

Conwy County Borough Council

Employment Monitoring Report

2021-2022

Mae'r ddogfen hon ar gael yn Gymraeg hefyd.

1. Introduction

Conwy County Borough Council is committed to promoting equality of opportunity. 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 2021-2022 in accordance with our Strategic Equality Plan and Action Plan 2020-2024, which can be found on our website [here](#).

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

- Employees currently working for us on 31 March 2022
- *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

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. We respect the right of employees to be counted if they wish whilst also offering the opportunity for them to state they “prefer not to say”. This means that numbers may not be entirely reflective of the actual picture. 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, Asian and Minority Ethnic origin, this report shows the data aggregated into the overarching category: Ethnic Minority (without acronyms), which is the preferred terminology identified as part of the Anti-racist Wales Action Plan consultation. Doing this avoids the possibility of individuals being identified from the data, although disaggregated data on each ethnic minority group 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.

Some tables within this report reflect a stated snapshot date when the data was captured, whilst other tables capture the performance across a full financial year. Therefore the names of some services may reflect previous names that were applicable at the start of the reporting year, for example, Corporate Human Resources and Corporate Improvement and Development recently amalgamated to form Corporate People and Performance. Tables 1 and 2 show the new service title

as at 31 March 2022 whilst the remaining tables show previous service titles from 1 April 2021. Such mid-year changes are rectified at the start of the following financial year.

Employees currently working for us

Table 1 - Number of Permanent or Fixed Term Employees as at 31 March 2022

Service	Total	Age Range						Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Ethnic Minority	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	*	*	5	*	*	*	*
Children Family & Safeguarding	184	*	39	42	59	41	*	153	31	11	76	*	6	*	12
Corporate Financial Service	43	*	*	12	18	9	*	31	12	*	21	*	*	*	*
Corporate People & Performance	41	*	5	13	14	6	*	32	9	*	23	*	*	*	*
Economy and Culture	334	24	69	68	82	78	13	200	134	7	157	8	5	*	7
Education	2019	57	361	528	584	440	49	1711	308	15	1163	10	14	*	83
Environment Roads & Facilities	499	18	56	89	143	162	31	131	368	11	232	*	8	*	*
Information Technology	65	*	14	21	17	11	*	14	51	*	26	*	*	*	*
Integrated Adults & Community Services	622	16	108	132	164	183	19	526	96	23	313	17	13	*	28
Law & Governance	71	*	17	22	15	11	*	61	10	*	42	*	*	*	*
Regulatory & Housing Services	148	6	18	36	52	33	*	93	55	5	74	6	*	*	5
Revenues & Benefits Service	67	*	11	26	20	7	*	50	17	*	34	*	*	*	*
CCBC Total	4112	130	703	994	1176	986	123	3017	1095	79	2176	49	51	10	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 2022, (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 2022 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	*	*	*	*	*	*	5	*
Chief Executives Office	6	*	*	*	*	*	*	*	*	*	3*	*	*
Children Family & Safeguarding	184	*	6	*	65	*	*	*	*	*	68	34	*
Corporate Financial Service	43	*	*	*	23	*	*	*	*	*	9	7	*
Corporate People & Performance	41	*	*	*	20	*	*	*	*	*	15	*	*
Economy and Culture	334	5	8	*	107	*	*	*	*	*	85	124	*
Education	2019	15	18	*	235	*	*	*	*	*	142	1592	13
Environment Roads & Facilities	499	5	17	*	197	*	*	*	*	*	121	152	6
Information Technology	65	*	6	*	20	*	*	*	*	*	30	*	*
Integrated Adults & Community Services	622	10	20	*	237	*	*	*	*	*	174	164	12
Law & Governance	71	*	*	*	29	*	*	*	*	*	10	28	*
Regulatory & Housing Services	148	*	*	*	53	*	*	*	*	*	41	48	*
Revenues & Benefits Service	67	*	*	*	31	*	*	*	*	*	18	13	*
CCBC Total	4112	49	83	6	1025	1	2	2	1	6	717	2177	43

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 2022 (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 2022

	Total	Age Range						Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Ethnic Minority	Trans-gender	Pregnancy & Maternity
Service		Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male						
Children Family & Safeguarding	73	*	15	18	22	17	*	*	14	*	26	*	*	*	*
Economy and Culture	289	96	61	37	42	34	19	175	114	7	81	*	*	*	*
Education	1450	119	300	337	317	301	76	1224	226	5	724	*	6	*	33
Environment Roads & Facilities	16	*	*	*	*	10	*	12	*	*	11	*	*	*	*
Integrated Adults & Community Services	70	*	16	8	13	21	9	51	19	*	26	*	*	*	*
Law & Governance	11	*	*	*	*	*	6	6	5	*	9	*	*	*	*
Revenues & Benefits Service	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*
CCBC Total	1910	220	394	403	398	385	110	1528	382	16	878	8	12	2	39

*Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31 March 2022 (counted once, even though they may have more than one casual job). We have done a lot of work with Education to remove supply not worked in 18 months which has caused a big change in casual numbers.

During this period 3.07% (188) 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. This is a significant decrease from the previous year where 8.59% (506) of the workforce submitted a MATB1. 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 2022 by religion and belief

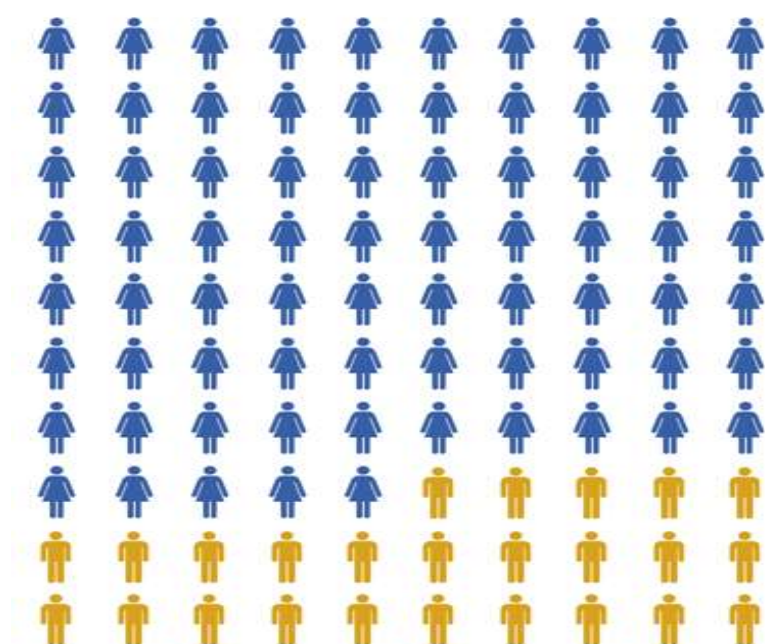
Note: The number of employees counted in Table 2a is based on the number of casual workers employed by Conwy on 31 March 2022 (counted once, even though they may have more than one casual job).

Service	Total	Agnostic	Atheist	Buddhist	Christian	Jehovah Witness	Jewish	Muslim	No Religion	Not Specified	Other
Children Family & Safeguarding	73	*	6	*	24	*	*	*	28	13	*
Economy and Culture	289	8	18	*	93	*	*	*	71	95	*
Education	1450	*	10	*	105	*	*	*	105	1219	8
Environment Roads & Facilities	16	*	*	*	9	*	*	*	5	*	*
Integrated Adults & Community Services	70	*	*	*	24	*	*	*	14	26	*
Law & Governance	11	*	*	*	*	*	*	*	*	5	*
Revenues & Benefits Service	1	*	*	*	*	*	*	*	*	*	*
CCBC Total	1910	13	36	1	259	1	1	1	225	1361	12

Numbers below 5 have been replaced by * to protect anonymity

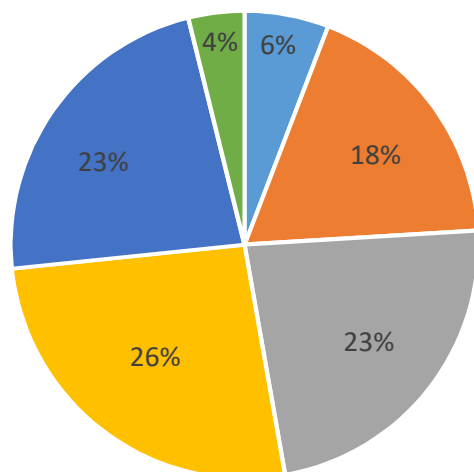
Overall Workforce Profile

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 in previous years. There is a similar ratio for permanent and fixed term staff (27:73). The number of casual workers in positions is 20:80 respectively.



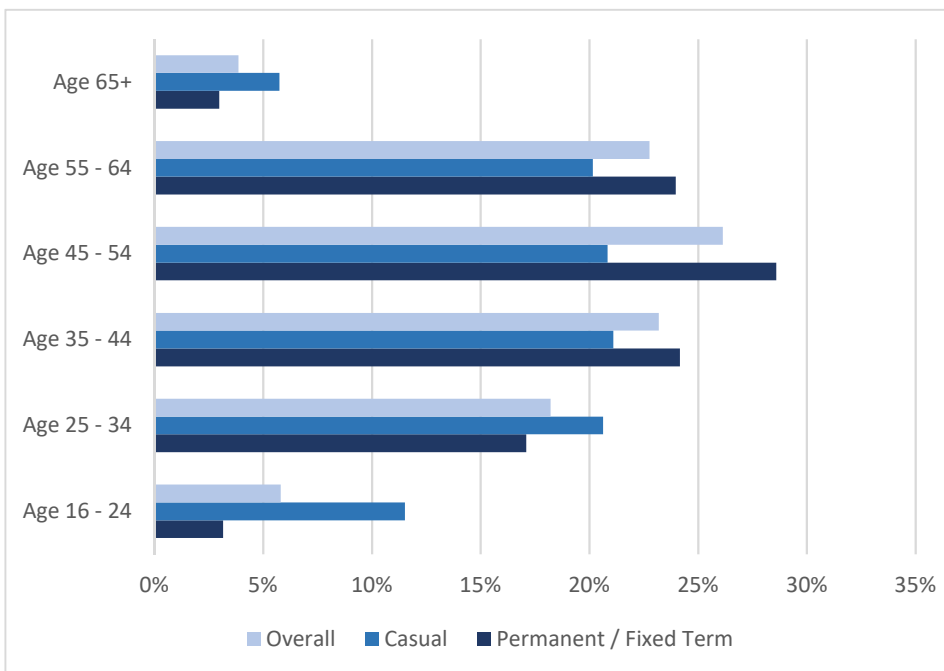
Overall Workforce Profile, 2021-2022

Percentage Age Profile of the Overall Workforce, 2022



■ Age 16 - 24 ■ Age 25 - 34 ■ Age 35 - 44 ■ Age 45 - 54 ■ Age 55 - 64 ■ Age 65+

Percentage Age Profile by Contract Type, 2022



70% of the permanent and fixed term workforce fall within the 25-34 (17%), 35-44 (24%) and 45-54 (29%) age groups. The age profile distribution of casual staff has changed from last year where there was a higher proportion employed in the 16-24 age group, and this year the highest group employed was the 35-44 group (403), followed very closely by 45-54 group (398), 25-34 group (394), 55-64 group (385), 16-24 group (220) and lastly by 65+ (110).

At 31 March 2022, 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		26%	25.47%	19.73%
Female		74%	74.53%	80.27%
Age	100%			
16-24		5.94%	1.90%	11.18%
25-34		18.32%	16.41%	21.69%
35-44		22.60%	23.67%	20.71%
45-54		26.30%	28.86%	21.77%
55-64		23.12%	25.09%	19.65%
65+		3.71%	3%	4.98%
Disability	51.98%			
Disabled staff		1.47%	1.80%	0.90%
Prefer not to say		1.12%	1.31%	0.78%
Race	54.91%			
Ethnic Minority staff		0.95%	1.18%	0.55%
Prefer not to say		0.20%	0.27%	0.08%
Marital/civil partnership status	99.10%			
Staff Married or in a Civil Partnership		50.06%	53.13%	44.64%
Prefer not to say		0.85%	0.80%	0.94%
Religion/Belief	46.82%			
Agnostic		0.95%	1.13%	0.63%
Atheist		1.96%	1.87%	2.12%
Christian		19.69%	23.67%	12.67%
No Religion		15.30%	16.63%	12.95%
Other		0.98%	1.09%	0.78%
Prefer not to say		2.08%	2.60%	1.18%
Sexual Orientation	46.52%			
Heterosexual / Straight		95.94%	95.45%	96.82%
Lesbian/Gay/Bisexual staff		0.95%	1.09%	0.71%
Prefer not to say		3.11%	3.46%	2.47%
Gender Reassignment	42.58%			
Transgender staff		0.17%	0.22%	0.08%
Prefer not to say		0.26%	0.36%	0.78%
Pregnancy / Maternity				
Pregnant or on Maternity Leave		2.91%	3.33%	2.16%

We have continued to slowly improve data collection and this work continues. However, this is dependent on individuals wishing to disclose their identity, which can be particularly sensitive around disability, sexual orientation and gender reassignment declarations. Staff are offered the opportunity to state 'prefer not to say' except for the protected characteristics of age and sex which is essential data for employment purposes, for example relevant to pension membership.

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

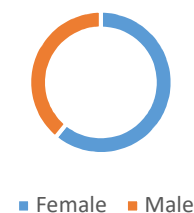
The numbers provided in Tables 3 - 6 below are based on the number of positions or posts filled within Conwy, by the people shown in Tables 1 and 2. We have a large number of employees who hold multiple posts, often part-time and often in different job types and different services. Therefore, Conwy County Borough Council does not actually employ 7053 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 31st March 2022 we employed 4112 permanent and fixed term people in 4504 posts, and 1910 casual people in 2549 posts.

Contract Type

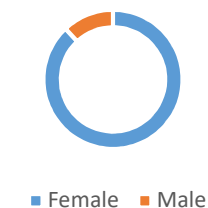
Table 3 - Number of posts filled by Contract Type - 2022

Sex	Permanent		Fixed Term		Casual	Total
	Full time	Part time	Full time	Part time	Variable hours	
Female	1115 (16%)	1713 (24%)	230 (3%)	299 (4%)	2046 (29%)	5403 (77%)
Male	803 (11%)	226 (3%)	73 (1%)	45 (1%)	503 (7%)	1650 (23%)
	1918	1939	303	344	2549	7053

Full Time



Part Time



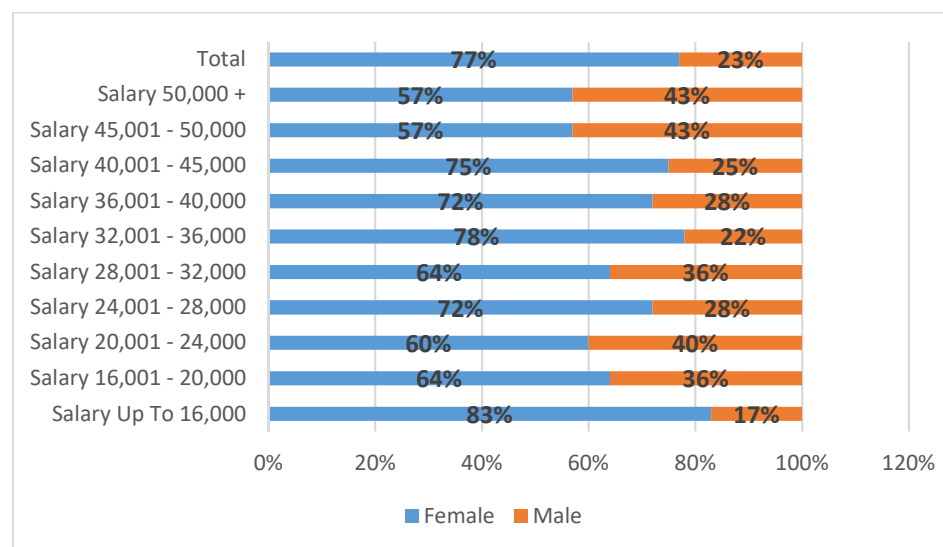
There are 39% males and 61% females in full time roles (permanent and fixed term) compared to 12% males and 88% females in part time roles (permanent and fixed term) showing no change from last year. We continue to employ marginally more part time staff (51%) than full time staff (49%) in permanent and fixed term roles.

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	3474 (83%)	362 (64%)	306 (60%)	282 (72%)	205 (64%)	180 (78%)	168 (72%)	282 (75%)	58 (57%)	86 (57%)	5403 (77%)
Male	709 (17%)	201 (36%)	201 (40%)	108 (28%)	115 (36%)	51 (22%)	65 (28%)	92 (25%)	44 (43%)	64 (43%)	1650 (23%)
Total	4183	563	507	390	320	231	233	374	102	150	7053

(This table uses pro-rata pay)



At 31st March 2022 there were 7053 posts filled within Conwy, 49% (3474 posts) of which are occupied by female employees within the salary range up to £16,000. Approximately two thirds of the female workforce (64%), and just under half (43%) of the male workforce, are employed within the salary range up to £16,000. There has been a slight increase in the proportion of females in the £50,000 and over salary range at 57% this year, compared to 53% last year. This represents an increase in the number of female staff in this band, from 73 to 86, whilst the number of males in this band decreased marginally from 65 to 64. 100% of our Director posts are filled by women. 55% of Heads of Service posts are filled by males and 45% females. Posts that fall within the salary range £50,000 and above include; Chief Executive, Directors, Heads of Service, Head Teachers, Deputy Head Teachers, Education Advisor/Inspectors and those on top of Grade G11 and G12.

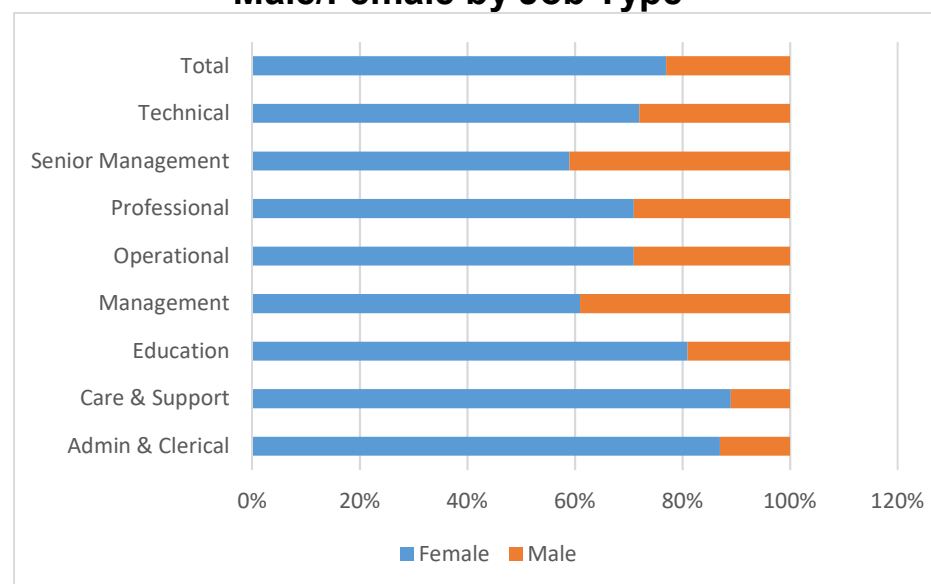
Table 5 - Number of posts filled by Job Type

Sex	Admin & Clerical	Care & Support	Education	Management	Operational	Professional	Senior Management	Technical	Total
Female	257 (87%)	1132 (89%)	1005 (81%)	99 (61%)	1307 (71%)	355 (71%)	10 (59%)	1238 (72%)	5403 (77%)
Male	37 (13%)	140 (11%)	239 (19%)	64 (39%)	538 (29%)	142 (29%)	7 (41%)	483 (28%)	1650 (23%)
	294	1272	1244	163	1845	497	17	1721	7053

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

87% (4682) of the posts held by female employees are in Education, Technical, Operational and Care, (a 2% increase from the previous year), compared to 85% of the posts held by male employees in the same categories. 61% (99) of management posts are held by female employees and 39% (64) are held by male employees. 59% (10) of senior management posts are held by females and 41% (7) by males. This is an increase in female senior managers and a decrease in male senior managers. 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 over-represented in these categories and slightly under-represented in Management and Senior Management job types when compared to the workforce profile.

Male/Female by Job Type



Grade

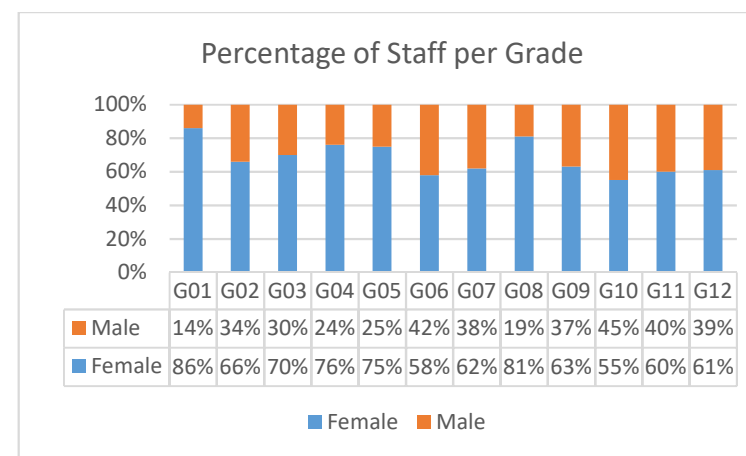
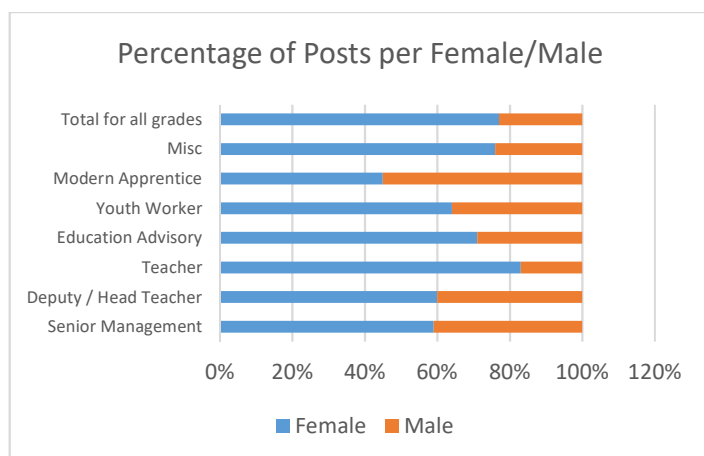
Table 6 - Number of posts filled by Grade

Sex	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	1820 (86%)	581 (66%)	256 (70%)	536 (76%)	451 (75%)	192 (58%)	93 (62%)	200 (81%)	58 (63%)	42 (55%)	6 (60%)	22 (61%)
Male	292 (14%)	294 (34%)	108 (30%)	173 (24%)	154 (25%)	137 (42%)	58 (38%)	48 (19%)	34 (37%)	35 (45%)	4 (40%)	14 (39%)
	2112	875	364	709	605	329	151	248	92	77	10	36

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	10 (59%)	79 (60%)	916 (83%)	10 (71%)	16 (64%)	9 (45%)	106 (76%)	5403 (77%)
Male	7 (41%)	52 (40%)	183 (17%)	4 (29%)	9 (36%)	11 (55%)	33 (24%)	1650 (23%)
	17	131	1099	14	25	20	139	7053

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

30% of all posts across the Council are Grade G01, of which 86% are held by female employees and 14% by males showing little change from last year. Within Grades G03, G04 and G05 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, G11 and G12 and as Deputy/Head Teachers (59%), Senior Management (40%) and Modern Apprentices (56%). Males are under-represented in Grade G08 and Teaching (17%).



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 2021 and 31st March 2022 there were 1022 positions advertised, which includes posts that have been re-advertised and also where there are multiple vacancies for one job advert. This equates to a 78% increase in the number of positions advertised from last year. 224 of these jobs were advertised more than once. This overall total compares to 572 posts advertised in 2020/21, 504 in 2019/20, 470 in 2018/19, 572 in 2017-18 and 516 in 2016-17.

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 2021/22

Service	Position Advertised Count
Audit & Procurement	1
Children Family & Safeguarding	70
Corporate Financial Service	4
Corporate Human Resources	8
Corporate Improvement & Development	2
Corporate Services	1
Economy and Culture	170
Education	344
Environment Roads & Facilities	161
Information Technology	23
Integrated Adults & Community Services	188
Law & Governance	17
Regulatory & Housing Services	24
Revenues & Benefits Service	9
CCBC Total	1022

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	94	13	81	*	7	36	20	24	7	*	*	5	9	33	*	59
Corporate Financial Service	7	*	6	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Human Resources	12	*	10	*	*	*	*	5	*	*	*	*	*	7	*	9
Corporate Improvement & Development	9	*	5	*	*	*	*	*	*	*	*	*	*	7	*	6
Corporate Services	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	363	154	208	*	106	77	59	55	47	19	*	11	22	110	29	204
Education	1128	195	932	*	250	451	194	142	82	9	*	28	41	264	25	619
Environment Roads & Facilities	452	372	78	*	58	114	107	75	83	14	*	16	20	164	20	257
Information Technology	103	94	9	*	13	49	18	19	*	*	*	5	12	25	14	55
Integrated Adults & Community Services	440	114	326	*	39	165	81	82	66	7	*	10	28	132	31	245
Law & Governance	51	23	28	*	10	17	8	11	5	*	*	*	*	7	*	23
Regulatory & Housing Services	41	21	20	*	*	16	10	8	*	*	*	*	*	18	*	32
Revenues & Benefits Service	8	*	7	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	2708	994	1710	4	490	930	507	429	300	51	1	78	134	773	128	1515

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	80	22	58	*	*	29	24	13	13	*	*	*	*	24	*	44
Corporate Financial Service	6	*	5	*	*	5	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	14	*	13	*	*	*	5	*	*	*	*	*	*	9	*	8
Corporate Improvement & Development	6	*	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	184	70	114	*	70	42	23	21	26	*	*	5	6	50	9	106
Education	556	90	466	*	51	212	158	87	45	*	*	6	5	216	16	254
Environment Roads & Facilities	143	119	24	*	13	26	44	29	26	5	*	*	*	56	*	89
Information Technology	38	31	7	*	*	14	19	*	*	*	*	*	*	12	*	19
Integrated Adults & Community Services	189	24	165	*	11	46	56	48	25	*	*	*	7	88	8	107
Law & Governance	15	*	12	*	*	5	*	*	*	*	*	*	*	7	*	9
Regulatory & Housing Services	20	8	12	*	*	6	10	*	*	*	*	*	*	6	*	12
Revenues & Benefits Service	11	*	9	*	*	5	*	*	*	*	*	*	*	*	*	7
Total	1264	372	892	0	154	392	350	212	143	13	1	18	26	478	41	659

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	174	35	139	*	8	65	44	37	20	*	*	7	12	57	6	103
Corporate Financial Service	13	*	11	*	*	6	5	*	*	*	*	*	*	*	*	8
Corporate Human Resources	26	*	23	*	*	*	8	8	*	*	*	*	*	16	*	17
Corporate Improvement & Development	15	5	10	*	*	*	5	*	*	*	*	*	*	10	*	7
Corporate Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	547	224	322	*	176	119	82	76	73	21	*	16	28	160	38	310
Education	1684	285	1398	*	301	663	352	229	127	12	*	34	46	480	41	873
Environment Roads & Facilities	595	491	102	*	71	140	151	104	109	19	*	18	22	220	22	346
Information Technology	141	125	16	*	14	63	37	21	6	*	*	5	12	37	17	74
Integrated Adults & Community Services	629	138	491	*	50	211	137	130	91	10	*	13	35	220	39	352
Law & Governance	66	26	40	*	13	22	12	14	5	*	*	*	*	14	*	32
Regulatory & Housing Services	61	29	32	*	6	22	20	10	*	*	*	*	*	24	*	44
Revenues & Benefits Service	19	*	16	*	*	7	*	7	*	*	*	*	*	7	*	8
Total	3972	1366	2602	4	644	1322	857	641	443	64	1	96	160	1251	169	2174

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	46	7	39	*	*	22	11	9	*	*	*	*	5	17	*	26
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Human Resources	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	235	90	144	*	85	41	39	31	31	8	*	8	12	69	20	141
Education	265	44	221	*	37	90	50	51	31	6	*	5	12	79	5	161
Environment Roads & Facilities	201	160	41	*	25	40	46	44	41	*	*	8	9	75	*	110
Information Technology	40	35	5	*	6	17	9	8	0	*	*	*	*	11	*	23
Integrated Adults & Community Services	212	38	174	*	19	76	41	45	29	*	*	*	11	66	9	113
Law & Governance	31	8	23	*	8	10	6	6	*	*	*	*	*	6	*	13
Regulatory & Housing Services	32	16	16	*	*	12	7	7	*	*	*	*	*	14	*	26
Revenues & Benefits Service	7	*	7	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	1078	400	677	1	185	311	214	207	139	21	1	25	52	345	46	622

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	60	16	44	*	*	24	18	8	9	*	*	*	*	14	*	33
Corporate Financial Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	13	*	13	*	*	*	5	*	*	*	*	*	*	8	*	7
Corporate Improvement & Development	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	165	67	98	*	64	37	19	20	23	*	*	5	*	43	9	96
Education	296	45	251	*	34	107	80	42	30	*	*	*	*	118	*	127
Environment Roads & Facilities	119	98	21	*	13	15	36	27	23	5	*	*	*	47	*	75
Information Technology	31	25	6	*	*	13	13	*	*	*	*	*	*	12	*	18
Integrated Adults & Community Services	151	15	136	*	8	36	46	37	23	*	*	*	6	67	7	81
Law & Governance	13	*	10	*	*	*	*	*	*	*	*	*	*	7	*	7
Regulatory & Housing Services	18	6	12	*	*	5	9	*	*	*	*	*	*	5	*	12
Revenues & Benefits Service	9	*	7	*	0	*	*	*	*	*	*	*	*	*	*	7
Total	886	279	607	0	128	249	235	148	115	11	0	15	22	329	26	466

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	106	23	83	*	*	46	29	17	12	*	*	*	7	31	*	59
Corporate Financial Service	10	*	8	*	*	5	*	0	0	*	*	*	*	*	*	8
Corporate Human Resources	15	*	15	*	*	*	6	*	2	*	*	*	*	9	*	9
Corporate Improvement & Development	6	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	400	157	242	*	149	78	58	51	54	10	*	13	17	112	29	237
Education	561	89	472	*	71	197	130	93	61	9	*	8	16	197	8	288
Environment Roads & Facilities	320	258	62	*	38	55	82	71	64	9	*	10	11	122	6	185
Information Technology	71	60	11	*	7	30	22	10	*	*	*	*	*	23	6	41
Integrated Adults & Community Services	363	53	310	*	27	112	87	82	52	*	*	5	17	133	16	194
Law & Governance	44	11	33	*	11	13	10	9	*	*	*	*	*	13	*	20
Regulatory & Housing Services	50	22	28	*	5	17	16	9	*	*	*	*	*	19	*	38
Revenues & Benefits Service	16	*	14	*	*	*	*	7	*	*	*	*	*	6	*	8
Total	1964	679	1284	1	313	560	449	355	254	32	1	40	74	674	72	1088

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Chief Executives Office	15	*	13	*	*	8	*	*	*	*	*	*	*	5	*	7
Children Family & Safeguarding	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Financial Service	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Improvement & Development	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	14	*	11	*	6	*	*	*	*	*	*	*	*	*	*	9
Education	49	11	38	*	*	15	10	7	12	*	*	*	*	17	*	24
Environment Roads & Facilities	4	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	33	8	25	*	*	7	6	7	9	*	*	*	*	14	*	17
Law & Governance	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	124	29	95	0	14	39	25	18	26	2	0	3	8	42	3	64

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	36	10	26	*	*	12	11	6	6	*	*	*	*	11	*	20
Corporate Financial Service	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	7	*	7	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Improvement & Development	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	109	45	64	*	45	24	9	14	16	*	*	*	*	28	8	62
Education	218	37	181	*	26	75	58	31	25	*	*	*	*	86	*	86
Environment Roads & Facilities	93	73	20	*	12	11	29	21	16	*	*	*	*	33	*	52
Information Technology	16	14	*	*	*	6	7	*	*	*	*	*	*	8	*	9
Integrated Adults & Community Services	99	9	90	*	6	29	22	26	15	*	*	*	6	38	*	46
Law & Governance	11	*	8	*	*	*	*	*	*	*	*	*	*	6	*	6
Regulatory & Housing Services	12	*	9	*	*	*	6	*	*	*	*	*	*	*	*	8
Revenues & Benefits Service	8	*	6	*	*	*	*	*	*	*	*	*	*	*	*	6
Total	615	198	417	0	98	167	151	109	81	9	0	11	19	222	14	302

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Audit & Procurement	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	51	12	39	*	*	20	14	9	7	*	*	*	*	16	*	27
Corporate Financial Service	3	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	7	*	7	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Improvement & Development	2	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	1	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Economy and Culture	123	48	75	*	51	28	12	14	17	*	*	*	*	29	8	71
Education	267	48	219	*	29	90	68	38	37	5	*	*	6	103	*	110
Environment Roads & Facilities	97	77	20	*	12	12	30	21	18	*	*	*	*	35	*	55
Information Technology	16	14	*	*	*	6	7	*	*	*	*	*	*	8	*	9
Integrated Adults & Community Services	132	17	115	*	10	36	28	33	24	*	*	*	9	52	*	63
Law & Governance	14	*	11	*	*	*	*	*	0	*	*	*	*	6	*	7
Regulatory & Housing Services	15	*	11	*	*	*	7	*	0	*	*	*	*	*	*	10
Revenues & Benefits Service	10	*	8	*	*	*	*	*	*	*	*	*	*	*	*	6
Total	739	227	512	0	112	206	176	127	107	11	0	14	27	264	17	366

Numbers below 5 have been replaced by * to protect anonymity

Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2006-2022

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
2021-22	Ethnic Minority	96	100%	2.42%	40	41.67%	2.04%	14	14.58%	1.89%
	Disabled	160	100%	4.03%	74	46.25%	3.77%	27	16.88%	3.65%
	Overall Total	3972			1964			739		
2020-21	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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	Ethnic Minority	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 2006 in the number of applicants who have declared a disability or are regarded as an Ethnic Minority. The number of Ethnic Minority applicants (96) more than doubled in the period equating to 2.42% of all applicants, compared to Conwy's non-white Ethnic Minority population of 3% (2021 Census). 2.04% of applicants shortlisted were Ethnic Minority and 1.89% (14) were appointed, which is the biggest increase for a number of years. The number (160) and % of disabled applicants also significantly increased to 4.03% of all applicants, with 3.77% shortlisted and 3.65% (27) appointed, over 4 times as many as the previous year (6). This could have been partially due to the ability for some posts to

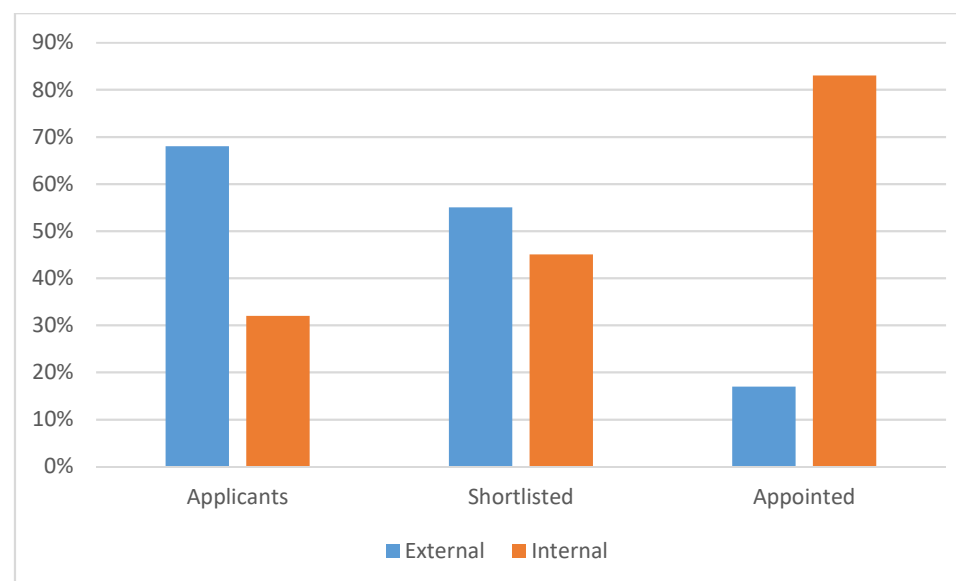
work in a hybrid manner making some jobs more accessible to disabled people. We are making arrangements to hold a workshop in March 2023 with the local Community Cohesion officers, the North Wales Public Sector Equality Network and our own Employability team, looking at barriers to employment and delivering some useful tips and guidance to address barriers for minority groups.

4.1 Recruitment Analysis

Internal V External Applicants

There were 3972 applications for the 1022 positions advertised, giving an average of 3.9 applications per vacancy which is a decrease of 0.6 applications per vacancy. Chart 1 shows a considerable difference between the appointment rate of internal and external job applicants with 48.6% of internal applicants being successful in appointment (up by 12%) compared to 4.6% of external applicants being successful (up by 2%).

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

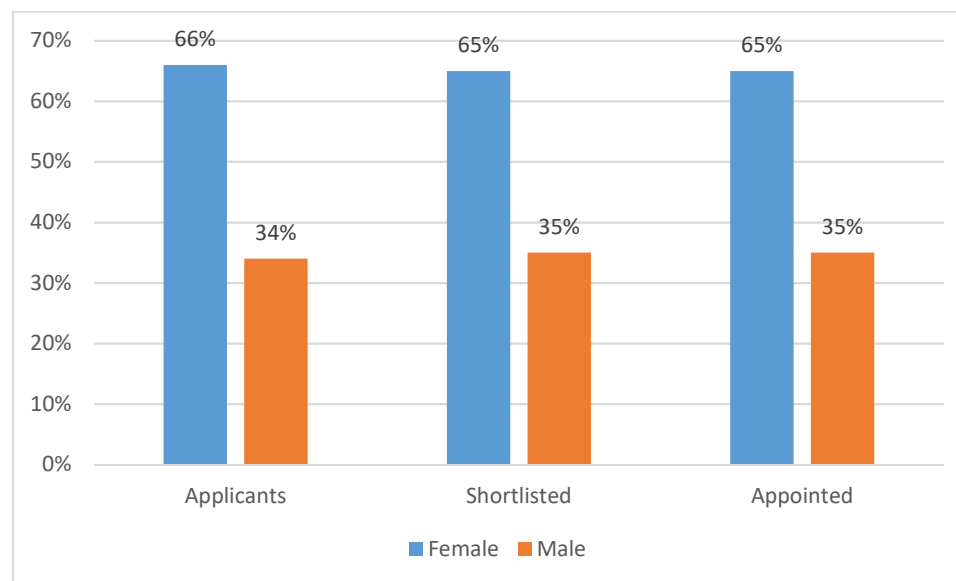


Sex

Overall, 34% of all job applicants were male and 66% 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 and Education attracted between 78-83% female applicants. In contrast Information Technology and Environment, Roads & Facilities attracted between 11-17% of female applicants with 89-83% male applicants.

20% of all female applicants were appointed compared to 17% of all male applicants. Therefore, females had a slightly greater chance of being appointed.

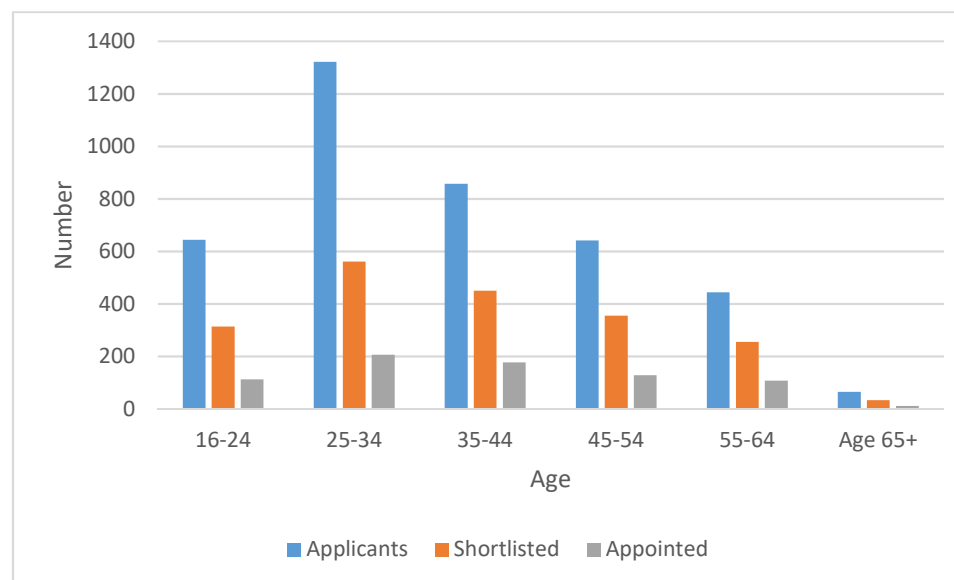
Chart 2 - Number of Applications Compared with the Number Shortlisted and Appointed by Sex:



Age

A third of all applicants (33%) were aged 25-34, with a further 22% of applicants being aged 35-44. These percentages were virtually mirrored in appointments where 28% of appointments were aged 25-34 with 24% 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 96 applications from candidates of an ethnic minority background, which formed 2.42% of the total applications received, 2.04% of those shortlisted and 1.89% of those appointed. The number of ethnic minority applicants has increased by 46 applications since the previous report. 41.67% of applicants from an ethnic minority background were shortlisted and 14.58% appointed, which is an increase on the previous year (18% and 8% respectively). This is still lower than for the non-ethnic minorities group where 49% were shortlisted and 18.70% 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	96	2.42	40	2.04%	41.67%	14	1.89%	35%	14.58%
Non Ethnic Minority	3876	97.58	1924	97.96%	49.63%	725	98.11%	37.68%	19%
Total	3972		1964		49.45%	739		37.63%	18.60%

Disability

The following table shows that 4.03% of all applicants regarded themselves as disabled, which is a slight increase since last year in percentage terms (up from 3.98%) and we received a higher number of applicants (160 compared to 102). The number of disabled applicants shortlisted significantly increased from 28 last year to 74 this year. Education and Integrated Adults & Community Services attracted a higher number of disabled applicants. 3.65% of all appointments were to disabled people, which compares to the overall workforce declaring a disability of 1.58%, the same as last year. 46.25 % of disabled applicants were shortlisted compared to those not declaring a disability at 49.58%. 16.88 % of disabled people were appointed, compared to 19 % of people not declaring a disability being appointed. This has significantly increased since last year with 27 disabled appointments made compared to 6.

	Number Applied	% Applied	Number Shortlisted	% of all Applicants Shortlisted	% Shortlisted of Group	Number Appointed	% of all Appointed	% Appointed from Shortlist	% Appointed from Applicants
Disabled	160	4.03%	74	3.77%	46.25%	27	3.65%	36%	16.88%
Not Disabled	3812	95.97%	1890	96.23%	49.58%	712	96.35%	37.67%	19%
Total	3972		1964		49.45%	739		37.63%	18.61%

Lesbian, Gay & Bisexual Applicants

The table below shows that 4.25% of applicants regarded themselves as Lesbian, Gay or Bisexual. Of all applicants who were shortlisted, 3.67% were Lesbian, Gay or Bisexual and 2.30% of all appointed were Lesbian, Gay or Bisexual. There was an increase in the number of applicants this year (169 compared to 107), however, this is not reflected in the percentage figure

due to the significant increase of 1,406 more applicants in total this year. Of all applicants who regard themselves as Lesbian, Gay & Bisexual, 42.60% were shortlisted and 24% appointed, compared to 24.30% and 19.23% respectively last year.

	Number Applied	% Applied	Number Shortlisted	% of all Applicants Shortlisted	% Shortlisted of Group	Number Appointed	% of all Appointed	% Appointed from Shortlist	% Appointed from Applicants
Lesbian, Gay, Bisexual	169	4.25%	72	3.67%	42.60%	17	2.30%	24%	10.06%
Not Lesbian, Gay, Bisexual	3803	95.75%	1892	96.33%	49.75%	722	97.70%	38.16%	19%
Total	3972		1964		49.46%	739		37.63%	18.61%

Married/Civil Partnership - Religion & Belief - Transgender
Insufficient data to be analysed.

Summary

Chart 4 – Number of Applications Compared with the Number Shortlisted and Appointed by protected characteristic

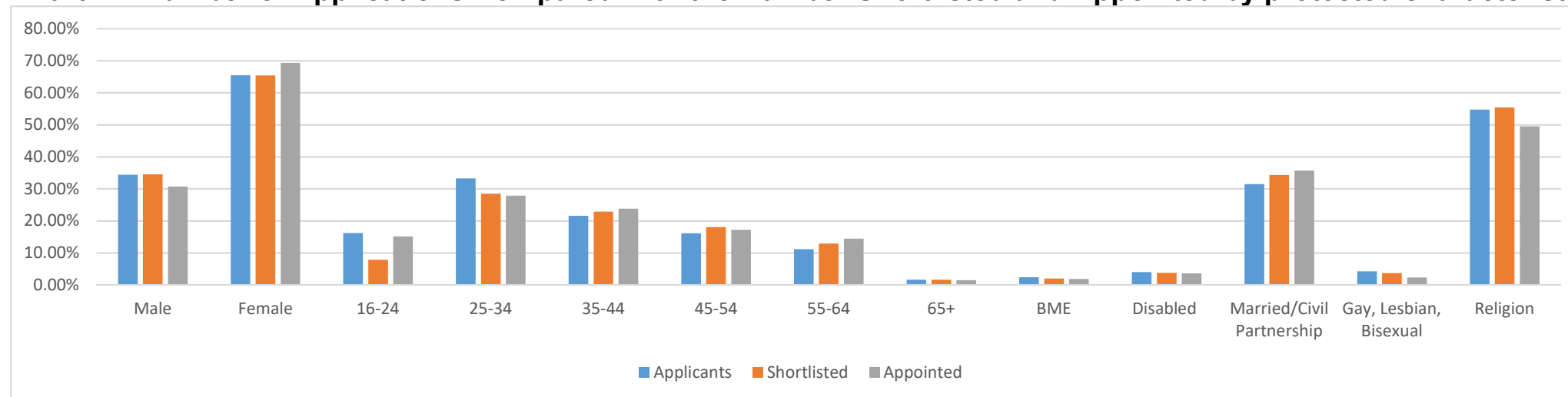


Table 12 - Summary of job applicant by protected characteristic

Equality Group	Applied	Shortlisted	Number expected to be shortlisted	Appointed	Number expected to be appointed	% of Applicants Shortlisted	% of Applicants Appointed	Analysis of Shortlisting	Analysis of Appointments
Male	1366	679	590 - 689	227	242 - 306	49.71%	16.62%	As expected	Low
Female	2602	1284	1150 - 1286	512	477 - 567	49.35%	19.68%	As expected	As expected
Ethnic minority	96	40	32 - 58	14	10 - 28	41.67%	14.58%	As expected	As expected
Disabled	160	74	58 - 92	27	21 - 43	46.25%	16.88%	As expected	As expected
16-24	644	313	267 - 335	112	107 - 151	48.60%	17.39%	As expected	As expected
25-34	1322	560	570 - 668	206	233 - 297	42.36%	15.58%	Low	Low
35-44	857	449	362 - 440	176	146 - 198	52.39%	20.54%	High	As expected
45-54	641	355	266 - 334	127	107 - 151	55.38%	19.81%	High	As expected
55-64	443	254	179 - 236	107	71 - 107	57.34%	24.15%	High	Slightly High
65+	64	32	19 - 41	11	6 - 20	50%	17.19%	As expected	As expected
Married/Civil Partnership	1251	674	538 - 633	264	220 - 282	53.88%	21.10%	High	As expected
Religion	2174	1088	955 – 1080	366	395 – 477	50.05%	16.84%	High	Low
Gay, Lesbian, Bisexual	169	72	62 - 97	17	23 - 45	42.60%	10.06%	As expected	Low
All Applicants	3972	1964		739		49.45%	18.61%		

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.

A workflow package for training applications has now run for 3 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 2021-2022.

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	Ethnic Minority	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Audit & Procurement	16	*	*	5	10	*	*	16	*	*	*	16	*	*
Chief Executives Office	7	*	*	*	*	*	*	7	*	*	*	7	*	*
Children Family & Safeguarding	835	7	223	200	251	150	*	677	158	38	46	314	12	*
Corporate Financial Service	18	*	*	*	9	*	*	14	*	*	*	9	*	*
Corporate Human Resources	70	*	10	18	26	14	*	58	12	*	9	43	*	*
Corporate Improvement & Development	20	*	*	6	12	*	*	11	9	*	*	6	*	*
Economy and Culture	249	12	30	61	80	59	7	172	77	*	6	117	*	*
Education	455	8	71	122	144	107	*	340	115	*	19	267	7	*
Environment Roads & Facilities	108	7	14	25	27	30	5	26	82	*	*	64	*	*
Information Technology	53	*	7	21	11	11	*	12	41	*	*	25	*	*
Integrated Adults & Community Services	1892	41	307	488	514	506	36	1664	228	83	74	956	65	*
Law & Governance	21	*	*	*	6	7	*	17	*	*	*	11	*	*
Regulatory & Housing Services	149	8	23	38	45	34	*	104	45	6	8	69	6	*
Revenues & Benefits Service	80	*	11	29	28	10	*	60	20	*	*	42	*	*
Total	3973	89	705	1018	1165	934	62	3178	795	139	165	1946	96	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	16	*	*	*	10	*	*	*	*	*	*	*	*
Chief Executives Office	7	*	*	*	*	*	*	*	*	5	*	*	*
Children Family & Safeguarding	835	16	23	6	285	*	*	8	6	348	34	98	11
Corporate Financial Service	18	*	*	*	9	*	*	*	*	*	*	*	*
Corporate Human Resources	70	*	*	*	40	*	*	*	*	18	5	6	*
Corporate Improvement & Development	20	*	*	*	7	*	*	*	*	13	*	*	*
Economy and Culture	249	15	*	*	102	*	*	*	*	48	*	77	*
Education	455	10	11	*	145	*	*	*	*	68	8	197	16
Environment Roads & Facilities	108	6	6	*	45	*	*	*	*	22	11	16	*
Information Technology	53	*	*	*	23	*	*	*	*	17	*	*	*
Integrated Adults & Community Services	1892	33	78	*	683	6	5	*	8	596	66	377	40
Law & Governance	21	*	*	*	14	*	*	*	*	*	*	*	*
Regulatory & Housing Services	149	*	5	*	54	*	*	*	*	56	5	26	*
Revenues & Benefits Service	80	*	*	*	42	*	*	*	*	21	5	5	*
Total	3973	86	133	9	1461	6	5	8	14	1218	146	810	77

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	16	*	*	5	10	*	*	16	*	*	*	16	*	*
Chief Executives Office	7	*	*	*	*	*	*	7	*	*	*	7	*	*
Children Family & Safeguarding	815	7	209	198	248	149	*	667	148	38	46	309	12	*
Corporate Financial Service	18	*	*	*	9	*	*	14	*	*	*	9	*	*
Corporate Human Resources	70	*	10	18	26	14	*	58	12	*	9	43	*	*
Corporate Improvement & Development	20	*	*	6	12	*	*	11	9	*	*	6	*	*
Economy and Culture	249	12	30	61	80	59	7	172	77	*	6	117	*	*
Education	455	8	71	122	144	107	*	340	115	*	19	267	7	*
Environment Roads & Facilities	108	7	14	25	27	30	5	26	82	*	*	64	*	*
Information Technology	52	*	7	21	11	10	*	12	40	0	*	24	0	*
Integrated Adults & Community Services	1875	41	306	486	504	502	36	1649	226	81	74	947	64	*
Law & Governance	21	*	*	*	6	7		17	*	*	*	11	*	*
Regulatory & Housing Services	148	8	23	38	45	33	*	103	45	6	7	69	6	*
Revenues & Benefits Service	80	*	11	29	28	10	*	60	20	*	*	42	*	*
Total	3934	89	690	1014	1152	927	62	3152	782	137	164	1931	95	4

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	16	*	*	*	10	*	*	*	*	*	*	*	*
Chief Executives Office	7	*	*	*	*	*	*	*	*	5	*	*	*
Children Family & Safeguarding	815	16	22	6	270	*	*	8	6	345	33	98	11
Corporate Financial Service	18	*	*	*	9	*	*	*	*	3	*	*	*
Corporate Human Resources	70	*	*	*	40	*	*	*	*	18	5	6	*
Corporate Improvement & Development	20	*	*	*	7	*	*	*	*	13	*	*	*
Economy and Culture	249	15	*	*	102	*	*	*	*	48	*	77	*
Education	455	10	11	*	145	*	*	*	*	68	8	197	16
Environment Roads & Facilities	108	6	6	*	45	*	*	*	*	22	11	16	*
Information Technology	52	*	*	*	23	*	*	*	*	16	*	*	*
Integrated Adults & Community Services	1875	33	78	*	673	6	5	*	8	593	62	377	40
Law & Governance	21	*	*	*	14	*	*	*	*	*	*	*	*
Regulatory & Housing Services	148	*	5	*	54	*	*	*	*	55	5	26	*
Revenues & Benefits Service	80	*	*	*	42	*	*	*	*	21	5	5	*
Total	3934	86	132	9	1436	6	5	8	14	1210	141	810	77

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 2021 to 31 March 2022

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	99	3070

Table 16 - Analysis of completed Training Events

	No. of Training Applications	No. of Completed Training Events	As a % of All Completed Training Events	As a % of Staff (Permanent/Fixed Term) Currently Employed
Male	795	782	19.88%	19.02%
Female	3178	3152	80.12%	76.65%
Ethnic Minority	139	137	3.48%	3.33%
Disabled	165	164	4.17%	3.99%
16 - 24	89	89	2.26%	2.16%
25 - 34	705	690	17.54%	16.78%
35 - 44	1018	1014	25.78%	24.66%
45 - 54	1165	1152	29.28%	28.02%
55 - 64	934	927	23.56%	22.54%
65+	62	62	1.58%	1.51%
Married / Civil Partnership	1946	1931	49.08%	46.96%
Gay / Lesbian / Bisexual	96	95	2.41%	2.31%
Religion / Belief	3011	2964	75.34%	72.08%
Transgender	4	4	0.10%	0.10%

795 training applications were received from males with 782 of those being completed (98%), and there were 3178 training applications received from females with 3152 of those completed (99.2%). There was an increase of over 40% in training applications during the period compared to the previous year. This could be due to the majority of the Council's training being delivered online during the pandemic and an increase in availability of short webinars and workshops. 13 males had training

turned down compared to 20 females showing a greater success per training request for females. Those in the 65+ age bracket are slightly less likely to receive training compared to the other age groups. Disabled and Ethnic Minority 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 0.10% completion rate, but this is statistically likely to be due to the small numbers involved.

6. Grievances / Disciplinary Action and other Cases

Table 17 – All Grievance / Disciplinary Cases in 2021/22

Cases	Total	Female	Male	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Ethnic Minority	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Religion & Belief	Transgender
Sickness Absence	155	98	57	7	23	36	30	55	*	*	5	73	*	84	*
Grievance / Bullying	5	*	5	*	*	*	*	*	*	*	*	*	*	*	*
Disciplinary / Capability	25	9	16	*	*	6	*	12	*	*	*	11	*	17	*
Total	185	107	78	11	24	42	33	69	6	3	6	87	1	104	1

Note: Any figures less than five are shown as * to protect the identity of individuals. Totals remain unchanged.

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

The number of cases in the year was very similar to the numbers and distribution recorded in the previous year. Sickness absence cases include those where Absence Improvement Notices have been issued because staff have hit absence triggers. 155 Sickness Absence Improvement Notices equates to 3.8% of the permanent and fixed term workforce being issued with Improvement Notices during the year. This % could be lower as some staff may have been issued with more than 1 Improvement Notice where the notice level could have been escalated over the year. 3.2% of Absence Improvement Notices

were issued to disabled employees, which is slightly higher than the workforce profile of 1.9% disabled staff, but lower than the previous year. 63% of Sickness Absences cases involved female staff and 37% male staff which broadly reflects the workforce profile of 75:25 female to male. 1.29% of all sickness absence cases involved Ethnic Minority employees which is similar to the Ethnic Minority workforce profile of 1.2%.

There was a higher number of Sickness absence cases involving employees within the 55-64 age group, equating to 35.4% of cases compared to 23.9% of the permanent and fixed term workforce in this age group. There was a similar trend with Disciplinary and Capability cases as 48% of cases involved staff in the 55-64 age group, indeed 37% of all cases involved staff in this age group.

100% of Grievance/Bullying cases involved males compared to a workforce population of 25% male, although the numbers (5) are very small. Similarly 64% of Disciplinary/Capability cases involved males which is not consistent with the workforce profile of 25% males but is a common trend.

7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2021/22

	Total	Age 16 - 24	Age 25 - 34	Age 35 - 44	Age 45 - 54	Age 55 - 64	Age 65+	Female	Male	Ethnic Minority	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Dismissal	8	*	*	*	*	*	*	*	5	*	*	*	*	*
Dismissal - Ill health	20	*	*	*	*	11	*	10	10	*	*	8	*	*
End of temporary contract	57	18	13	8	5	9	*	35	22	*	*	22	*	*
Redundancy - Compulsory	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Involuntary	89	18	18	11	11	24	7	51	38	2	2	35	1	0
Death in Service	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Other	4	*	*	*	*	*	*	*	*	*	*	*	*	*
By Mutual Agreement	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Relief not worked for 18 months	1	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation	168	7	40	45	46	23	7	125	43	*	*	80	*	*
Resignation - Gone to another Authority	21	*	9	6	5	*	*	15	6	*	*	10	*	*
Resignation - Ill health	15	*	*	*	*	6	8	14	*	*	*	7	*	*
Resignation - Left for another job	135	5	43	43	21	23	*	77	58	6	*	53	*	1
Resignation - Left the area	2	*	*	*	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	4	*	*	*	*	*	*	*	*	*	*	*	*	*
Retirement - Age	64	*	*	*	*	23	40	38	26	*	*	52	*	*
Retirement - Early voluntary	25	*	*	*	*	22	*	19	6	*	*	22	*	*
Voluntary	439	14	97	97	76	101	54	299	140	16	12	228	8	1
Total	532	32	115	108	88	128	61	353	179	18	14	267	9	1

Numbers below 5 have been replaced by * to protect anonymity

Table 18b – Leavers by religion and belief during 2021/22

	Total	Agnostic	Atheist	Christian	Jehovah Witness	Muslim	No Religion	Not Specified	Other	Not Stated
Dismissal	8	*	*	*	*	*	*	*	*	*
Dismissal - Ill health	20	*	*	8	*	*	*	*	*	11
End of temporary contract	57	*	*	11	*	*	7	*	*	31
Redundancy - Compulsory	4	*	*	*	*	*	*	*	*	*
Involuntary	89	*	*	23	*	*	12	*	*	45
Death in Service	4	*	*	*	*	*	*	*	*	*
Other	4	*	*	*	*	*	*	*	*	*
		*	*	*	*	*	*	*	*	*
By Mutual Agreement	2	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	2	*	*	*	*	*	*	*	*	*
Relief not worked for 18 months	1	*	*	*	*	*	*	*	*	*
Resignation	168	6	7	25	*	*	21	*	*	103
Resignation - Gone to another Authority	21	*	*	*	*	*	8	*	*	6
Resignation - Ill health	15	*	*	8	*	*	*	*	*	5
Resignation - Left for another job	135	6	5	45	*	*	42	6	*	28
Resignation - Left the area	2	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	4	*	*	*	*	*	*	*	*	*
Retirement - Age	64	*	*	24	*	*	*	*	*	31
Retirement - Early voluntary	25	*	*	8	*	*	*	*	*	11
Voluntary	439	16	15	119	1	1	79	16	5	187
Total	532	20	18	142	1	1	91	18	5	236

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 2021 to 31 March 2022. 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 532 leavers, compared to 332 in 2020/21, which is an increase of 200 staff leaving the Authority. 193 staff resigned compared to 178 last year, with 135 staff leaving for another job compared to 55 in the previous year. 439 (82.52%) left Conwy voluntarily and 89 (16.73%) left involuntarily, the majority of which (57 staff or 64%) left due to the end of a temporary contract. There were 4 deaths in service. 4 staff (0.75%) left due to compulsory redundancy and 28 (5.26%) employees were dismissed in this period of which 20 (3.76%) were dismissed on ill health grounds.

Table 19 – Percentage of leavers by protected characteristic 2021/2022

Equality Group	% of Voluntary Leavers	% of Involuntary Leavers	% All leavers	% of Staff Working for Us	Analysis of Voluntary leavers	Analysis of Involuntary leavers
Male	31.89%	42.70%	33.65%	26.0%	As expected	As expected
Female	68.11%	57.30%	66.35%	74.0%	As expected	As expected
Ethnic minority	3.64%	2.25%	3.38%	1.0%	Slightly high	As expected
Disabled	2.73%	2.25%	2.63%	1.5%	As expected	As expected
16 - 24	3.19%	20.22%	6.02%	5.9%	As expected	As expected
25 - 34	22.10%	20.22%	21.62%	18.3%	As expected	As expected
35 - 44	22.10%	12.36%	20.30%	22.6%	As expected	As expected
45 - 54	17.31%	12.36%	16.54%	26.3%	As expected	As expected
55 - 64	23.01%	26.97%	24.06%	23.1%	As expected	As expected
65+	12.30%	7.87%	11.47%	3.7%	As expected	As expected
Married/Civil Partnership	51.94%	39.33%	50.19%	50.1%	As expected	As expected
Gay, Lesbian, Bisexual	1.82%	1.12%	1.69%	1.0%	As expected	As expected

Ethnicity

In this period 3.38% of all leavers (18) were of ethnic minority, compared to 0.3% (1) in 2020/21

Disability

A total of 14 employees left the Authority during this period who had declared a disability, 12 of whom were voluntary and 2 involuntary leavers.

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, 353 (66.35%) were female and 179 (33.65%) were male, broadly similar to the workforce profile.

Age

6.02% of leavers were from the 16-24 age group, 21.62% from the 25-34 age group, 20.3% from the 35-44 age group, 16.54% from the 45-54 age group, 24.06% from the 55-64 age group and 11.47% from the 65+ age group. As expected, employees aged 65+ make up a disproportionately high number of leavers due to retirement.

Marriage/Civil Partnership

Of those employees that left the Authority 50.19% 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 leaving the Authority in the period who have declared they are Lesbian, Gay or Bisexual (1.69%) broadly reflects the overall workforce profile of 0.95%.

Religion and Belief

Of those who left during this period 52.26% declared information regarding having a religion or belief or no religious belief, which is slightly higher compared to 46% the previous year. Of all leavers, 26% were Christian, 17% reported no religion and only 3% had not stated any religion. Voluntary resignation was the main reason for leaving the Authority.

Transgender

There was only 1 employee who left voluntarily during this period who identified as 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 by targeting services where responses are lower.
- 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 and has been delayed due to increased workload and lack of resources).
- 3) Undertake an analysis of exit interviews to determine the reason that more staff have resigned this year and identify if further actions and resources are required to improve retention. We are reviewing the exit interview process so that we can draw out more statistical information to support this.
- 4) The information and data from the report will be analysed further and will be used to inform the Strategic Equality Plan going forward.

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