

# Conwy County Borough Council

## Employment Monitoring Report

2014-2015

### 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 2014-2015 in accordance with our Strategic Equality Plan and Action Plan 2012-2015, which can be found on our website at:

[Strategic Equality Plan 2012 - 2015 - Conwy County Borough Council](#)

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

- Employees currently working for us on 31<sup>st</sup> March 2015
- \*Men and women broken down by; job, grade, pay, contract type, working patterns
- Applicants for employment over the last year
- Employees that have applied internally to change position within the authority – tracking successful and unsuccessful applicants
- Employees who applied for training and how many succeeded in their training applications
- Employees who completed the training
- Employees who are involved in grievance procedures either as the complainant or as a person against whom a complaint was made
- Employees who are the subject to disciplinary procedures
- Employees leaving and reasons for leaving

\* This information is required in regard to men and women only

## 2. Employment Monitoring Data

Over the years we have tried to improve our position regarding equality data capture and reporting for our workforce. We collect Monitoring Data for the following areas:

- Age
- Sex
- Gender Reassignment
- Ethnic Origin
- Nationality
- Disability
- Sexual Orientation
- Religion or Belief or non-Belief
- Pregnancy and Maternity
- Marital or Civil Partnership Status
- Level of Welsh Language Ability
- Carer Responsibility

Steps have been taken to collect additional Equality Monitoring Data for sexual orientation, religion and belief and gender reassignment for existing employees. This report contains the data, where disclosed on each of the protected characteristics.

A manual exercise has been undertaken to record applications for training during this period. A workflow package was put into place to record this information on the updated HR/Payroll system. The updated HR/Payroll system is also now able to record transgender information, this information will be available in regards to recruitment processes for the next reporting period.

Due to the small number of employees of an ethnic minority origin, this report shows the employment workforce data aggregated in the category: Black Minority Ethnic origin. This is in place to avoid the possibility of individuals being identified from the data. However, disaggregated Black Minority Ethnic data is collected from employees.

Note: Within each table any figures less than five have been replace with an \* to protect the identity of individuals. Totals remain unchanged.

### 3. Employees currently working for us

Table 1 - Number of Permanent or Fixed Term Employees as at 31<sup>st</sup> March 2015

Service	Total	Age Range				Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male						
Audit & Procurement	14	*	8	6	*	9	5	*	8	*	*	*	*
Chief Executives Office & Direct Reports	31	*	23	7	*	19	12	*	20	*	*	*	*
Children Family & Safeguarding	210	*	127	77	6	167	43	10	98	*	6	*	8
Community Development Service	348	28	200	108	12	236	112	12	161	*	*	*	7
Corporate Financial Service	41	*	27	13	*	27	14	*	20	*	*	*	*
Corporate Human Resources	20	*	12	6	*	15	5	*	10	*	*	*	*
Corporate Improvement & Development	13	*	11	*	*	9	*	*	11	*	*	*	*
Education	2057	62	1272	692	31	1749	308	12	1285	*	5	*	60
Environment Roads & Facilities	528	6	249	238	35	155	373	17	281	*	*	*	6
Information Technology	76	*	55	19	*	21	55	*	37	*	*	*	*
Integrated Adults & Community Services	563	13	262	269	19	485	78	23	344	*	7	*	18
Law & Governance	69	*	36	26	6	49	20	*	40	*	*	*	*
Regulatory & Housing Services	148	*	88	50	6	93	55	*	90	*	*	*	5
Revenues & Benefits Service	90	9	58	21	*	66	24	*	52	*	*	*	*
Theatres & Conference Centre	104	12	53	37	*	54	50	*	53	*	*	*	*
<b>Total</b>	<b>4312</b>	<b>140</b>	<b>2481</b>	<b>1571</b>	<b>120</b>	<b>3154</b>	<b>1158</b>	<b>82</b>	<b>2510</b>	<b>16</b>	<b>27</b>	<b>9</b>	<b>144</b>

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<sup>st</sup> March 2015 (counted once, even though they may have more than one job).

Numbers below 5 have been replaced by \* to protect anonymity

**Table 1a - Number of Permanent or Fixed Term Employees as at 31<sup>st</sup> March 2015 by religion and belief**

Service	Total	Agnostic	Atheist	Buddhist	Christian	Hindu	Jehovah Witness	Muslim	No Religion	Not Stated	Other	Prefer Not to Say
Audit & Procurement	14	*	*	*	5	*	*	*	*	8	*	*
Chief Executives Office & Direct Reports	31	*	*	*	9	*	*	*	*	15	*	*
Children Family & Safeguarding	210	*	*	*	74	*	*	*	37	74	*	16
Community Development Service	348	*	*	*	68	*	*	*	32	231	*	8
Corporate Financial Service	41	*	*	*	20	*	*	*	12	*	*	*
Corporate Human Resources	20	*	*	*	12	*	*	*	7	*	*	*
Corporate Improvement & Development	13	*	*	*	5	*	*	*	5	*	*	*
Education	2057	*	*	*	62	*	*	*	17	1964	6	8
Environment Roads & Facilities	528	*	*	*	175	*	*	*	72	245	6	29
Information Technology	76	*	*	*	27	*	*	*	34	5	*	6
Integrated Adults & Community Services	563	*	*	*	226	*	*	*	96	194	5	36
Law & Governance	69	*	*	*	34	*	*	*	12	19	*	*
Regulatory & Housing Services	148	*	*	*	42	*	*	*	14	79	*	10
Revenues & Benefits Service	90	*	*	*	51	*	*	*	17	11	*	7
Theatres & Conference Centre	104	*	*	*	30	*	*	*	22	45	*	*
<b>Total</b>	<b>4312</b>	<b>12</b>	<b>11</b>	<b>4</b>	<b>840</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>381</b>	<b>2895</b>	<b>29</b>	<b>136</b>

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<sup>st</sup> March 2015 (counted once, even though they may have more than one job).

Numbers below 5 have been replaced by \* to protect anonymity

**Table 2 – Number of Casual Workers as at 31<sup>st</sup> March 2015**

Service	Total	Age Range				Gender		Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	BME	Trans-gender	Pregnancy & Maternity
		Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male						
Chief Executives Office & Direct Reports	2	*	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	95	5	51	33	6	68	27	*	38	*	*	*	*
Community Development Service	340	116	152	62	10	179	161	8	89	*	*	*	*
Education	1504	155	880	411	58	1252	252	9	801	*	*	*	21
Environment Roads & Facilities	70	*	22	35	11	46	24	*	40	*	*	*	*
Integrated Adults & Community Services	66	5	29	31	*	51	15	*	29	*	*	*	*
Law & Governance	14	*	*	7	*	9	5	*	7	*	*	*	*
Regulatory & Housing Services	4	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	81	30	31	15	5	45	36	*	23	*	*	*	*
<b>Total</b>	<b>2176</b>	<b>319</b>	<b>1168</b>	<b>594</b>	<b>95</b>	<b>1653</b>	<b>523</b>	<b>27</b>	<b>1027</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>24</b>

Note: The number of employees counted in Table 2 is based on the number of casual workers employed by Conwy on 31<sup>st</sup> March 2015 (counted once, even though they may have more than one job).

**Table 2a – Number of Casual Workers as at 31<sup>st</sup> March 2015 by religion and belief**

Service	Total	Atheist	Buddhist	Christian	Jehovah Witness	No Religion	Not Stated	Other	Prefer Not to Say
Chief Executives Office & Direct Reports	2	*	*	*	*	*	*	*	*
Children Family & Safeguarding	95	*	*	18	*	14	54	*	7
Community Development Service	340	5	*	42	*	12	277	*	*
Education	1504	*	*	15	*	*	1482	*	*
Environment Roads & Facilities	70	*	*	10	*	*	57	*	*
Integrated Adults & Community Services	66	*	*	17	*	6	37	*	6
Law & Governance	14	*	*	5	*	*	6	*	*
Regulatory & Housing Services	4	*	*	*	*	*	*	*	*
Theatres & Conference Centre	81	*	*	7	*	14	54	*	*
<b>Total</b>	<b>2176</b>	<b>7</b>	<b>2</b>	<b>115</b>	<b>1</b>	<b>54</b>	<b>1970</b>	<b>3</b>	<b>24</b>

Note: The number of employees counted in Table 2a is based on the number of casual workers employed by Conwy on 31<sup>st</sup> March 2015 (counted once, even though they may have more than one job).

Numbers below 5 have been replaced by \* to protect anonymity

The overall workforce profile of the Authority consists of 26% male and 74% female employees. This figure includes permanent, fixed term and casual employees. Interestingly, the percentage of male workforce in comparison to the female workforce has increased during the last year. The age profile of the workforce is, 7.07% aged 16-24, 56.24% aged 25-49, 33.37% aged 50-64 and 3.31% aged 65+. During this period 2.6% of employees took maternity leave. Work is being undertaken to improve the quality and amount of data held in regard to ethnicity, disability, sexual orientation, religion and belief and transgender.

Currently, 1.7% of employees have declared a disability, 0.3% have declared their sexual orientation as lesbian, gay or bisexual, 0.5% of employees have stated that they are of black, minority and ethnic origin, 23% have declared a religion and belief or non belief and 0.1% of employees have stated that they are transgender.

The numbers provided in Tables 3 - 6 below are based on the number of positions filled within Conwy, by the people shown in Table 1 and 1a. We have a large number of employees who hold multiple posts, often part-time and often in different job types and different services, hence the reason for the differences in total figures shown. The type of contract, salary range, job type and grade is recorded against the positions filled on the HR/Payroll System. Conwy County Borough Council does not employ 7,914 employees.

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

Sex	Permanent			Fixed Term			Casual			Total
	Full time	Part time	Variable hours	Full time	Part time	Variable hours	Full time	Part time	Variable hours	
Female	1078	1827	0	239	391	0	4	11	2298	<b>5848</b>
Male	827	233	0	99	50	0	3	6	848	<b>2066</b>
	<b>1905</b>	<b>2060</b>	<b>0</b>	<b>338</b>	<b>441</b>	<b>0</b>	<b>7</b>	<b>17</b>	<b>3146</b>	<b>7914</b>

These figures are based on the number of positions filled within Conwy and include education employees such as teachers and others.

**Table 4 - Number of posts filled by Salary Range**

Sex	Salary Up To 16,000	Salary 16,001 - 20,000	Salary 20,001 - 24,000	Salary 24,001 - 28,000	Salary 28,001 - 32,000	Salary 32,001 - 36,000	Salary 36,001 - 40,000	Salary 40,001 - 45,000	Salary 45,001 - 50,000	Salary 50,000 +	Total
Female	4272	334	300	179	175	135	300	68	36	49	<b>5848</b>
Male	1154	301	115	111	86	64	123	45	22	45	<b>2066</b>
<b>Total</b>	<b>5426</b>	<b>635</b>	<b>415</b>	<b>290</b>	<b>261</b>	<b>199</b>	<b>423</b>	<b>113</b>	<b>58</b>	<b>94</b>	<b>7914</b>

These figures are based on the number of positions filled within Conwy, including full time equivalent salary for part-time employees and education employees such as teachers and others.

**Table 5 - Number of posts filled by Job Type**

Sex	Admin & Clerical	Care & Support	Education	Management	Not Stated	Operational	Professional	Senior Management	Technical	Total
Female	447	1207	1069	75	261	1416	311	7	1055	<b>5848</b>
Male	93	169	267	72	191	662	147	10	455	<b>2066</b>
	<b>540</b>	<b>1376</b>	<b>1336</b>	<b>147</b>	<b>452</b>	<b>2078</b>	<b>458</b>	<b>17</b>	<b>1510</b>	<b>7914</b>

These figures are based on the number of positions filled within Conwy and include education employees such as teachers and others. The management category comprises people whose main role is management. However, the professional category will include some people who also manage employees.

**Table 6 - Number of posts filled by Grade**

Sex	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12
Female	1898	673	392	557	429	172	113	159	51	42	6	20
Male	345	395	139	182	157	153	74	49	39	42	6	17
	<b>2243</b>	<b>1068</b>	<b>531</b>	<b>739</b>	<b>586</b>	<b>325</b>	<b>187</b>	<b>208</b>	<b>90</b>	<b>84</b>	<b>12</b>	<b>37</b>

Sex	Senior Management	Deputy / Head Teacher	Teacher	Education Advisory	Youth Worker	Modern Apprentice	Misc	Total for all grades
Female	7	77	977	15	63	20	177	<b>5848</b>
Male	10	51	210	6	56	8	127	<b>2066</b>
	<b>17</b>	<b>128</b>	<b>1187</b>	<b>21</b>	<b>119</b>	<b>28</b>	<b>304</b>	<b>7914</b>

These figures are based on the number of positions filled within Conwy and include education employees such as teachers and others. The education column in this table includes non-schools based employees such as Education Advisory Inspectors and Psychologists.

### **Contract Type – Figures greatly unchanged to previous year**

57% of full time permanent posts are held by female employees and 43% are held by male employees. 89% of part-time permanent posts are held by female employees and 11% are held by male employees. 71% of fixed term full time posts are held by female employees and 29% are held by male employees. 89% of fixed term part-time posts are held by female employees and 11% are held by male employees. 73% of casual posts are held by female employees and 27% are held by male employees.

### **Salary Range – Figures greatly unchanged to previous year**

73% of female employees and 56% of male employees fall within the salary range up to £16,000. Employees on salaries up to £50,000 follow a trend of approximately 74:26 female to male, which is identical to the actual workforce make up of 74:26 female to male employees. The split of female to male employees in the £50,000 and over salary range has reversed since the last Employment Monitoring Report and is now 52:48 female to male employees. Posts that fall within the salary range £50,000 and above include; Chief Executive, Directors, Heads of Service, Head Teachers, Deputy Head Teachers and Education Advisor/Inspectors.

### **Job Type**

81% of the posts held by female employees fall within Education, Technical, Operational and Care, whilst 75% of the posts held by male employees fall within the same categories. With regards to management posts, 51% (75) of these posts are held by female employees and 49% (72) are held by male employees. Of those in senior management posts 41% (7) are held by female employees and 59% (11) are held by male employees. In comparison to the workforce profile of 74:26 female to male employees, male employees are under represented in Administration and Clerical, Care and Support and Education, whereas, female employees are under represented in Management, Operational and Professional job types when compared to the overall workforce profile.



## Grade

28% of all posts held are within Grade G01, of those 85% are held by female employees and 15% are held by male employees. Within Grades G02 to Grade G05 and Grade G07 to Grade G08 there is a trend of approximately 70:30 split of female to males in these posts. Female employees are less represented in Grade G06 and Grades G09 to G12 when compared to the overall workforce ratio of 74:26 with an approximate 53:47 split of female to male employees. The percentage of females in these grades are: G06=53%, G09 57%, G10=53% & G11 50% and G12=54%. Male employees are under represented in the categories of Teaching and Modern Apprentice. The teachers workforce comprises of 82% female employees compared to 18% male employees and the Modern Apprentice split is 71% female compared to 29% male. During the last year, female representation within Head/Deputy Teacher, Education Advisory and Youth Work has increased and the split reversed, now presenting an under representation of males within these categories. The Head/Deputy Teacher split is 60% females to 40% males, the education advisory split is 71% females to 29% males and the Youth Work split is 53% females to 47% males. Females, however remain under represented in Senior Management with a 41% female to a 59% male split.

## 4. Recruitment and Promotion

All job applications (except school based employees such as teachers, teaching assistants and supply posts) are inputted onto the HR/Payroll system during the recruitment stage. Equality monitoring information is inputted into a separate section of the system which is only accessible to Human Resources. Between 1<sup>st</sup> April 2014 and 31<sup>st</sup> March 2015 there were 207 vacancies. It should be noted that 35% of vacancies (73) were in the area of Social Care, which will influence the analysis of this data. All promotions are made against an identified vacancy that has been advertised and the normal recruitment process followed. The updated HR/Payroll system will include school based employees.

**Table 7 - Internal and External Vacancies in 2014/15**

Service	Service Total Position Count
Children Family & Safeguarding	31
Community Development Service	34
Corporate Human Resources	2
Education Services	13
Environment Roads & Facilities	30
Estates & Asset Management	1
Information Technology	5
Integrated Adults & Community Services	42
Law & Governance	6
Corporate Marketing & Communications	1
Regulatory & Housing Services	11
Revenues & Benefits Service	5
Theatres & Conference Centre	26
<b>Total</b>	<b>207</b>

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

Service	Total External Applicants	Male	Female	Sex Not Stated	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	182	32	148	*	22	132	20	*	6	*	7	55	*	72
Community Development Service	337	165	170	*	120	161	38	*	18	5	22	63	11	132
Corporate Human Resources	26	10	16	*	*	20	6	*	*	*	*	15	*	*
Education Services	117	30	87	*	35	62	15	*	5	*	8	23	*	72
Estates & Asset Management	57	35	22	*	10	42	*	*	*	*	*	13	*	*
Environment Roads & Facilities	353	213	136	*	78	205	54	*	16	9	21	96	5	146
Information Technology	32	22	10	*	9	20	*	*	*	*	*	10	*	*
Integrated Adults & Community Services	333	77	252	*	65	206	49	*	13	11	23	93	7	170
Law & Governance	37	15	22	*	10	20	*	*	*	*	*	9	*	33
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	0	*	*
Regulatory & Housing Services	156	107	48	*	41	82	19	*	12	*	10	46	5	36
Revenues & Benefits Service	47	23	24	*	17	24	5	*	*	*	*	8	*	*
Theatres & Conference Centre	238	118	119	*	76	123	30	*	8	7	12	53	13	139
<b>Total</b>	<b>1915</b>	<b>847</b>	<b>1054</b>	<b>14</b>	<b>483</b>	<b>1097</b>	<b>244</b>	<b>6</b>	<b>85</b>	<b>43</b>	<b>112</b>	<b>484</b>	<b>45</b>	<b>801</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	65	14	51	*	13	40	10	*	*	*	*	22	*	34
Community Development Service	61	14	47	*	23	32	6	*	*	*	*	12	*	17
Corporate Human Resources	14	6	8	*	*	8	5	*	*	*	*	6	*	*
Education Services	31	6	25	*	*	22	5	*	*	*	*	15	*	20
Environment Roads & Facilities	27	10	17	*	5	15	7	*	*	*	*	12	*	8
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	7	*	*	*	*	6	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	69	10	59	*	8	43	18	*	*	*	*	38	*	27
Law & Governance	7	*	5	*	*	*	5	*	*	*	*	6	*	7
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	7	5	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	7	*	5	*	*	5	*	*	*	*	*	*	*	*
Theatres & Conference Centre	38	13	25	*	14	23	*	*	*	*	*	8	*	17
<b>Total</b>	<b>338</b>	<b>90</b>	<b>248</b>	<b>0</b>	<b>71</b>	<b>204</b>	<b>61</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>11</b>	<b>129</b>	<b>0</b>	<b>137</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	247	46	199	*	35	172	30	*	6	*	9	77	*	106
Community Development Service	398	179	217	*	143	193	44	*	18	5	24	75	11	149
Corporate Human Resources	40	16	24	*	*	28	11	*	*	*	*	21	*	*
Education Services	148	36	112	*	39	84	20	*	5	*	8	38	*	92
Environment Roads & Facilities	380	223	153	*	83	220	61	*	16	10	22	108	5	154
Estates & Asset Management	61	38	23	*	10	46	*	*	*	*	*	13	*	*
Information Technology	39	26	13	*	9	26	*	*	*	*	*	14	*	5
Integrated Adults & Community Services	402	87	311	*	73	249	67	*	13	12	26	131	7	197
Law & Governance	44	17	27	*	10	22	9	*	*	*	*	15	*	40
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	163	112	50	*	43	85	21	*	12	*	11	49	5	38
Revenues & Benefits Service	54	25	29	*	18	29	6	*	*	*	*	11	*	*
Theatres & Conference Centre	276	131	144	*	90	146	31	*	8	7	13	61	13	156
<b>Total</b>	<b>2253</b>	<b>937</b>	<b>1302</b>	<b>14</b>	<b>554</b>	<b>1301</b>	<b>305</b>	<b>8</b>	<b>85</b>	<b>47</b>	<b>123</b>	<b>613</b>	<b>45</b>	<b>938</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	68	12	55	*	5	51	7	*	*	*	*	21	*	32
Community Development Service	62	21	40	*	17	35	10	*	*	*	*	17	*	27
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	21	6	15	*	*	11	5	*	*	*	*	6	*	10
Environment Roads & Facilities	115	70	45	*	25	71	17	*	*	*	*	35	*	62
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	114	30	83	*	31	62	20	*	*	*	11	31	*	58
Law & Governance	12	5	7	*	*	6	*	*	*	*	*	*	*	11
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	36	26	9	*	9	23	*	*	*	*	*	14	*	17
Revenues & Benefits Service	28	11	17	*	9	18	*	*	*	*	*	5	*	*
Theatres & Conference Centre	101	46	55	*	39	49	11	*	8	5	*	23	6	56
<b>Total</b>	<b>565</b>	<b>231</b>	<b>330</b>	<b>4</b>	<b>144</b>	<b>332</b>	<b>76</b>	<b>5</b>	<b>8</b>	<b>12</b>	<b>28</b>	<b>159</b>	<b>12</b>	<b>274</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	34	7	27	*	*	20	8	*	*	*	*	14	*	21
Community Development Service	29	9	20	*	14	14	*	*	*	*	*	*	*	7
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Environment Roads & Facilities	8	*	5	*	*	*	*	*	*	*	*	*	*	*
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	6	*	*	*	*	5	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	28	*	26	*	5	19	*	*	*	*	*	11	*	12
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	8	*	*	*	*
Regulatory & Housing Services	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	16	8	8	*	8	8	*	*	*	*	*	*	*	*
<b>Total</b>	<b>141</b>	<b>40</b>	<b>101</b>	<b>0</b>	<b>33</b>	<b>81</b>	<b>25</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>49</b>	<b>0</b>	<b>58</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	102	19	82	*	9	71	15	*	*	*	*	35	*	53
Community Development Service	91	30	60	*	31	49	11	*	*	*	*	20	*	34
Corporate Human Resources	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	27	8	19	*	*	15	7	*	*	*	*	11	*	12
Environment Roads & Facilities	123	73	50	*	25	75	21	*	*	*	*	38	*	64
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	10	5	5	*	*	7	*	*	*	*	*	5	*	5
Integrated Adults & Community Services	142	32	109	*	36	81	24	*	*	5	11	42	*	70
Law & Governance	16	6	10	*	*	7	*	*	*	*	*	7	*	15
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	38	28	9	*	9	24	*	*	*	*	*	16	*	18
Revenues & Benefits Service	33	13	20	*	10	22	*	*	*	*	*	8	*	*
Theatres & Conference Centre	117	54	63	*	47	57	11	*	*	5	*	24	6	60
<b>Total</b>	<b>706</b>	<b>271</b>	<b>431</b>	<b>4</b>	<b>177</b>	<b>413</b>	<b>101</b>	<b>7</b>	<b>8</b>	<b>14</b>	<b>30</b>	<b>208</b>	<b>12</b>	<b>332</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	23	*	19	*	*	15	*	*	*	*	*	7	*	16
Community Development Service	37	12	25	*	12	20	5	*	*	*	*	11	*	23
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	5	*	5	*	*	*	*	*	*	*	*	*	*	*
Environment Roads & Facilities	31	20	11	*	*	23	*	*	*	*	*	8	*	14
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	36	9	27	*	10	19	7	*	*	*	*	8	*	21
Law & Governance	6	*	*	*	*	*	*	*	*	*	*	*	*	5
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	13	8	5	*	5	6	*	*	*	*	*	5	*	8
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	28	15	13	*	11	11	5	*	*	*	*	5	*	20
<b>Total</b>	<b>184</b>	<b>74</b>	<b>110</b>	<b>0</b>	<b>49</b>	<b>103</b>	<b>27</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>49</b>	<b>3</b>	<b>110</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	19	*	15	*	*	10	5	*	*	*	*	10	*	12
Community Development Service	13	*	10	*	6	7	*	*	*	*	*	*	*	*
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Environment Roads & Facilities	5	*	*	*	*	*	*	*	*	*	*	*	*	*
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	8	*	8	*	*	7	*	*	*	*	*	*	*	5
Law & Governance	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Revenues & Benefits Service	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	8	*	*	*	5	*	*	*	*	*	*	*	*	*
<b>Total</b>	<b>69</b>	<b>23</b>	<b>46</b>	<b>0</b>	<b>16</b>	<b>43</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>28</b>	<b>0</b>	<b>34</b>

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 - 49	Age 50 - 64	Age 65+	Age Not Stated	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay / Lesbian / Bisexual	Religion Stated
Children Family & Safeguarding	42	8	34	*	5	25	9	*	*	*	*	17	*	28
Community Development Service	50	15	35	*	18	27	5	*	*	*	*	13	*	27
Corporate Human Resources	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Education Services	8	*	6	*	*	*	*	*	*	*	*	*	*	5
Environment Roads & Facilities	36	22	14	*	*	27	5	*	*	*	*	10	*	16
Estates & Asset Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Information Technology	5	*	*	*	*	5	*	*	*	*	*	*	*	*
Integrated Adults & Community Services	44	9	35	*	11	26	7	*	*	*	*	12	*	26
Law & Governance	9	*	5	*	*	5	*	*	*	*	*	5	*	8
Corporate Marketing & Communications	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	14	9	5	*	5	7	*	*	*	*	*	6	*	8
Revenues & Benefits Service	6	*	*	*	*	*	*	*	*	*	*	*	*	*
Theatres & Conference Centre	36	19	17	*	16	14	5	*	*	*	*	6	*	22
<b>Total</b>	<b>253</b>	<b>97</b>	<b>156</b>	<b>0</b>	<b>65</b>	<b>146</b>	<b>36</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>77</b>	<b>3</b>	<b>144</b>

Numbers below 5 have been replaced by \* to protect anonymity

**Table 11 – Recruitment of Black Minority Ethnic and Disabled People between 2009-2015**

		Applicants			Shortlisted			Appointments		
		No. of Applicants	% of Category	% of Total	No. Shortlisted	% of Category	% of Total	No. of Appointments	% of Category	% of Total
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		

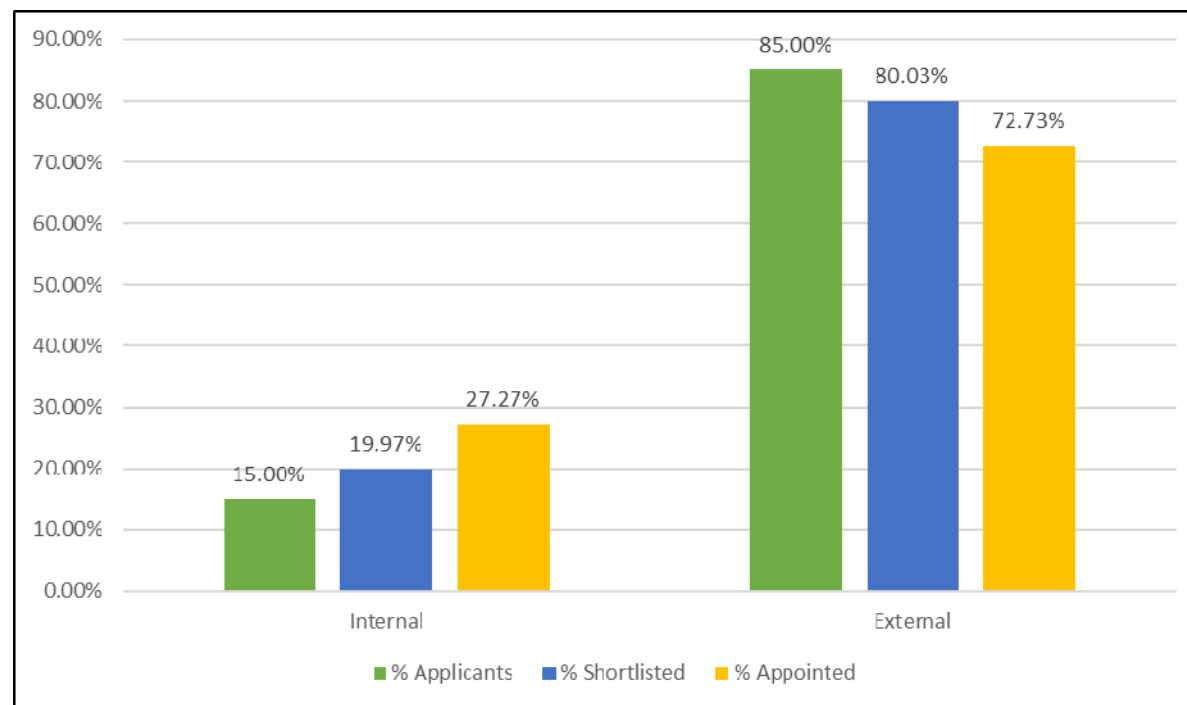
The above table shows that since 2009-2010 there has been a decline in the number of applicants who stated they had a disability or who were from a Black Minority Ethnic background, however during the year 2014-15 in comparison to previous years, both the number of applicants who state they have a disability or who were from a Black Minority Ethnic background have both risen. The percentage of disabled applications compared to overall applicants has risen to 5.46% during 2014-15 which is the highest of recent years. Interestingly, the number of Black Minority Ethnic applicants has also increased during the year 2014-15 and the percentage of Black Minority Ethnic applicants compared to overall applicants has risen to 2.09%, almost a full percentage higher than last year.

## 4.1 Recruitment Analysis

### Type of Applicant

There were 2252 applications for the 207 vacancies, an average of 10 applications per vacancy. Chart 1 shows a considerable difference between the number of internal and external job applicants. It shows that internal applicants were 2 times more likely to be successful (promoted) than external applicants. This has decreased in the last year and is much lower than previous years (where internal candidate were 4 times more likely to be successful) which is likely to be linked to the Service Modernisation Programmes.

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

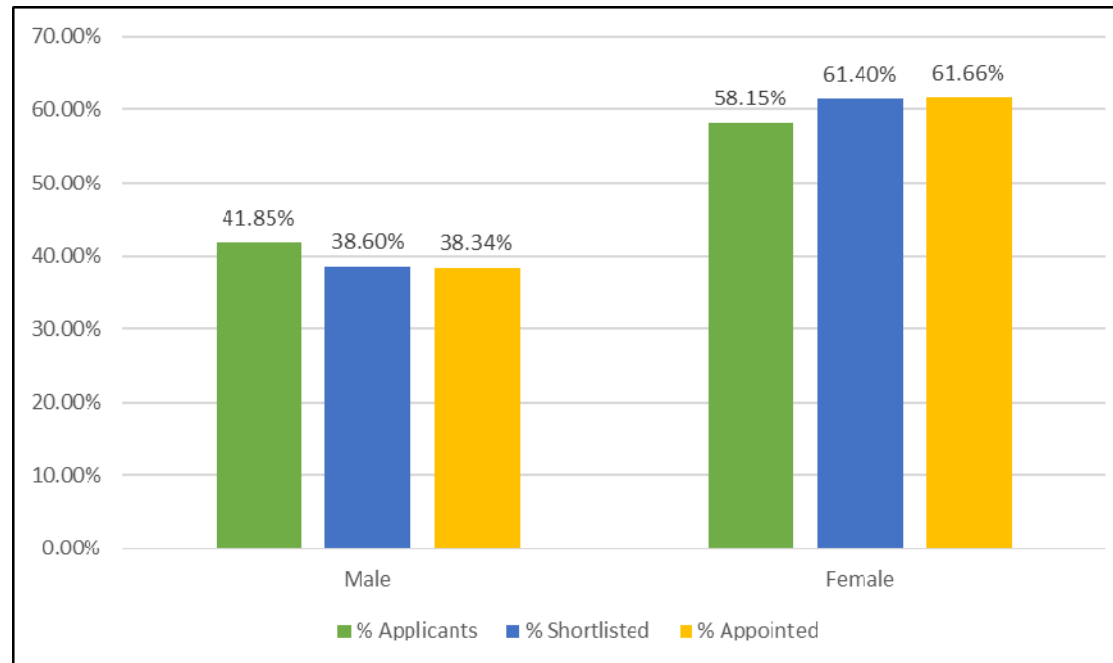


## Sex

Overall, 42% of job applicants were male and 58% female, however these percentages vary between internal and external candidates. Internal applicants are less likely to be male than external applicants, reflecting the profile of current employees. 27% of internal applications were male and 73% female. External applications were more evenly split with 44% of applications male and 55% of applications female.

Dependant of the job type and the service area, these trends vary considerably. By analysing the total applications received, Social Services, Education, Corporate HR and Law & Governance received 60% to 80% female applications. In comparison, Estate & Asset Management, IT and Regulatory & Housing Services received 60% to 80% male applications. The applicants who didn't disclose their sex have not been counted in these statistics.

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

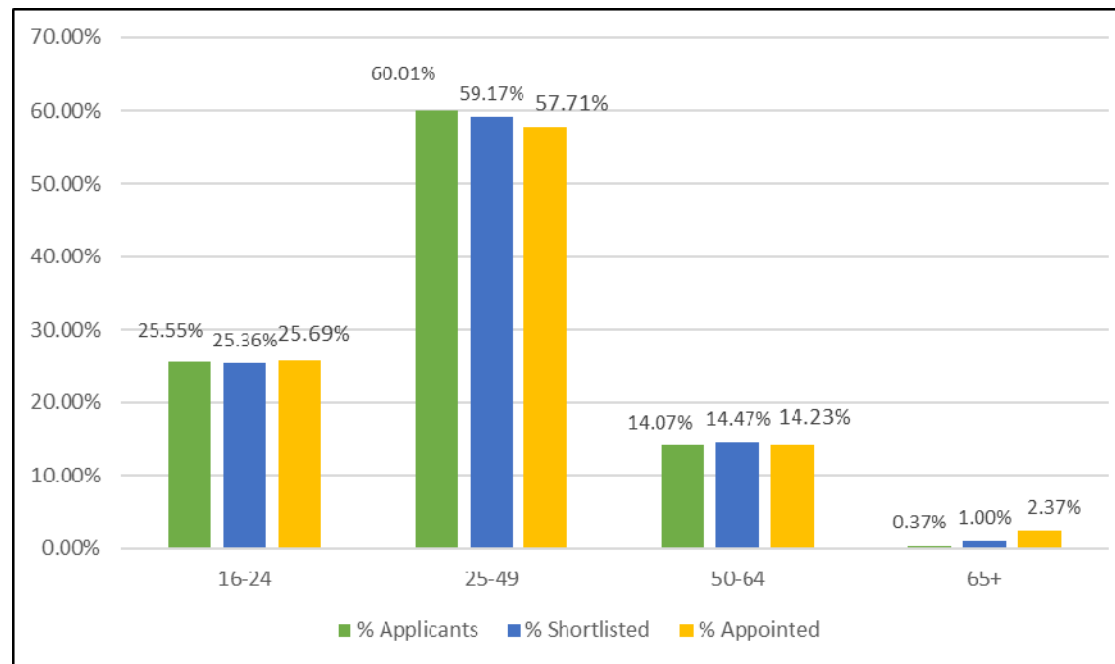


Overall there was a slightly higher chance of a female applicant being successful than a male applicant, however this gap has decreased during the last few years and the gap decreased even more so during the last year.

## Age

When broken down by age, most applicants, both internal and external, fall into the 25-49 age range. Applicants in the age range 16-24 and 50-64 were more likely to be successful than applicants in the 25-49 age range. However, interestingly applicants in the 65+ age range had a 75% success rate of being successfully appointed.

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



## Ethnicity

There were 47 applications from candidates of an ethnic minority background, which was 2.09% of the total applications made. This is almost double the figure from last year, and although this is an extremely positive increase in applications from candidates of an ethnic minority background, the figure still remains slightly lower than the percentage of ethnic minority people who live in Conwy County as stated in the 2011 Census (2.3%). Ethnic minority applicants were as likely to be shortlisted as applicants from the Non Ethnic minority group, however Ethnic Minority applicants were less likely to be successfully appointed into posts.

### Ethnic Minority Applicants

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Ethnic minority	47	2.09%	14	1.98%	0	0.00%
Non Ethnic minority	2206	97.91%	692	98.02%	253	100.00%
Total	2253		706		253	

## Disability

The following table shows that 5.46% of applicants regarded themselves as Disabled, a slight increase on the previous year at 4.7%. The percentage of applicants who regard themselves as disabled has steadily increased over the recent years, with a 3.26% increase of applicants who regard themselves as disabled since 2007-2008. Community Development Service, Environment Roads & Facilities and Integrated Adults & Community Services attracted a high number of disabled applicants, followed closely by Regulatory & Housing Services and Children Family & Safeguarding.

### Applicants who regard themselves as Disabled

	Number Applied	% Applied	Number Shortlisted	% Shortlisted	Number Appointed	% Appointed
Disabled	123	5.46%	30	4.25%	5	1.98%
Not Disabled	2130	94.54%	676	95.75%	248	98.02%
Total Applicants	2253		706		253	

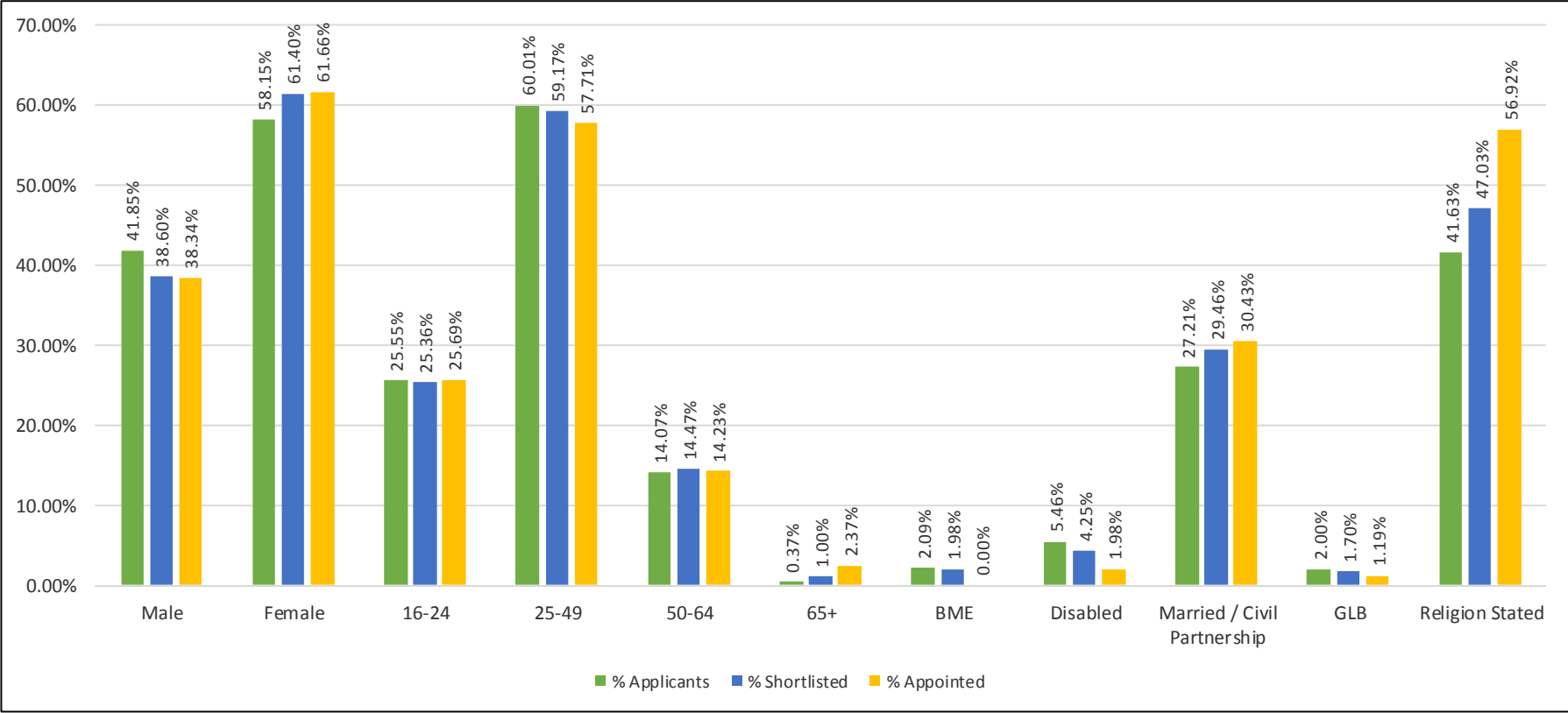


Disabled applicants are just as likely as other applicants to be shortlisted, reflecting the Authority’s Two Tick Scheme (applicants declaring a Disability and who meet the essential criteria for the job vacancy are guaranteed an interview). Despite an increase in applications received, the percentage of applicants shortlisted and appointed is slightly lower than last year.

**Married/Civil Partnership - Lesbian, Gay & Bisexual - Religion & Belief - Transgender**  
 Insufficient data to be analysed.

**Summary**

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



## Summary of job applicant by protected characteristic

	Applied	Shortlisted	Number expected to be shortlisted*	Analysis of shortlisting	Appointed	Number expected to be appointed*	Analysis of appointments
Male	937	271	260 - 327	As expected	97	85 - 125	As expected
Female	1302	431	368 - 448	As expected	156	122 - 170	As expected
Ethnic Minority	47	14	7 - 22	As expected	0	1 - 10	Low
Disabled	123	30	26 - 51	As expected	5	7 - 21	Low
Age 16-24	554	177	148 - 199	As expected	65	47 - 77	As expected
Age 25-49	1301	413	368 - 447	As expected	146	122 - 170	As expected
Age 50-64	305	101	76 - 115	As expected	36	23 - 45	As expected
Age 65+	8	7	1 - 6	High	6	0 - 3	High
Married	613	208	165 - 219	As expected	77	53 - 85	As expected
Religion	938	332	260 - 328	High	144	85 - 125	High
Gay / Lesbian	45	12	7 - 21	As expected	3	1 - 9	As expected

\* This is the number that statistically would be expected to be shortlisted or appointed, all other things being equal.

## 5. Training Applications and Training Received

Corporate training courses, as set out in our Learning and Development Plan, are automatically booked and recorded on our HR/Payroll system. Where services arrange separate ad hoc training for their employees, each service has a Training Link Officer whose responsibility it is to record that training on the HR/Payroll system. Therefore the training records held on our HR/Payroll system should reflect all training that has been undertaken across the Council. However it is possible that these records could be under-reported if not all training undertaken has been captured on the HR/Payroll system.

A manual process has been used within services to record applications for training that have not been approved. A workflow package has been put into place during this period to record on the HR/Payroll system applications for training in addition to training actually undertaken. This improvement to the HR/Payroll system will improve data capture as well as record the different stages in the training request process. We have also moved to a self-service system and this will enable staff to ensure their own training records are accurate.

**Table 13** below shows the actual training undertaken with turned down training applications added to it, to show the overall picture of training requests. This assumes that all courses undertaken were requested formally, although we know in practice this is often not the case, particularly where mandatory training is booked for staff without a training request form. Therefore we are not confident that the data in this table is very meaningful in identifying whether there has been any discrimination at the training request stage.

**Table 14** below shows the actual training undertaken during the period 2014-2015.

**Table 13a - Training Applications by Service for Conwy County Borough Council – 2014/15**

Service	Total Training Applications	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Audit & Procurement	4	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	831	*	511	289	28	635	196	11	35	368	7	*
Community Development Service	229	29	129	68	*	144	85	*	7	90	*	*
Corporate Financial Service	10	*	7	*	*	5	5	*	*	*	*	*
Corporate Human Resources	16	*	10	*	*	13	*	*	*	6	*	*
Corporate Improvement & Development	9	*	6	*	*	7	*	*	*	8	*	*
Corporate Marketing & Communications	6	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	3	*	*	*	*	*	*	*	*	*	*	*
Education Services	358	18	232	105	*	267	91	*	*	196	*	*
Environment Roads & Facilities	200	*	132	64	*	77	123	*	*	101	*	*
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*
Information Technology	36	*	24	10	*	16	20	*	*	13	*	*
Integrated Adults & Community Services	1569	43	848	641	37	1339	230	29	59	881	8	*
Law & Governance	59	*	39	18	*	27	32	*	*	33	*	*
Partnerships	2	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	136	12	94	25	5	85	51	*	*	83	*	*
Revenues & Benefits Service	40	10	24	6	*	23	17	*	*	19	*	*
Theatres & Conference Centre	110	29	54	24	*	58	52	*	*	36	8	*
<b>Total</b>	<b>3620</b>	<b>155</b>	<b>2120</b>	<b>1263</b>	<b>82</b>	<b>2707</b>	<b>913</b>	<b>43</b>	<b>106</b>	<b>1844</b>	<b>31</b>	<b>0</b>

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	Jewish	Muslim	No Religion	Not Stated	Other	Prefer Not to Say
Audit & Procurement	4	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	831	8	*	12	304	*	*	*	206	247	6	48
Community Development Service	229	5	*	*	60	*	*	*	31	123	*	7
Corporate Financial Service	10	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	16	*	*	*	10	*	*	*	5	*	*	*
Corporate Improvement & Development	9	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	6	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	3	*	*	*	*	*	*	*	*	*	*	*
Education Services	358	*	*	*	27	*	*	*	12	317	*	*
Environment Roads & Facilities	200	*	*	*	77	*	*	*	47	58	*	11
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*
Information Technology	36	*	*	*	8	*	*	*	22	*	*	*
Integrated Adults & Community Services	1569	*	*	*	617	*	*	*	291	500	24	120
Law & Governance	59	*	*	*	23	*	*	*	19	16	*	*
Partnerships	2	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	136	*	*	*	37	*	*	*	14	72	*	9
Revenues & Benefits Service	40	*	*	*	16	*	*	*	9	9	*	*
Theatres & Conference Centre	110	*	*	*	35	*	*	*	20	52	*	*
<b>Total</b>	<b>3620</b>	<b>21</b>	<b>11</b>	<b>15</b>	<b>1224</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>685</b>	<b>1409</b>	<b>39</b>	<b>206</b>

Numbers below 5 have been replaced by \* to protect anonymity

**Table 14a - Training Completed by Service for Conwy County Borough Council – 2014/15**

Service	Total Training Applications	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Audit & Procurement	4	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	831	*	511	289	28	635	196	11	35	368	7	*
Community Development Service	229	29	129	68	*	144	85	*	7	90	*	*
Corporate Financial Service	10	*	7	*	*	5	5	*	*	*	*	*
Corporate Human Resources	16	*	10	*	*	13	*	*	*	6	*	*
Corporate Improvement & Development	9	*	6	*	*	7	*	*	*	8	*	*
Corporate Marketing & Communications	6	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	3	*	*	*	*	*	*	*	*	*	*	*
Education Services	358	18	232	105	*	267	91	*	*	196	*	*
Environment Roads & Facilities	200	*	132	64	*	77	123	*	*	101	*	*
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*
Information Technology	36	*	24	10	*	16	20	*	*	13	*	*
Integrated Adults & Community Services	1569	43	848	641	37	1339	230	29	59	881	8	*
Law & Governance	59	*	39	18	*	27	32	*	*	33	*	*
Partnerships	2	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	136	12	94	25	5	85	51	*	*	83	*	*
Revenues & Benefits Service	40	10	24	6	*	23	17	*	*	19	*	*
Theatres & Conference Centre	110	29	54	24	*	58	52	*	*	36	8	*
<b>Total</b>	<b>3620</b>	<b>155</b>	<b>2120</b>	<b>1263</b>	<b>82</b>	<b>2707</b>	<b>913</b>	<b>43</b>	<b>106</b>	<b>1844</b>	<b>31</b>	<b>0</b>

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	Jewish	Muslim	No Religion	Not Stated	Other	Prefer Not to Say
Audit & Procurement	4	*	*	*	*	*	*	*	*	*	*	*
Children Family & Safeguarding	831	8	*	12	304	*	*	*	206	247	6	48
Community Development Service	229	5	*	*	60	*	*	*	31	123	*	7
Corporate Financial Service	10	*	*	*	*	*	*	*	*	*	*	*
Corporate Human Resources	16	*	*	*	10	*	*	*	5	*	*	*
Corporate Improvement & Development	9	*	*	*	*	*	*	*	*	*	*	*
Corporate Marketing & Communications	6	*	*	*	*	*	*	*	*	*	*	*
Corporate Services	3	*	*	*	*	*	*	*	*	*	*	*
Education Services	358	*	*	*	27	*	*	*	12	317	*	*
Environment Roads & Facilities	200	*	*	*	77	*	*	*	47	58	*	11
Estates & Asset Management	2	*	*	*	*	*	*	*	*	*	*	*
Information Technology	36	*	*	*	8	*	*	*	22	*	*	*
Integrated Adults & Community Services	1569	*	*	*	617	8	*	*	291	500	24	120
Law & Governance	59	*	*	*	23	*	*	*	19	16	*	*
Partnerships	2	*	*	*	*	*	*	*	*	*	*	*
Regulatory & Housing Services	136	*	*	*	37	*	*	*	14	72	*	9
Revenues & Benefits Service	408	*	*	*	16	*	*	*	9	9	*	*
Theatres & Conference Centre	110	*	*	*	35	*	*	*	20	52	*	*
<b>Total</b>	<b>3620</b>	<b>21</b>	<b>11</b>	<b>15</b>	<b>1224</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>685</b>	<b>1409</b>	<b>39</b>	<b>206</b>

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<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015

	Engaging Diversity	Total Number of Modules Completed
No. of Employees	211	2212

## Table 16 - Analysis of completed Training Events – 2014/15

	No. of Completed Training Events	% of Completed Training Events	% of Staff Currently Employees	Analysis
Male	913	25.22%	25.91%	As expected
Female	2707	74.78%	74.09%	As expected
Black Minority Ethnic	43	1.19%	0.51%	As expected
Disabled	106	2.93%	1.68%	As expected
16 - 24	155	4.28%	7.07%	Low
25 - 49	2120	58.56%	56.24%	As expected
50 - 64	1263	34.89%	33.37%	As expected
65+	82	2.27%	3.31%	As expected
Married / Civil Partnership	1844	50.94%	54.52%	As expected
Gay / Lesbian / Bisexual	31	0.86%	0.32%	As expected
Religion / Belief	1320	36.46%	7.07%	AS expected
Transgender	0	0.00%	0.14%	Low



The statistics evidence that employees aged 16-24 years old and employees who have declared themselves as transgender appear slightly less likely to receive training than other protected characteristics and age bands. Men are just as likely as women to receive training, as are employees from an ethnic minority background and employees who regard themselves as disabled.

Many in-house courses are now part of the Corporate Learning and Development Plan for Conwy and attendance at these courses is recorded on the HR/Payroll system. Ad-hoc training events are also recorded on the HR/Payroll system to ensure employees training records are accurate and up to date. There is however insufficient information to undertake any meaningful data analysis from the data obtained on the number of training applications which were turned down.

Employees who have accessed training and have declared information in regard to religion and belief are as follows; 34% Christian, 19% no religion, 1% Agnostic, 0.5% Atheist, 0.7% Buddhist, 0.4% Hindu, 0.04% Jewish, 0.04% Muslim and 1% other.

## 6. Grievances / Disciplinary Action and other Cases

Note: Any figures less than five have been rounded down to zero to protect the identity of individuals. Totals remain unchanged.

**Table 17 – All Grievance / Disciplinary Cases in 2014/15**

Cases	Total	Male	Female	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Religion & Belief	Transgender
Sickness Absence	205	62	143	7	113	83	0	0	13	97	0	64	0
Grievance / Bullying	23	16	7	0	13	10	0	*	*	12	0	10	0
Disciplinary / Capability	44	22	22	*	25	17	*	0	5	18	0	13	0
<b>Total</b>	<b>272</b>	<b>100</b>	<b>172</b>	<b>8</b>	<b>151</b>	<b>110</b>	<b>3</b>	<b>3</b>	<b>20</b>	<b>127</b>	<b>0</b>	<b>87</b>	<b>0</b>

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

There are a larger number of cases involving employees within the 25-49 age range, in both sickness absence, grievance/bullying and disciplinary/capability cases. There are also a higher number of cases involving female employees, however this is representative of the workforce profile of 26:74 male to female ratio.

The grievance/bullying count has reversed since the previous report and is no longer reflective of the workforce profile ratio of males to females. Males are 2.28 times more likely to have been involved in a grievance/bullying case than females. With regards sickness absence, the break down is more in line with the workforce profile of 26:74 male to female employee ratio. Disciplinary/capability figures are identical for male and female employees, however in relation to the workforce profile a higher proportion of the male workforce has been involved in disciplinary/capability cases than females. The number of employees declaring a disability and involved in sickness absence stages is high compared to the proportion of disabled employees in the workforce.

## 7. Employees ending their Employment with Us

Table 18a – Leavers by Reason during 2014/15

	Total	Age 16 - 24	Age 25 - 49	Age 50 - 64	Age 65+	Female	Male	Black Minority Ethnic	Disabled	Married / Civil Partnership	Gay, Lesbian, Bisexual	Transgender
Dismissal	10	*	6	*	*	6	*	*	*	6	*	*
Dismissal - Ill health	14	*	*	7	*	8	6	*	*	6	*	*
End of temporary contract	84	29	39	12	*	51	33	*	*	20	*	*
Redundancy - Compulsory	32	*	10	14	8	17	15	*	*	27	*	*
TUPE	2	*	*	*	*	*	*	*	*	*	*	*
<b>Involuntary</b>	<b>142</b>	<b>29</b>	<b>61</b>	<b>37</b>	<b>15</b>	<b>83</b>	<b>59</b>	<b>0</b>	<b>2</b>	<b>59</b>	<b>0</b>	<b>0</b>
Death in Service	6	*	*	*	*	*	*	*	*	*	*	*
Deceased	3	*	*	*	*	*	*	*	*	*	*	*
<b>Other</b>	<b>9</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>
By Mutual Agreement	2	*	*	*	*	*	*	*	*	*	*	*
Non-starter although set up	1	*	*	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	25	*	5	17	*	16	9	*	*	20	*	*
Relief not worked for 18 months	6	*	*	*	*	*	5	*	*	*	*	*
Resignation	170	26	93	45	6	126	44	*	*	88	*	*
Resignation - Gone to another Authority	23	*	22	*	*	15	8	*	*	10	*	*
Resignation - Ill health	7	*	*	*	*	7	*	*	*	*	*	*
Resignation - Left for another job	122	23	78	18	*	83	39	*	*	43	*	*
Resignation - Left the area	6	*	*	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	8	5	*	*	*	6	*	*	*	*	*	*
Retirement - Age	49	*	*	25	24	32	17	*	*	39	*	*
Retirement - Early voluntary	24	*	*	22	*	21	*	*	*	21	*	*
Retirement - Ill health	2	*	*	*	*	*	*	*	*	*	*	*
<b>Voluntary</b>	<b>445</b>	<b>57</b>	<b>216</b>	<b>132</b>	<b>40</b>	<b>315</b>	<b>130</b>	<b>1</b>	<b>2</b>	<b>233</b>	<b>5</b>	<b>0</b>
<b>Total</b>	<b>596</b>	<b>87</b>	<b>279</b>	<b>173</b>	<b>57</b>	<b>403</b>	<b>193</b>	<b>1</b>	<b>6</b>	<b>295</b>	<b>5</b>	<b>0</b>

**Table 18b – Leavers by religion and belief during 2014/2015**

	Total	Agnostic	Atheist	Christian	Hindu	Jewish	No Religion	Not Specified	Other	Not Stated
Dismissal	10	*	*	*	*	*	*	*	*	*
Dismissal - Ill health	14	*	*	*	*	*	*	*	*	9
End of temporary contract	84	*	*	9	*	*	*	*	*	69
Redundancy - Compulsory	32	*	*	8	*	*	*	*	*	18
TUPE	2	*	*	*	*	*	*	*	*	*
<b>Involuntary</b>	<b>142</b>	<b>1</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>100</b>
Death in Service	6	*	*	*	*	*	*	*	*	*
Deceased	3	*	*	*	*	*	*	*	*	*
<b>Other</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>
By Mutual Agreement	2	*	*	*	*	*	*	*	*	*
Non-starter although set up	1	*	*	*	*	*	*	*	*	*
Redundancy - Voluntary	25	*	*	7	*	*	*	*	*	14
Relief not worked for 18 months	6	*	*	*	*	*	*	*	*	6
Resignation	170	*	*	9	*	*	7	6	*	148
Resignation - Gone to another Authority	23	*	*	*	*	*	*	*	*	18
Resignation - Ill health	7	*	*	*	*	*	*	*	*	6
Resignation - Left for another job	122	*	*	17	*	*	13	*	*	88
Resignation - Left the area	6	*	*	*	*	*	*	*	*	*
Resignation - Returned to education	8	*	*	*	*	*	*	*	*	8
Retirement - Age	49	*	*	8	*	*	*	*	*	38
Retirement - Early voluntary	24	*	*	5	*	*	*	*	*	18
Retirement - Ill health	2	*	*	*	*	*	*	*	*	*
<b>Voluntary</b>	<b>445</b>	<b>1</b>	<b>1</b>	<b>53</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>13</b>	<b>3</b>	<b>351</b>
<b>Total</b>	<b>596</b>	<b>2</b>	<b>1</b>	<b>81</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>17</b>	<b>4</b>	<b>456</b>

The leavers' information contained within this report has been obtained from the HR/payroll system for the period 1<sup>st</sup> April 2014 and the 31<sup>st</sup> March 2015. 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 596 leavers, 445 (75%) who left voluntary and 142 (24%) who left involuntary. Of those who left involuntary, 84 (59%) were staff whose temporary contract had come to an end, 32 (23%) of employees left due to compulsory redundancy and 24 (17%) employees were dismissed in this period of which 14 (10%) were dismissed on ill health grounds.

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

Equality Group	% of Voluntary Leavers	% of Involuntary Leavers	% All leavers	% of staff who work for us	Analysis of Voluntary leavers	Analysis of Involuntary leavers
Male	41.55%	29.21%	32.38%	25.91%	High	As expected
Female	58.45%	70.79%	67.62%	74.09%	Low	As expected
Ethnic minority	0.00%	0.22%	0.17%	0.51%	As expected	As expected
Disabled	1.41%	0.45%	1.01%	1.68%	As expected	As expected
16-24	20.42%	12.81%	14.60%	7.07%	High	High
25-49	42.96%	48.54%	46.81%	56.24%	Low	Low
50-64	26.06%	29.66%	29.03%	33.37%	Low	Low
65+	10.56%	8.99%	9.56%	3.31%	High	High
Married/Civil Partnership	41.55%	52.36%	49.50%	54.52%	Low	As expected
Gay, Lesbian, Bisexual	0.00%	1.12%	0.84%	0.32%	As expected	As expected

## **Ethnicity**

The number of employees of an ethnic minority origin, who left the Authority in this period is lower than last year with only one employee leaving the Authority with the reason cited as voluntary retirement.

## **Disability**

This year six employees left the authority who have declared a disability, which is a slightly lower figure than last year. Reasons for leaving included voluntary resignation and dismissal for reasons of ill-health.

## **Sex**

This year as in previous years, there was a higher number of female employees leaving the organization compared to male employees. Female employees were 2.08 more likely to leave the organisation than male employees, however when compared to the workforce profile of 26:74 male to female ration, it can be seen that men are over represented in these figures. Voluntary resignation was the main reason for male employees to leave the organization followed closely by temporary contracts ending.

## **Age**

Employees aged between 16-24 years of age make up a disproportionately high number of voluntary and involuntary leavers, with the main reason being temporary contracts ending and voluntary resignation. As expected, employees aged 65+ also make up a disproportionately high number of voluntary leavers due to retirement. This age group also has a disproportionately high number of involuntary leavers, due to a number of different reasons; ill-health dismissal, compulsory redundancy and end of temporary contacts.

## **Marriage/Civil Partnership**

Of those employees that left the Authority 49% declare that they were married or in a civil partnership, which is slightly higher than previous years. The majority of these employees resigned, retired, compulsory redundancy or the temporary contract came to an end.

## **Lesbian, Gay, Bisexual**

The number of employees who have declared they are lesbian, gay or bisexual, who left the Authority in this period appears as expected in relation to the overall workforce profile. The main reason cited for leaving the organisation is voluntary resignation.

### **Religion and Belief**

Of those who left during this period 23% declared information in regards to having a religion or belief or no religious belief, which is significantly lower than last year where it was 93%. Of all leavers, 14% were Christian, however 77% had not stated any religion. End of temporary contracts and voluntary resignation were the main reasons for leaving the Authority.

### **Transgender**

No data declared in regard to leavers for this period.

## **8. The Way Forward**

The information contained in this report will be used to:

- Identify if there are any differences between groups
- Investigate the reasons behind any anomalies
- Address any unfairness, disadvantage or possible discrimination