Civil Partnership	1361	1345	98.2%	As expected
Gay / Lesbian / Bisexual	76	75	98.7%	As expected
Religion / Belief	1303	1287	98.8%	As expected
Transgender	4	3	75%	Low but distorted by small numbers
Total	2789	2754	98.7%	As expected

434 training applications were received from males with 429 of those being completed and there were 2355 training applications received from females with 2325 of those completed meaning 98.8% of training applied for was completed by both male and female staff. 5 males had training turned down compared to 30 females but in % terms due to the ratio of female to males, this is not of any significance. The statistics also evidence that those in the age 65+ age bracket are slightly less likely to receive training compared to the other age groups. Disabled and BME employees are marginally more likely to receive training than other groups. The only group who look less likely to receive training than other groups is the Transgender group, having a 75% completion rate, but this is statistically likely to be due to the small numbers involved.

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 2020/21

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	158	100	58	5	25	39	42	43	*	6	8	80	5	88	*
Grievance / Bullying	8	*	6	*	*	*	*	*	*	*	*	*	*	7	*
Disciplinary / Capability	21	14	7	*	*	*	6	*	*	*	*	12	*	8	*
Total	187	116	71	5	29	46	51	49	7	6	9	95	6	103	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. 2.68% of the overall workforce were involved in sickness absence cases, of which 5.06% were disabled employees, compared to a workforce profile of 1.58% disabled staff. However, 4.61% of all employees were involved in Grievance, Disciplinary, Sickness

absence and other cases, of which 4.81% of those cases involved disabled employees, due to the low number of sickness absence cases (8 disabled staff).

3.8% of all sickness absence cases involved BME employees. This is slightly higher when compared to the workforce profile for BME employees of 1.59%, although the numbers involved are very small as only 6 cases involved BME employees out of the total workforce profile of BME employees being 94, therefore the small numbers can 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. 53.80% of all sickness absence cases fell within these two age groups, as did 28.57% of all disciplinary/capability cases.

There are a higher number of sickness cases involving female employees (63.29%) 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 (75%), which is over representative when compared to the workforce population of 25% male although the numbers are very small which may distort the picture. Similarly this year, females are showing a much higher and more proportionate percentage of disciplinary/capability cases, with 67% of all cases involving females.

With regard to sickness absence, 63% of cases were female and 37% cases male which is close to the workforce profile. There has been a decrease in the number of cases since last year (59 less female cases and 31 less male cases than last year) with an overall decrease in Sickness Absence cases in this period (187) compared to 248 cases in 2019/20. This is likely to have been impacted from the effects of the coronavirus pandemic (since March 2020) and the fact that office based staff were instructed to work from home since that date, offering them more flexibility to continue working through more minor ailments or sickness conditions than would have been afforded to them if they were in the office, and also due to the moratorium on issuing improvement notices/warnings during part of the year following the NJC guidance.

7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2020/21

	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	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Dismissal - Ill health	15	*	*	*	*	8	*	10	*	*	*	*	*	*
End of temporary contract	33	11	7	*	*	*	*	23	10	*	*	13	*	*
Redundancy - Compulsory	7	*	*	*	*	*	*	6	*	*	*	*	*	*
Involuntary	60	11	10	4	11	17	7	42	18	0	1	27	2	0
Death in Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Other	5	*	*	*	*	4	1	2	3	*	*	1	*	*
By Mutual Agreement	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	22	*	*	*	*	10	*	20	*	*	*	17	*	*
Relief not worked for 18 months	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation	107	*	31	20	15	24	13	86	21	*	*	47	*	*
Resignation - Gone to another Authority	8	*	*	*	*	*	*	6	*	*	*	*	*	*
Resignation - Ill health	8	*	*	*	*	*	*	*	*	*	*	6	*	*
Resignation - Left for another job	55	*	14	14	7	11	*	42	13	*	*	29	*	*
Resignation - Left the area	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation – Not returned after maternity leave	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Retirement - Age	42	*	*	*	*	6	36	28	14	*	*	34	*	*
Retirement - Early voluntary	10	*	*	*	*	8	*	*	*	*	*	9	*	*
Retirement - Ill health	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Voluntary	267	11	52	43	32	64	65	202	65	1	6	152	3	*
Total	332	22	62	47	43	85	73	246	86	1	7	180	5	0

Numbers below 5 have been replaced by * to protect anonymity

Table 18b – Leavers by religion and belief during 2020/21

	Total	Agnostic	Atheist	Christian	Jehovah Witness	Muslim	No Religion	Not Specified	Other	Not Stated
Dismissal	5	*	*	*	*	*	*	*	*	*
Dismissal - Ill health	15	*	*	6	*	*	*	*	7	*
End of temporary contract	33	*	*	8	*	*	*	*	16	*
Redundancy - Compulsory	7	*	*	*	*	*	*	*	*	*
Involuntary	60	1	5	18	0	0	8	2	26	0
Death in Service	5	*	*	*	*	*	*	*	*	*
Other	5	*	*	1	*	*	*	*	3	1
By Mutual Agreement	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	22	*	*	*	*	*	*	*	18	*
Relief not worked for 18 months	*	*	*	*	*	*	*	*	*	*
Resignation	107	*	*	24	*	*	10	*	61	*
Resignation - Gone to another Authority	8	*	*	*	*	*	*	*	*	*
Resignation - Ill health	8	*	*	*	*	*	*	*	*	*
Resignation - Left for another job	55	*	*	24	*	*	9	*	15	*
Resignation - Left the area	*	*	*	*	*	*	*	*	*	*
Resignation – Not returned after maternity	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	*	*	*	*	*	*	*	*	*	*
Retirement - Age	42	*	*	14	*	*	*	*	22	*
Retirement - Early voluntary	10	*	*	*	*	*	*	*	*	*
Retirement - Ill health	*	*	*	*	*	*	*	*	*	*
Voluntary	267	9	5	79	1	1	25	15	129	4
Total	332	10	10	98	1	1	33	17	158	227

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 2020 and the 31 March 2021. 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 332 leavers, compared to 459 in 2019/20. 267 (80%) who left were voluntary, 60 (18%) who left were involuntary and 5 (1.5%) were deaths in service. Of those who left involuntarily, 33 (10%) were staff whose temporary contract had ended, 7 (2%) of employees left due to compulsory redundancy and 20 (6%) employees were dismissed in this period of which 15 (4.5%) were dismissed on ill health grounds.

**Table 19 – Percentage of leavers by protected characteristic
2021**

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	24.34%	30.00%	25.90%	29.33%	As expected	As expected
Female	75.66%	70.00%	74.10%	78.09%	As expected	As expected
Ethnic minority	0.37%	0.00%	0.30%	1.34%	As expected	Slightly low
Disabled	2.25%	1.67%	2.11%	1.83%	As expected	As expected
16 - 24	4.12%	18.33%	6.63%	8.16%	As expected	High
25 - 34	19.48%	16.67%	18.67%	19.38%	As expected	As expected
35 - 44	16.10%	6.67%	14.16%	23.70%	As expected	As expected
45 - 54	11.99%	18.33%	12.95%	31.11%	As expected	Low
55 - 64	23.97%	28.33%	25.60%	21.39%	As expected	As expected
65+	24.34%	11.67%	21.99%	3.68%	As expected	As expected
Married/Civil Partnership	56.93%	45.00%	54.22%	56.56%	As expected	As expected
Gay, Lesbian, Bisexual	1.12%	3.33%	1.51%	0.95%	As expected	As expected

Ethnicity

In this period there were 0.30% of all leavers (1) who were of ethnic minority, compared to 0.65% (3) in 2019/20.

Disability

A total of 7 employees left the Authority during this period who have declared a disability, 6 of whom were voluntary and 1 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, 246 (74%) were female and 86 (26%) were male, which is close to the workforce profile of 75:25.

Age

7% of leavers were from the 16-24 age group, 19% from the 25-34 age group, 14% from the 35-44 age group, 13% from the 45-54 age group, 26% from the 55-64 age group and 22% from the 65+ age group. 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 54% 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 1.5% when compared to an overall workforce profile of 1.07%.

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 the last 2 years. Of all leavers, 30% were Christian and 10% reported no religion, and only 1.2% 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 (this action is carried over from last year's report as it was delayed due to the work associated with the pandemic response).

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