



CARMARTHENSHIRE COUNTY COUNCIL

EQUALITY & DIVERSITY

WORKFORCE INFORMATION REPORT

1st APRIL 2017 – 31st MARCH 2018



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PMBusinessSupportUnit@carmarthenshire.gov.uk

INTRODUCTION

The Equality Act and Public Sector Equality Duty

The Equality Act 2010 (the Act) brings together and replaces previous anti-discrimination laws within a single Act. It simplifies and strengthens the law, removes inconsistencies and aims to make it easier for people to understand.

The Act includes a new public sector equality duty (the 'general duty') replacing the separate duties on race, disability and gender equality. This came into force on 5th April 2011.

The Act requires the authority to publish specific employment and workforce information and demonstrate how it is complying with the general duties to:

- Eliminate discrimination and harassment
- Advance equality of opportunity
- Foster good relations between people with different protected characteristics

The Act defines the protected characteristics as:

- Age
- Disability
- Gender Reassignment
- Pregnancy and maternity
- Race – including ethnic or national origin, colour or nationality
- Religion or belief – including lack of belief
- Sex
- Sexual Orientation
- Marital Status

It also applies to marriage and civil partnership but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Specific Duties in Wales

The main purpose of the specific duties in Wales is to help public bodies, such as the authority, in the performance of the general duty and to aid transparency

This report is aimed at meeting the specific duty in relation to annual reporting on Employment Information, Pay Differences and Staff Training. It relates to the reporting period 1st April 2017 to 31st March 2018. This report should be read in conjunction with the Strategic Equality Plan Annual Report for 2017-2018.

What the duty requires on employment information

As a listed body in Wales, the authority must collect and publish on an annual basis:

- People employed by the authority on 31st March each year by protected characteristic
- Men and women, broken down by:
 - Job
 - Grade
 - Pay
 - Contract type (including permanent and temporary contracts)
 - Working pattern (including full time, part time and other flexible working patterns)
- People who have applied for jobs with the authority over the past year
- Employees who have applied to change position within the authority, identifying how many were successful in their application
- Employees who have applied for training and how many succeeded in their applications
- Employees who have completed training
- Employees involved in grievance procedures either as a complainant or as a person against whom a complaint was made
- Employees subjected to disciplinary procedures
- Employees who have left the authority

All of this information will be presented for each of the separate protected groups. The exception to this requirement is the data on job, grade, pay, contract type and working pattern, where the requirement is to report only in relation to men and women.

In gathering the data to present this report the authority cannot require any employee or applicant to provide information in relation to their protected characteristics. This a voluntary declaration process made by an employee.

The authority recognises that the collection and presentation of the data is work in progress. For some areas the data is not readily available, and where it is, it may not currently be available for all protected characteristics. Where this is the case, it will be clearly reported along with the steps being taken to address these deficiencies.

Welsh language

Welsh language skills information on the authority's staff is published separately to this equality workforce information report and is available to view through the following link:

<http://www.carmarthenshire.gov.wales/home/council-democracy/welsh-language/>

Alternatively you can contact the Corporate Policy Team:

- Tel: 01267 224914 / 4008
- Email: WelshLanguage@carmarthenshire.gov.uk

What the duty requires on pay differences

As a listed body in Wales, the authority must:

- When drawing up equality objectives have due regard to the need to have objectives that address the causes of any difference in pay between employees who are from a protected group and those who are not, if it appears reasonably likely that the reason for the differences is related to the fact that those employees share a protected characteristic
- Make appropriate arrangements to identify and collect information about differences in pay, and the causes of such differences, between employees who have a protected characteristic and those who do not. This information must be published as appropriate.

Gender pay differences

As a listed body in Wales, the authority must:

- Publish an equality objective in relation to addressing any gender pay difference identified or publish reasons why it has not done so.
- Publish an action plan in respect of gender pay setting out:
 - Any policy it has that relates to the need to address the cause of any gender pay difference
 - Any gender pay equality objective it has published (including any revisions). Where it has been identified a gender pay difference amongst its staff, but has not published an equality objective to address the causes of that pay difference, the action plan must set out the reasons for not doing so
 - A statement about the steps it has taken or intends to take to fulfil its gender pay objective and how long it expects to take

Staff Training

As a listed body in Wales, the authority must make appropriate arrangements to:

- Promote knowledge and understanding of the general duty and specific duties amongst its employees
- Use any performance assessment procedures to identify and address training needs of employees in relation to the duties

GENERAL STATISTICAL NOTES TO HELP WITH INTERPRETATION

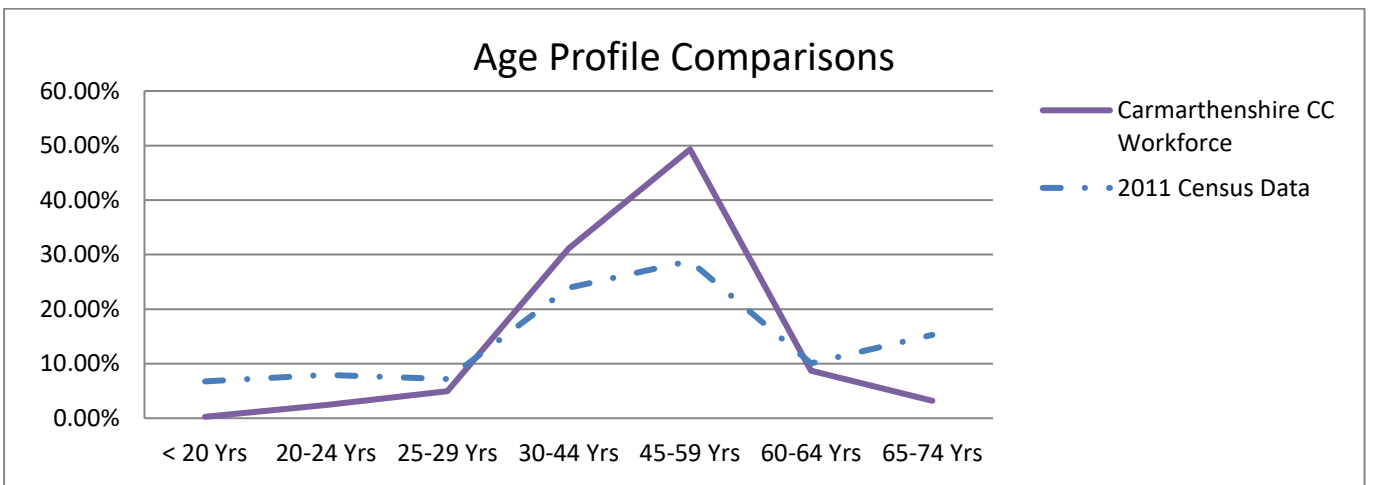
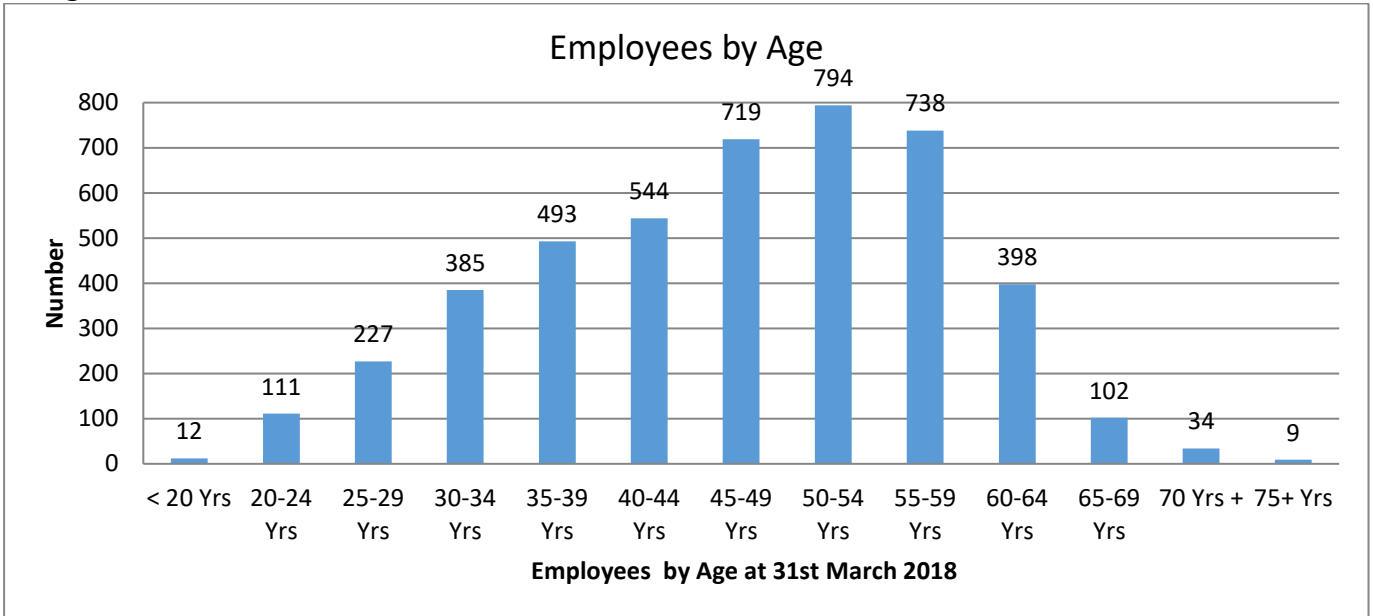
1. The report is based on headcount figures and not Full Time Equivalent (FTE) in relation to employees of Carmarthenshire County Council. Therefore, where an employee holds a dual or multiple post(s) the main post (based on hours in post) has been used for data reporting purposes.
2. Employees locally employed by schools, i.e. teachers and support staff, are excluded from this report. Individual schools are responsible for publishing an annual Workforce Information Report in line with the Specific Duties of 'The Act'.
3. Centrally employed teachers are employees of the authority and therefore included in the report.
4. Casual workers are not employees and are therefore excluded from the report.
5. Where available, the population data used is from the 2011 and/or 2001 Census and comparison made against the employee profile of Carmarthenshire County Council.
6. In a number of areas, data collection and completeness will continue to be progressed and the information developed further over the coming years.
7. The equality data contained within this report is used to inform workforce priorities for Carmarthenshire County Council through the Departmental Workforce Planning process and to inform and review the employment actions within the Strategic Equality Plan.
8. Where ethnicity categories are reported as 0% they have been omitted from the report.
9. Historic ethnicity categories are contained within the report, which do not 'fit' into the new ethnic categories, e.g. European. These should diminish over time as employees are offered the opportunity to update their equality profile via the Equality Monitoring audit.
10. The declaration of sensitive personal data by employees on protected characteristic(s) is captured through a voluntary declaration at the recruitment stage and through employee audits. Where categories are 'not stated' the applicant/employee has not answered the question. Where the category is "preferred not to say" the employee has actively responded and does not wish to disclose. Employees will be encouraged to declare at regular intervals and the proportion in each of these categories monitored over time.
11. In instances where the numbers reported against a category are particularly low they have been grouped together and reported against "Other" for ease of reference in the graphs. However all categories have been listed fully in the data tables. The only exception to this is where less than 5 occurrences have been reported against a category. In these instances "number too low to report" is recorded and /or data is blocked out.

WORKFORCE INFORMATION

1. Carmarthenshire County Council employees.

Reporting Date: 31st March 2018.

a. Age



Number of Employees: Age

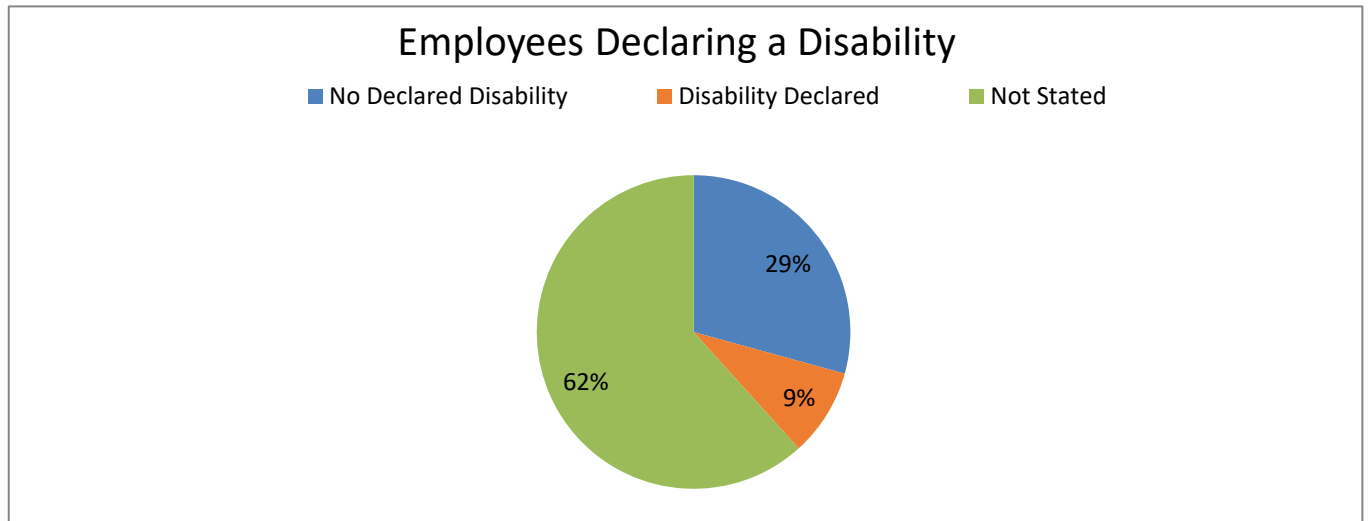
Age Bands	Number of Employees	Age Bands	Number of Employees	Age Bands	Number of Employees
< 20 Yrs	12	35-39 Yrs	493	55-59 Yrs	738
20-24 Yrs	111	40-44 Yrs	544	60-64 Yrs	398
25-29 Yrs	227	45-49 Yrs	719	65-69 Yrs	102
30-34 Yrs	385	50-54 Yrs	794	70 Yrs +	34
				75 Yrs +	9

The employee profile of the authority by age roughly mirrors the population trend for Carmarthenshire and the workforce trend within local government generally. As is well known, Carmarthenshire has an ageing population illustrated by the increase in population numbers from 60 years+.

However, the employee data illustrates a decrease in the authority's employee profile from 60 years +, falling below the population profile for Carmarthenshire. It is worth noting that employees who are members of the Local Government Pension Scheme can access pension benefits from 60 years + and the Council's default retirement age up until 1 October 2011 was 65 years. Prior to this date employees had

the 'Right to Request' to work beyond the default retirement age but no statutory right to continue. From 1 October 2011 the default retirement age was abolished through statute. It is therefore interesting to note that the proportion of employees aged 60 years + whilst still relatively low, has continued to increase year on year whilst all other age groups have decreased in number since 2011. The decrease is particularly noticeable in age ranges under 55, probably as a result of sustained lower recruitment levels since 2011 (The total headcount has reduced from 5336 in 2011/12 to 4566 in 2017/18, a reduction of 14.43%).

b. Disability



Number of Employees Declaring a Disability

	Number of Employees	%	% of those declaring
No Declared Disability	1,337	29.28%	76.44%
Disability Declared	412	9.02%	23.56%
Not Stated	2,817	61.70%	
Total	4,566	100.00%	100.00%

An individual is defined as disabled under the Equality Act 2010 if s/he has a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on the ability to do normal daily activities.

- ‘substantial’ is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed
- ‘long-term’ means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection

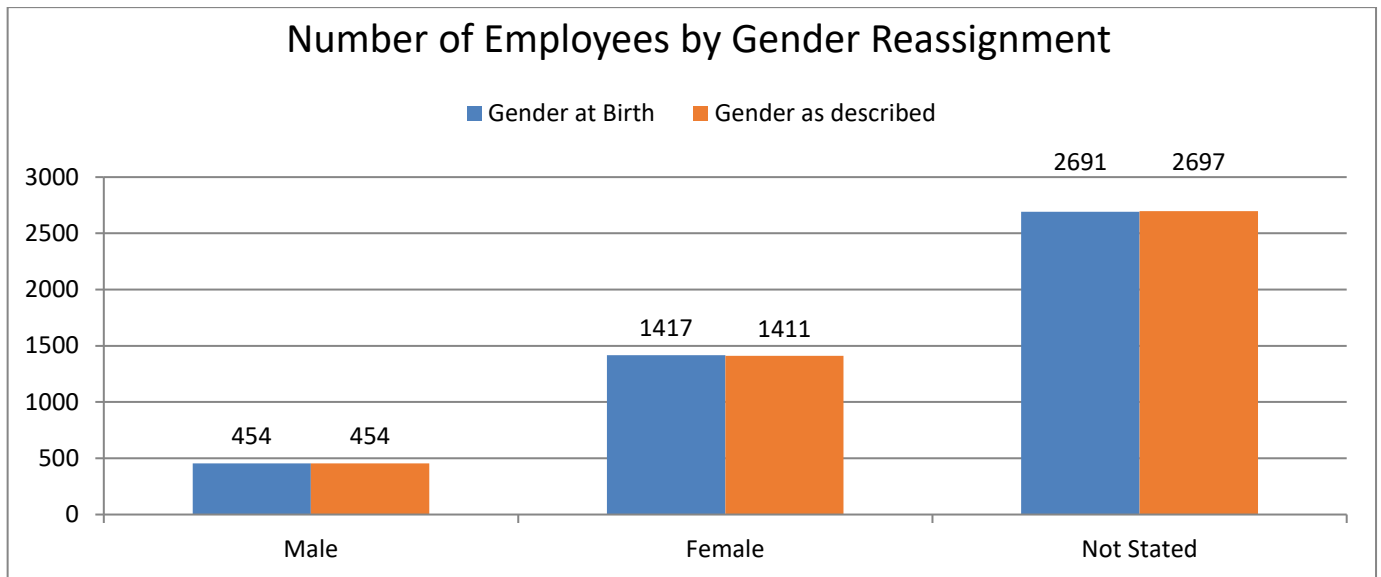
The 2011 Census did not capture data on disability against this definition but asked questions about health and the provision of unpaid care, therefore no direct comparisons can be made to the population of Carmarthenshire.

The significant point to note from the data is that for the majority of employees their disability status is unknown 2,817 (61.70 %). This has marginally increased from the previous year’s (58.05%). It is anticipated this will reduce over time by encouraging employees to voluntarily declare through regular employee audits

However, of the employees who have declared 1,749 (38.3%), 412 (23.56%) have indicated that they meet the above definition which compares to 21.32% in previous year. This is the fifth consecutive year that the figure has increased.

According to the Health & Safety Executive Workforce Facts on Disability (August 2012) there are approximately 10 million disabled people in Great Britain who are covered by the above definition, representing around 18% of the working population and that 2% of the UK working age population becomes disabled every year.

c. Gender Reassignment



Number of Employees by Gender Reassignment

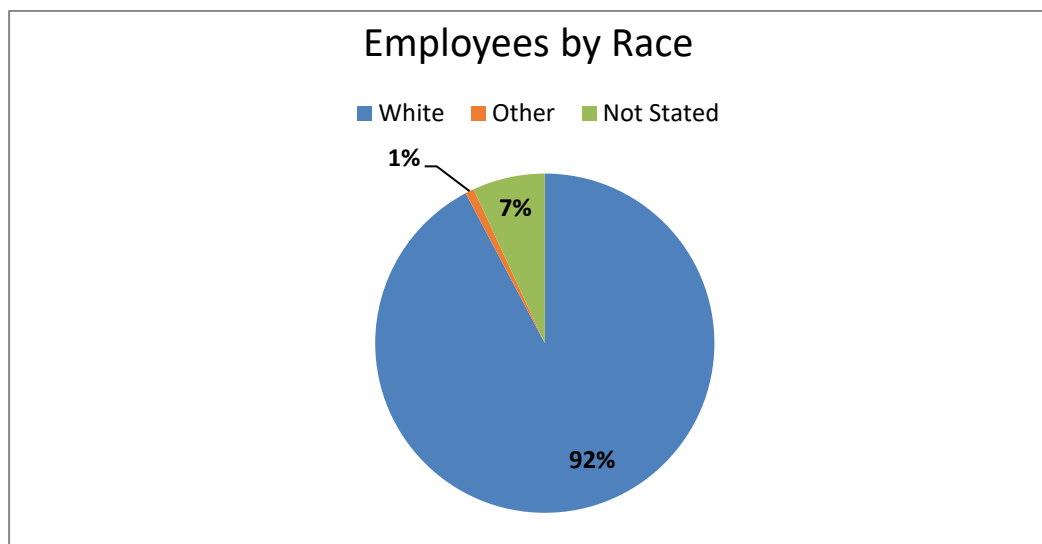
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	454	454	9.94%	9.94%	24.21%	24.29%
Female	1417	1411	31.03%	30.90%	75.57%	75.49%
Other	4	4	0.09%	0.09%	0.21%	0.21%
Not Stated	2691	2697	58.94%	59.07%		
Total	4566	4,566	100.00%	100.00%	100.00%	100.00%

There is a high incidence of those falling into the “Not Stated” category which is to be expected when dealing with information of a sensitive nature.

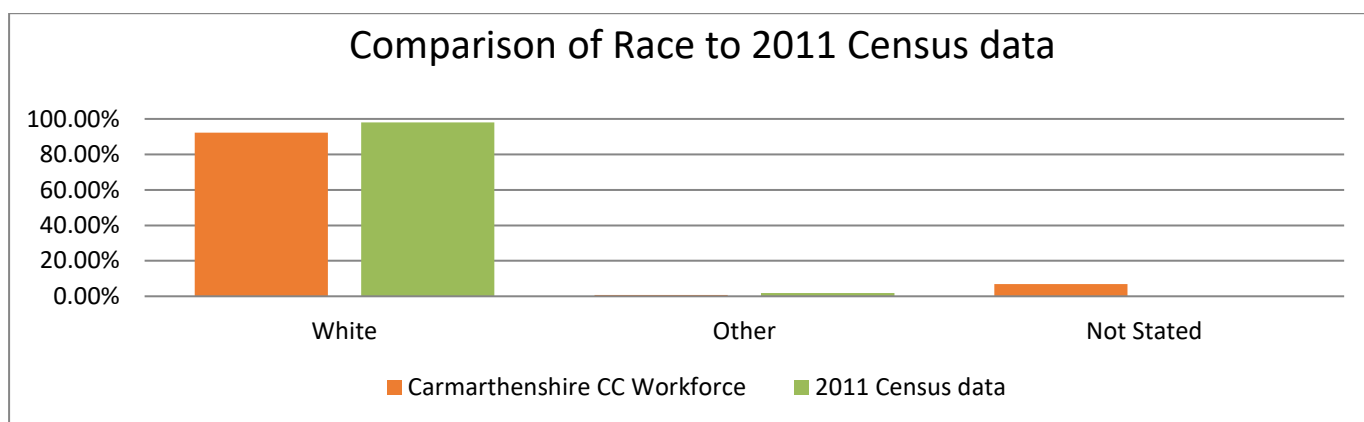
d. Pregnancy and maternity

There were 60 employees on maternity leave as at 31 March 2018. This represents 1.31% of the headcount.

e. Race – including ethnic or national origin, colour or nationality



Categories included under “other” in the graphs are: Asian, Black, Mixed and Other.



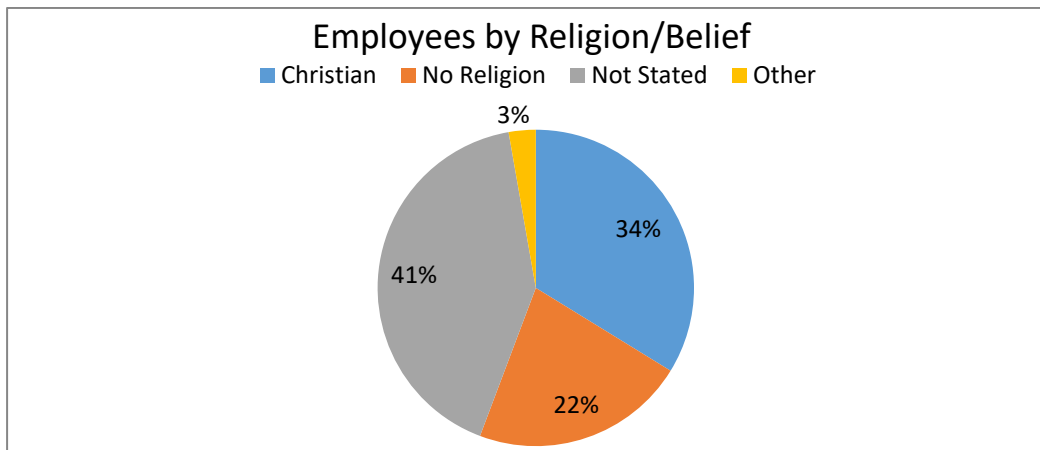
Number of Employees by Race

Ethnic Group	Number	Carmarthenshire CC Workforce							2011 Census data
		March 18	March 17	March 16	March 15	March 14	March 13	March 12	
Asian	16	0.48%	0.42%	0.42%	0.44%	0.39%	0.36%	0.39%	1.00%
Black	8	0.23%	0.17%	0.17%	0.17%	0.15%	0.11%	0.15%	0.15%
Mixed	7	0.27%	0.19%	0.19%	0.25%	0.27%	0.27%	0.30%	0.56%
White	4,213	91.71%	92.54%	92.77%	92.79%	91.32%	90.71%	90.14%	98.12%
Other									
Not Stated	315	7.21%	6.63%	6.40%	8.87%	7.79%	8.45%	8.96%	
Total	4,566	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

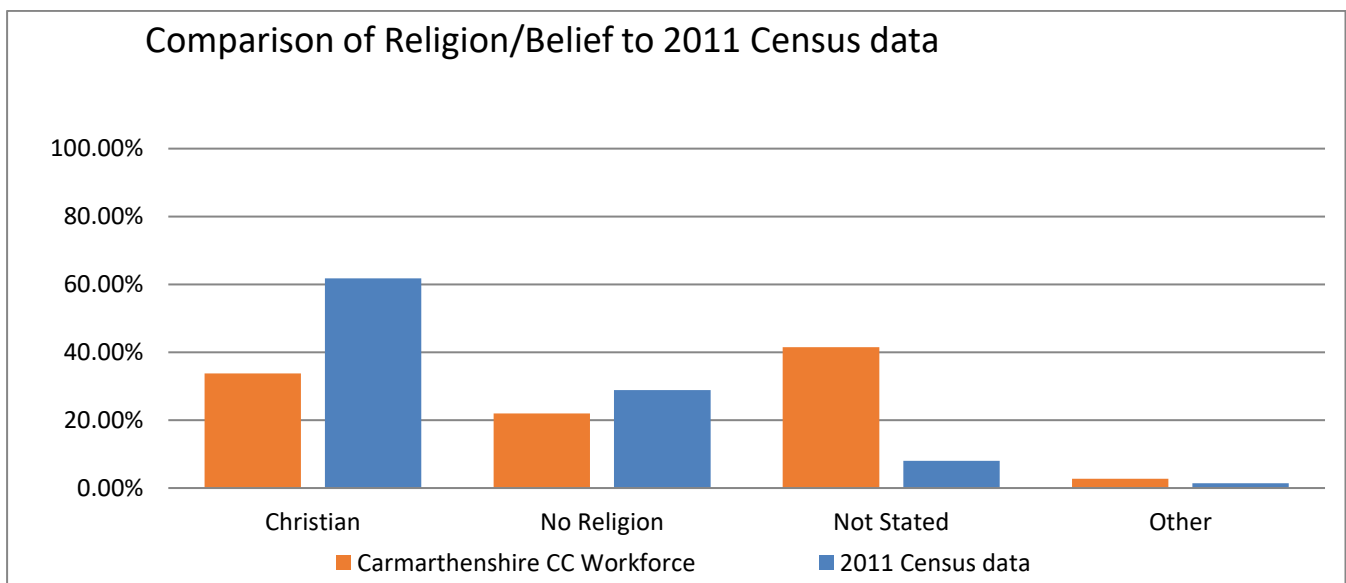
For this category the 2011 Census data is available to enable comparison between the employee profile of the Council and the wider population of Carmarthenshire. Year on year there has been very little change in the figures reported. Of the employees who have declared their ethnic group, the largest is White, 4,213 (91.71%) and a significant minority, 7.21% (315) have not disclosed.

This compares with 98% of the population of Carmarthenshire who are White. Of the remaining ethnic groups all, apart from Black ethnicity, the employee numbers and percentages are slightly lower than the wider population of Carmarthenshire, however, as the percentage differences are less than 1% this is not statistically significant. Data on nationality is not available during this reporting period to allow us to report.

f. Religion or belief – including lack of belief



Categories included under “Other” in the graphs are: Agnostic, Atheist, Buddhist, Hindu, Humanist, Jewish, Muslim, Sikh and Other.



Number of Employees by Religion / Belief

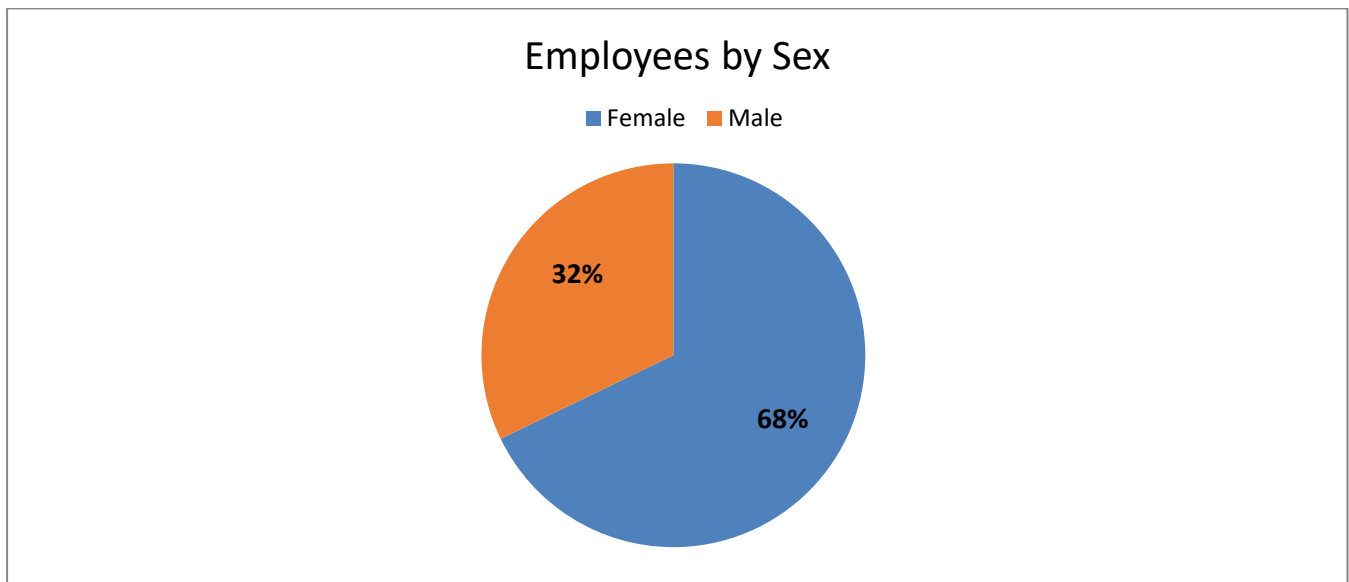
Religion	Carmarthenshire CC Workforce							
	March 2018		March 17	March 16	March 15	March 14	March 13	March 12
	Number	%	%	%	%	%	%	%
Christian	1542	33.77%	32.67%	32.52%	31.56%	25.90%	22.86%	20.46%
Agnostic	6	0.13%	0.13%	0.15%	0.15%	0.25%	0.30%	0.30%
Atheist	17	0.37%	0.40%	0.42%	0.44%	0.54%	0.70%	0.73%
No Religion	1003	21.97%	19.31%	19.14%	17.63%	14.27%	11.16%	9.11%
Preferred not say	56	1.23%	1.34%	1.34%	1.18%	0.52%	0.28%	0.54%
Not Stated	1895	41.50%	45.09%	45.39%	47.97%	57.45%	63.46%	67.30%
Other	32	1.03%	1.06%	1.04%	1.08%	1.06%	1.23%	1.56%
Total	4,566	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

The significant point to note from the data is that for the majority of employees their religion or belief is not stated, 1,895 (41.50%). The aim is to continue to reduce this figure over time by encouraging employees to voluntarily declare through regular employee audits.

The largest category reported is ‘Christian’, 1,542 (33.77%), followed by the category of ‘no religion’, 1003 (21.97%). Year on year comparison shows that this is a continuing trend.

When compared against the 2011 Census it is clear that a lower proportion of the workforce has declared their religion/ belief in all categories and as work is undertaken to improve the response rate comparisons should become more relevant.

g. Sex

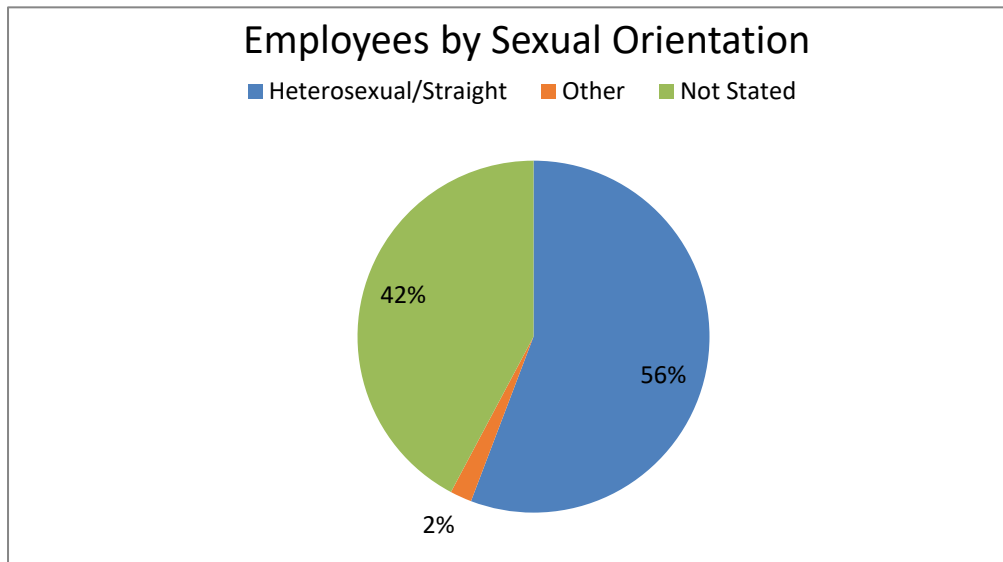


Number of Employees: Sex

Sex	Number of Employees	%	2011 Census
Female	3,097	68%	51%
Male	1,469	32%	49%
Total	4,566		

The headcount by sex is illustrated above, with 3,097 (68%) female and 1,469 (32%) male which is the same as the previous year and generally reflects workforce trends in local government. The 2011 Census data for Carmarthenshire shows that the ratio of male and female people living in the County was 49%:51%

h. Sexual Orientation



Categories included under "Other" in the graph are: Gay man, Gay woman/Lesbian, Bisexual and Other.

Number of Employees by Sexual Orientation

	Number of Employees	%	% of those declaring
Heterosexual/Straight	2,547	55.78%	96.55%
Gay Man	5	0.11%	0.19%
Gay Woman/Lesbian	14	0.31%	0.53%
Bisexual	15	0.33%	0.57%
Other	57	1.25%	2.16%
Not Stated	1,928	42.23%	
Total	4,566	100.00%	100.00%

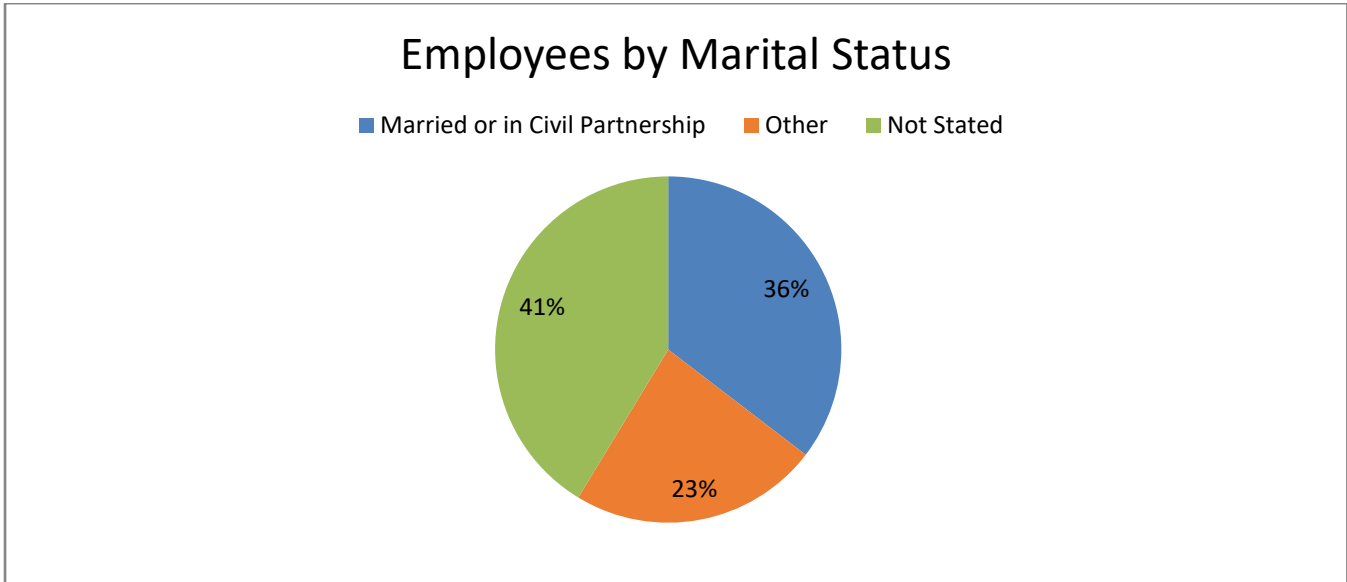
A question on sexual orientation was not included in the 2011 Census and therefore no comparable data available for the population of Carmarthenshire.

The significant point to note is the proportion of employees who have not declared their sexual orientation and is therefore unknown, 1,928 (42.23%). Although high the number of non-declarations continues to decrease. The aim is to continue this trend by encouraging employees to voluntarily declare through regular employee audits. Of those who have declared, 2,547 (96.55%), the majority, have declared their sexual orientation as heterosexual/straight.

According to Stonewall Cymru, in the final regulatory impact assessment conducted by the Government for the introduction of the Civil Partnership Act 2004 the estimated lesbian, gay and bisexual population in the UK was estimated to be between 5-7 per cent. The median point is therefore 6 per cent of the population being lesbian, gay and bisexual.

While there is much discussion about the reliability of this estimate, Stonewall have found that employers who have conducted monitoring of the workforce for some years have found a similar percentage of staff identifying as lesbian, gay or bisexual.

i. Marital Status



Number of Employees by Marital Status

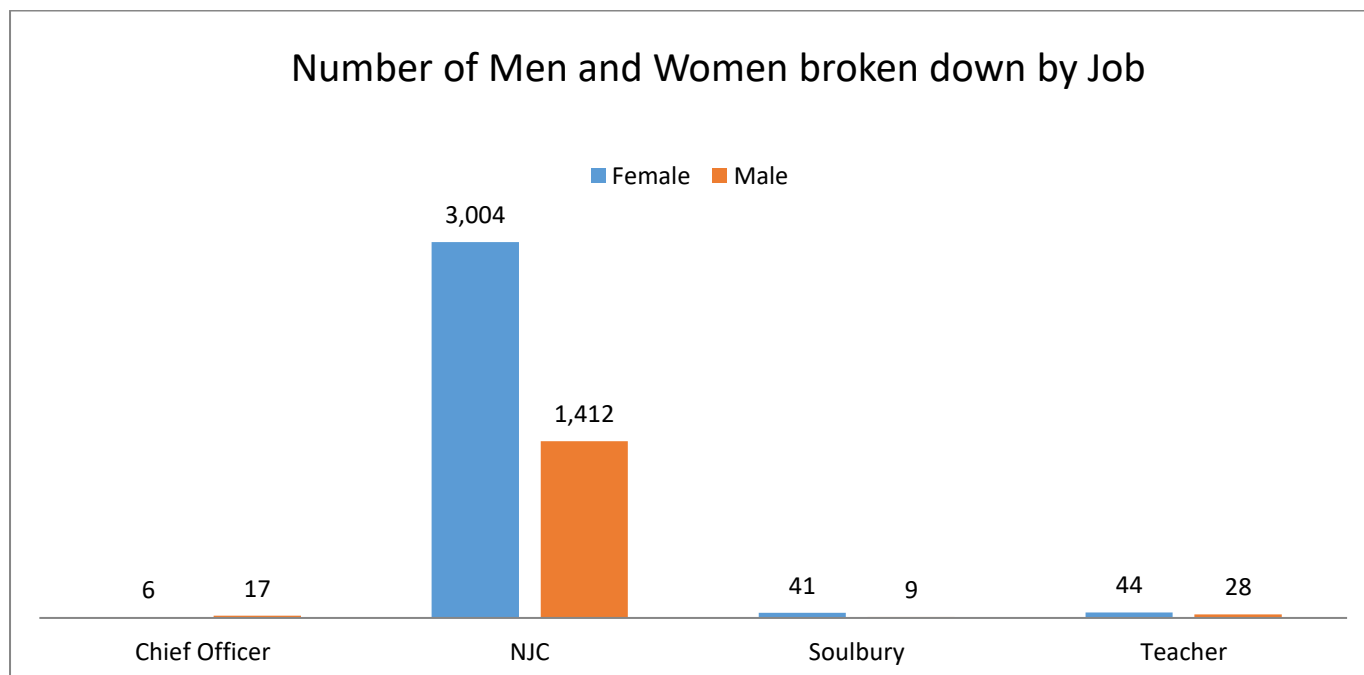
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1,616	35.39%	60.30%
Other	1,064	23.30%	39.70%
Not Stated	1,886	41.31%	
Total	4,566	100.00%	100.00%

The significant point to note is the proportion of employees who have not declared their marital status and is therefore unknown, 1,886 (41.31 %). This has decreased since last year (46.30%). Of those who have declared, 1,616 (60.30%) have stated their marital status as married or in a Civil Partnership. The aim is to continue to reduce the percentage of non-declaration over time by encouraging employees to voluntarily declare through regular employee audits.

2. Men and Women

As employed by Carmarthenshire County Council at 31st March 2018

a. Job



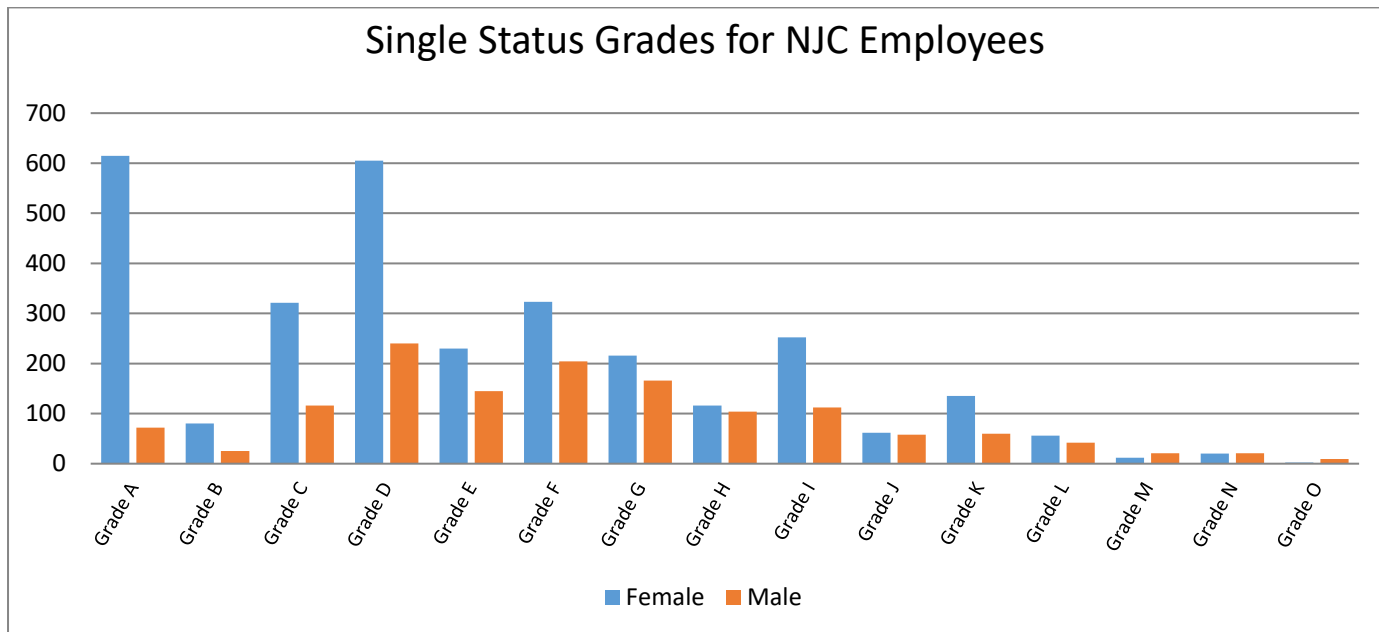
Service Condition	Number of Employees		% Female to Male	
	Female	Male	Female	Male
Chief Officer	6	17	26%	74%
NJC	3,004	1,412	68%	32%
Soulbury	41	9	82%	18%
Teacher	44	28	61%	39%
Youth & Community Worker	0	1	0%	100%
Total	3,097	1,468	68%	32%

Job category is reported above by service conditions. The data reported shows that the gender split in the largest job category is the same as the overall authority gender split of 68% Female to 32% Male (DR1g) Soulbury has changed slightly (82% Female to 18% Male).

b. Grade

In order to present the information clearly the grades have been split according to the service conditions.

Single Status Grades for NJC Employees

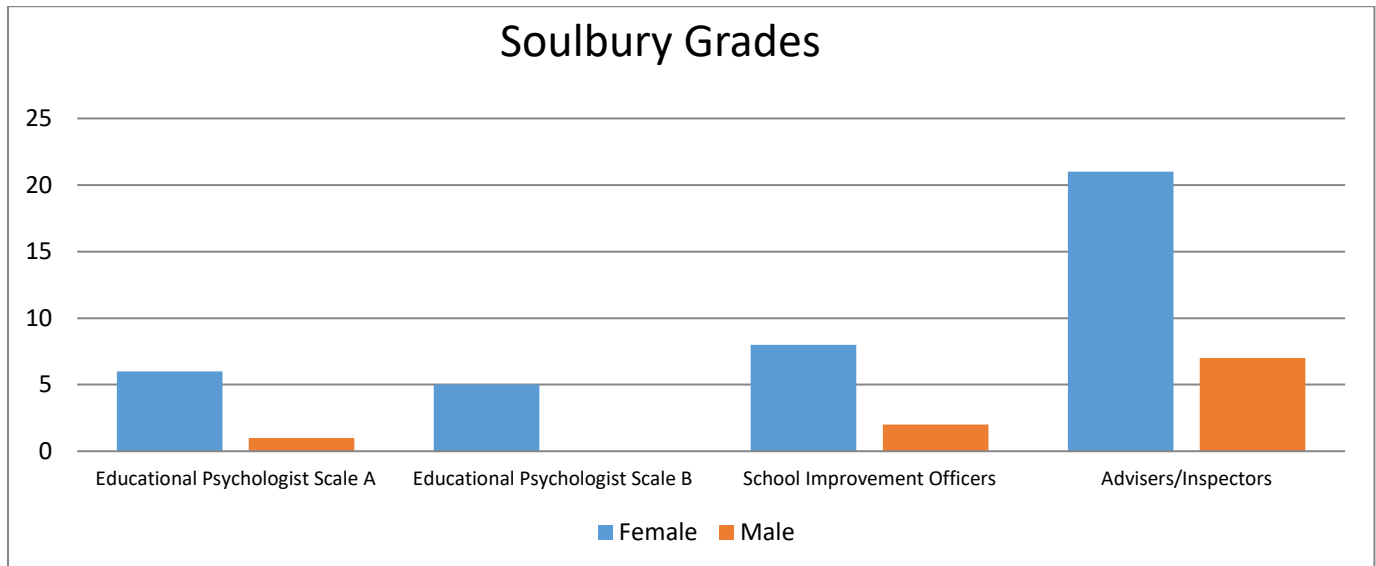


Post Single Status Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Grade A	615	72	90%	10%	100%
Grade B	80	25	76%	24%	100%
Grade C	321	116	73%	27%	100%
Grade D	605	240	72%	28%	100%
Grade E	230	145	61%	39%	100%
Grade F	323	204	61%	39%	100%
Grade G	216	166	57%	43%	100%
Grade H	116	104	53%	47%	100%
Grade I	252	112	69%	31%	100%
Grade J	62	58	52%	48%	100%
Grade K	135	60	69%	31%	100%
Grade L	56	42	57%	43%	100%
Grade M	12	21	36%	64%	100%
Grade N	20	21	49%	51%	100%
Grade O	2	9	18%	82%	100%
Total	3045	1395	69%	31%	100%

The above table illustrates the gender ratio within each grade and can be compared against the overall female to male ratio of the authority of 68%/32% or the wider Carmarthenshire population 51%/49%.

There are many grades where the ratio is comparable, but there are others where this is not the case. It is notable that the ratios of female to male is significantly higher in grades A to F and conversely lower in grades M to O.

Soulbury Grades



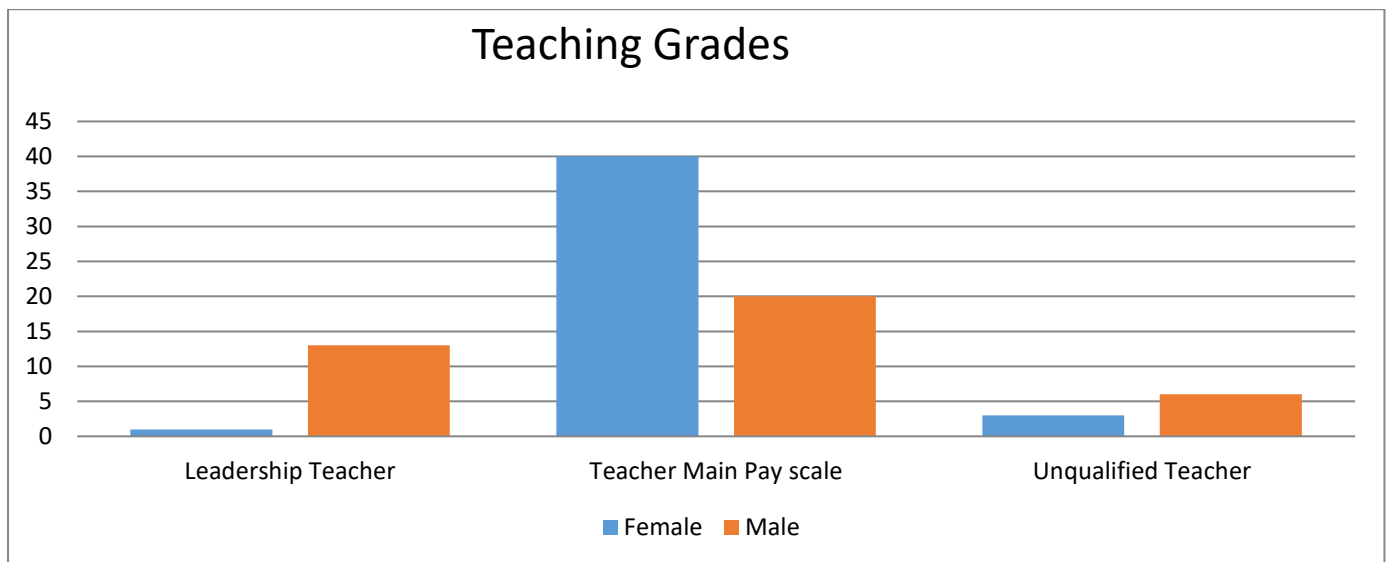
Soulbury Grades	Number		% Female to male	
	Female	Male	Female	Male
Educational Psychologist Scale A	6	1	86%	14%
Educational Psychologist Scale B	5	0	100%	0%
School Improvement Officers	8	2	80%	20%
Advisers/Inspectors	21	7	75%	25%
Total	42	10	81%	19%

The Soulbury Committee was established in 1948 to provide voluntary collective bargaining machinery for advisory staff in local education authorities (LEAs). It covers educational improvement professionals; educational psychologists, and young people's/community service managers.

In addition to the annual pay increase, this committee determines the national salary and grading framework. As the grading structure is set nationally the grades above were unaffected by the implementation of single status.

For this group of employees the overall female to male ratio of 81%:19% for Soulbury employees differs from to the authority's gender ratio (68%:32%). There are variances within the specific grades however the numbers of staff in particular grades are low and statistically unreliable to draw any conclusions.

Teaching Grades (Centrally Employed)

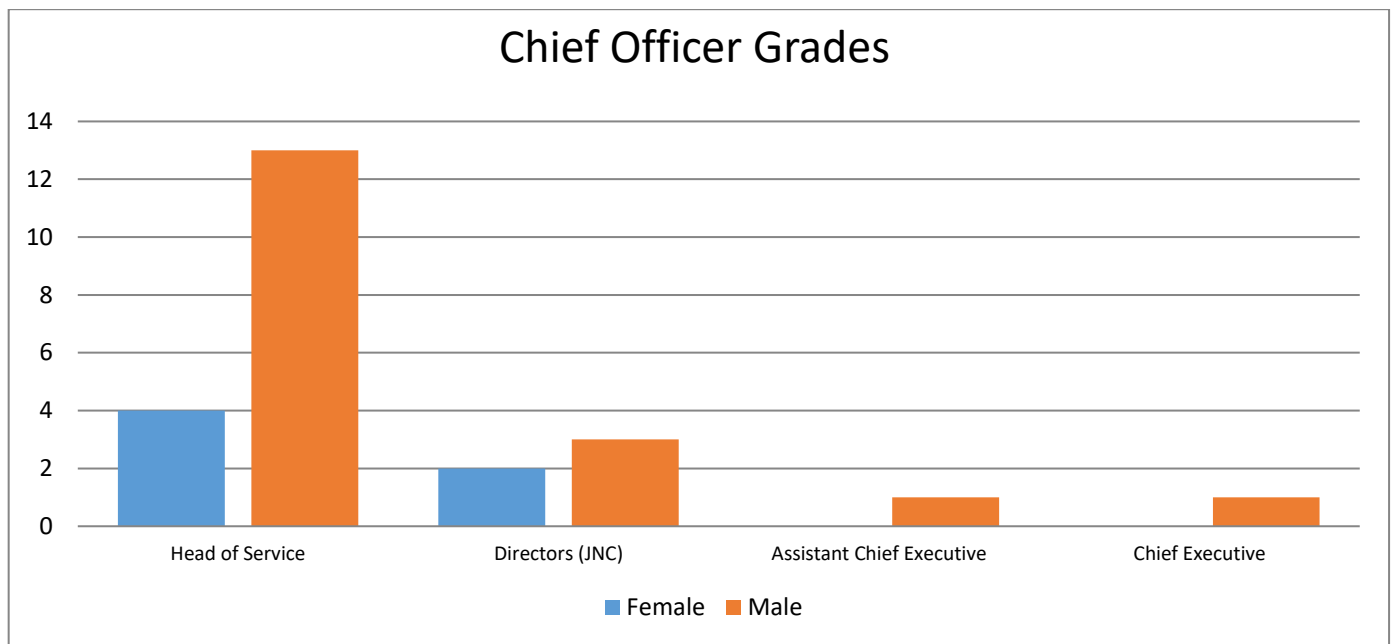


Teaching Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Leadership Teacher	1	12	8%	92%	100%
Teacher Main Pay scale	40	20	67%	33%	100%
Unqualified Teacher	3	6	33%	67%	100%
Total	44	38	54%	46%	100%

The Conditions of Service for School Teachers in England and Wales ('Burgundy Book') is a national agreement between the six school teacher unions and National Employers' Organisation for School Teachers (NEOST). It sets out grades and national conditions of service for school teachers in England and Wales.

The bar chart and table above relates to centrally employed teachers employed directly by the authority. For this group of employees the overall female to male ratio for centrally employed teaching staff is more evenly balanced than the authority's gender ratio. There are variances within the specific grades however the numbers of staff in particular grades are low and statistically unreliable to draw any reliable conclusions.

Chief Officers



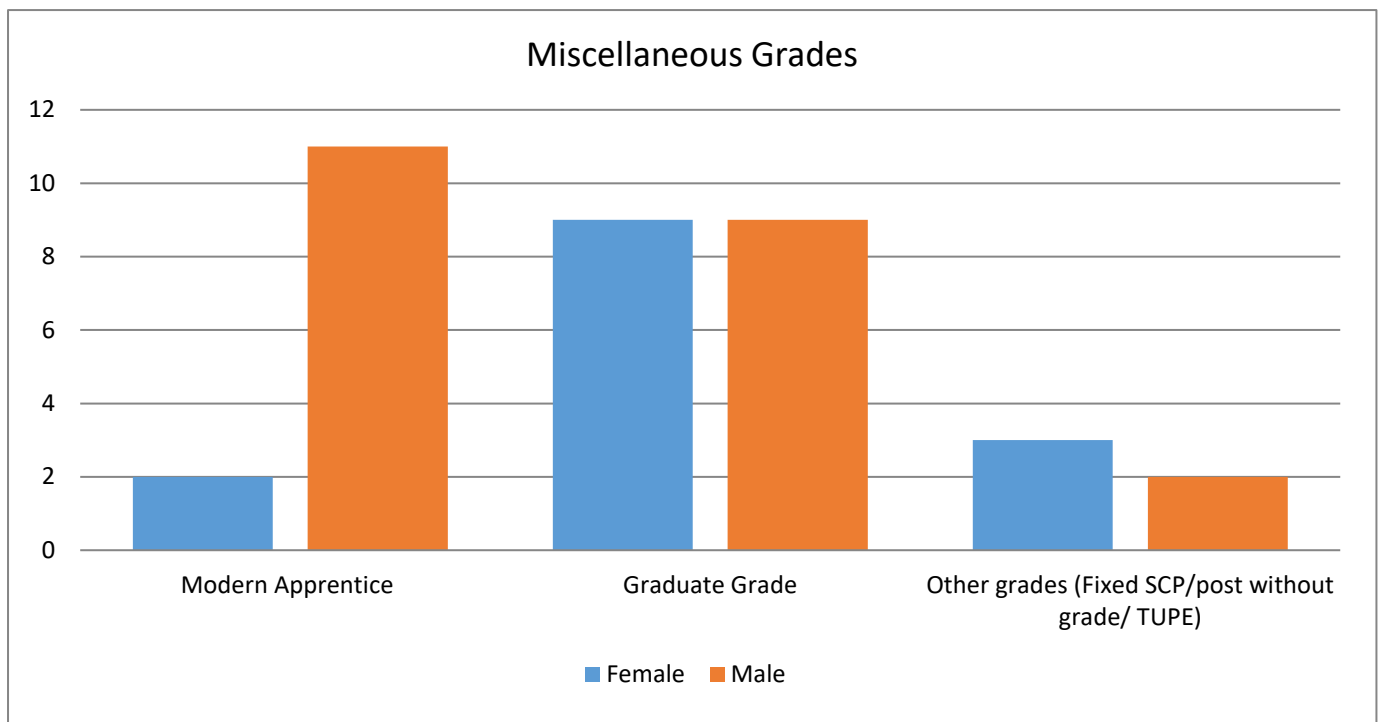
Chief Officer Grades	Number		% Female to male		
	Female	Male	Female	Male	Total
Head of Service	4	13	24%	76%	100%
Directors (JNC)	2	3	40%	60%	100%
Assistant Chief Executive	0	1	0%	100%	100%
Chief Executive	0	1	0%	100%	100%
Total	6	18	26%	74%	100%

The Joint Negotiating Committee (JNC) for Chief Officers and Chief Executives in England and Wales is the body which sets the national framework for the local determination of grades and pay for this group of employees.

The bar chart and table above relates to Chief Officers and Chief Executive employed by the authority as at 31st March 2018.

The overall ratio of female to male Officers has increased from the previous year (22%:78%).

Miscellaneous Grades

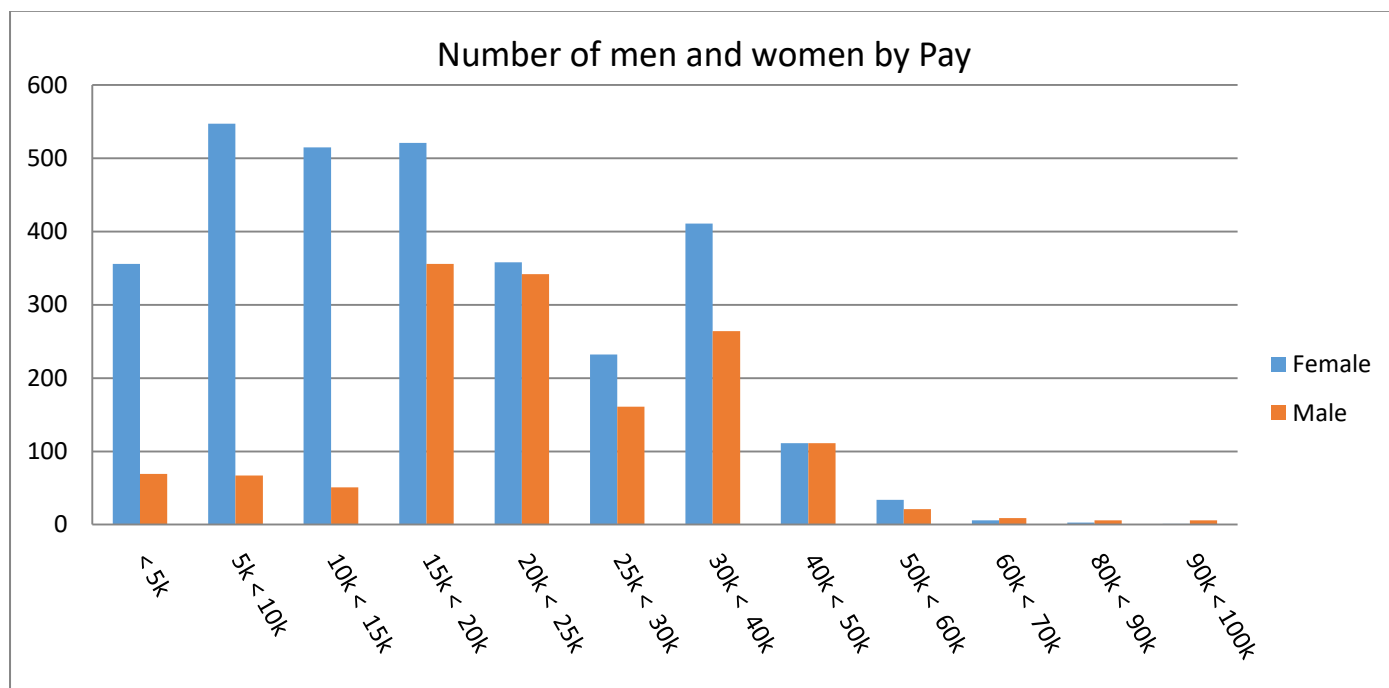


Miscellaneous Grades	Number		% Female to male		Total
	Female	Male	Female	Male	
Modern Apprentice	2	11	15%	85%	100%
Graduate Grade	9	9	50%	50%	100%
Other grades (Fixed SCP/post without grade/ TUPE)	3	2	60%	40%	100%
Total	14	22	39%	61%	100%

Miscellaneous grades include the following:

- Modern Apprentices are employed on agreed apprentices rates aligned to the National Minimum Wage
- Graduate Grade
- Other grades: fixed SCP/post without grades/ TUPE. The number of people in such grades has decreased since previous year. Youth & Community Worker grades are also included as very few of these grades remain in the Authority. The TUPE category relates to employees who have been transferred to the authority from another employer under the protection of the Transfer of Undertakings (Protection of Employment) Regulations. TUPE employees generally retain the legal right to remain on their former grade unless there is an Economic, Technical or Organisational reason (ETO) to justify the change. The figure reported does fluctuate year on year as a reflection of the number of TUPE transfers into the Authority.

c. Pay



Pay Bands	Number of Employees			% female to male		
	Female	Male	Total	Female	Male	Total
< 5k	356	69	425	83.76%	16.24%	100.00%
5k < 10k	547	67	614	89.09%	10.91%	100.00%
10k < 15k	515	51	566	90.99%	9.01%	100.00%
15k < 20k	521	356	877	59.41%	40.59%	100.00%
20k < 25k	358	342	700	51.14%	48.86%	100.00%
25k < 30k	232	161	393	59.03%	40.97%	100.00%
30k < 40k	411	264	675	60.89%	39.11%	100.00%
40k < 50k	111	111	222	50.00%	50.00%	100.00%
50k < 60k	34	21	55	61.82%	38.18%	100.00%
60k < 70k	6	9	15	40.00%	60.00%	100.00%
70k < 80k		1	1	0.00%	100.00%	100.00%
80k < 90k	3	6	9	33.33%	66.67%	100.00%
90k < 100k	1	6	7	14.29%	85.71%	100.00%
100k < 110k		1	1	0.00%	100.00%	100.00%
110k < 120k	1	1	2	50.00%	50.00%	100.00%
120k < 130k	1	2	3	33.33%	66.67%	100.00%
150k +		1	1	0.00%	100.00%	100.00%
Total	3,097	1,469	4,566	67.83%	32.17%	100.00%

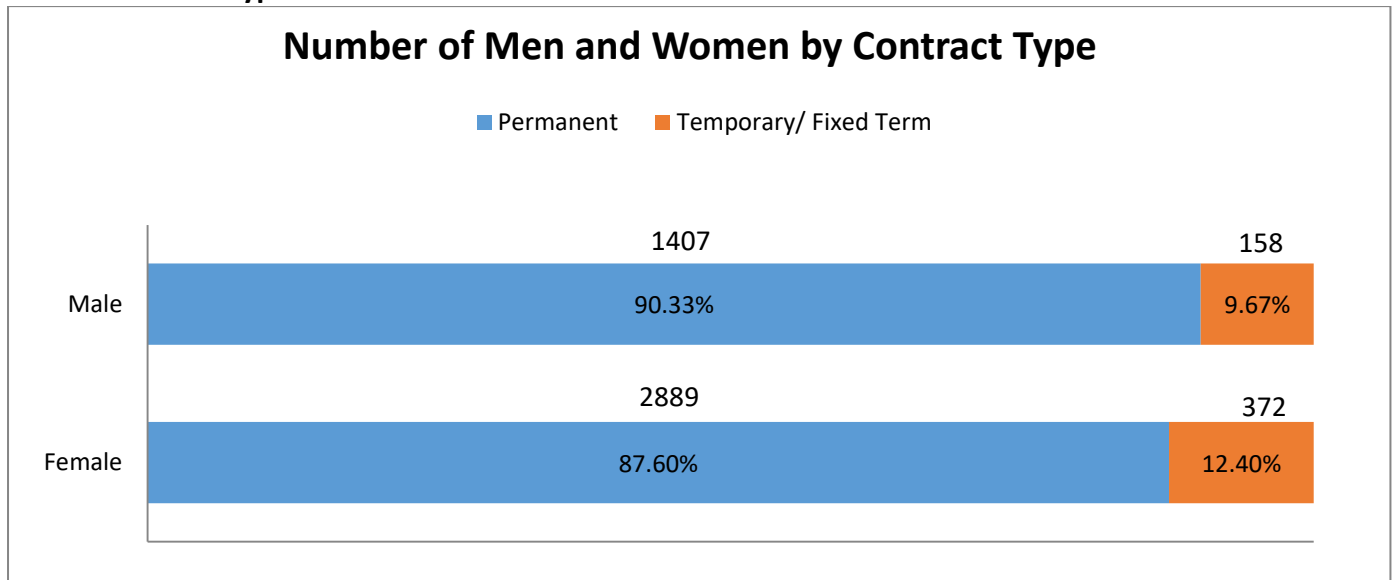
For the purposes of this report 'pay' for male and female employees has been based on the WLGA benchmark, which is basic pay only, as at 31st March 2018.

Basic pay is the main pay element but does not reflect total pay as employees may be paid additional allowances or enhancements depending on their working patterns, e.g. weekend enhancements.

With the exception of staff on Soulbury and employed Teachers all other employees have now moved to post single status grades and/or terms and conditions.

It can be seen that there are significant variances in the gender ratio of different pay bands. These are particularly noticeable at the two extremes of the banding structure. The high proportion of Female to Male in the lowest category is attributed to the higher proportion of part time female employees as shown in the working pattern data (Section 2e).

d. Contract Type



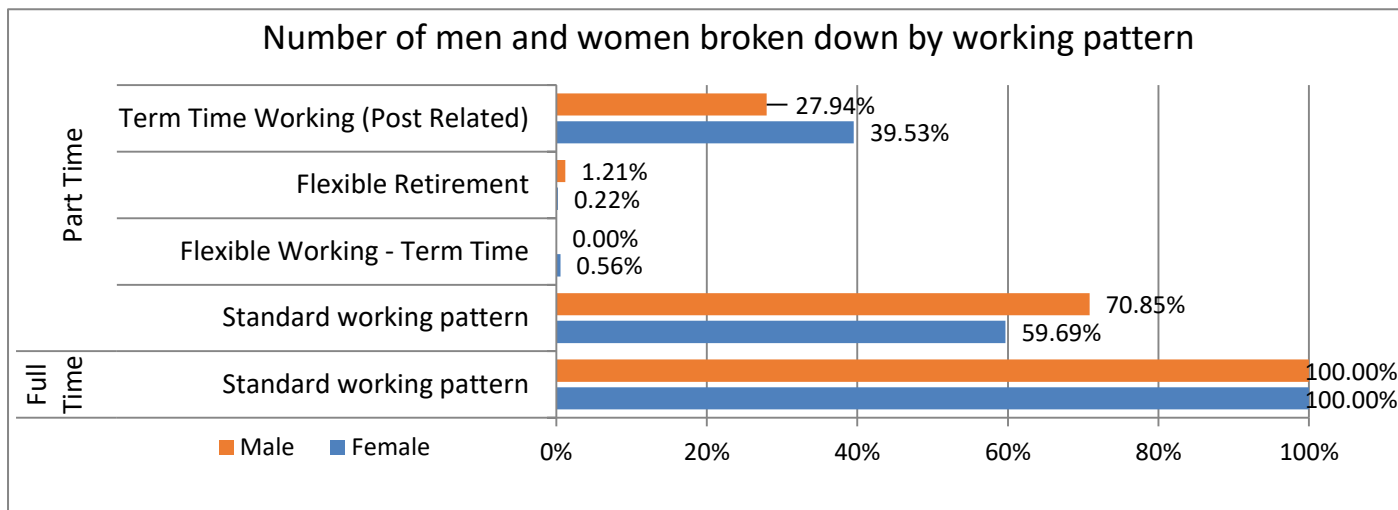
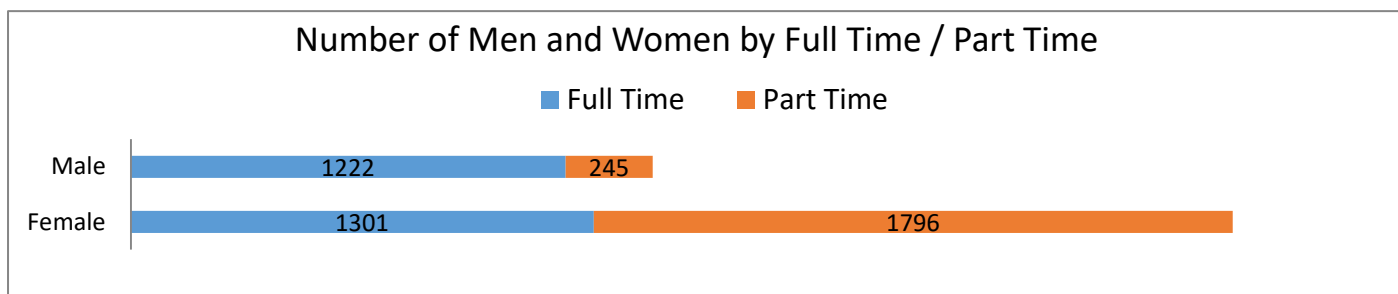
Contract Type	Number of Employees			% Female to Male	
	Female	Male	Total	Female	Male
Permanent	2713	1327	4040	87.60%	90.33%
Temporary/ Fixed Term	384	142	526	12.40%	9.67%
Total	3097	1469	4566	100.00%	100.00%

Contract type has been categorised as follows for the purposes of this report:

- Permanent - These are employees who are employed on the basis that there is core funding in the budget for the post and therefore have an indefinite contract of employment with the authority.
- Temporary/Fixed Term - These are employees that are employed either to cover a post or the substantive employee on a temporary basis, e.g. vacancy, sickness absence, maternity leave etc. or with a fixed start and fixed end date stipulated in the contract at commencement.

The data illustrates that the proportion of permanent to temporary employees is very similar for both genders.

e. Working Pattern



Working Pattern		Number			% Female to Male		
		Female	Male	Total	Female	Male	Total
Full Time	Standard working pattern	1301	1222	2523	51.57%	48.43%	100.00%
	Total Full Time	1301	1222	2523	51.57%	48.43%	100.00%
Part Time	Standard working pattern	1072	175	1247	85.97%	14.03%	100.00%
	Flexible Working - Term Time	10	0	10	100.00%	0.00%	100.00%
	Flexible Retirement	4	3	7	57.14%	42.86%	100.00%
	Term Time Working (Post Related)	710	69	779	91.14%	8.86%	100.00%
Total Part Time		1796	247	2043	87.91%	12.09%	100.00%

Number of Men and Women by Full Time / Part Time

	Female	Male	Total	% Full to Part Time
Full Time	1301	1222	2523	55.26%
Part Time	1796	247	2043	44.74%
Total	3097	1469	4566	100.00%

Working pattern has been categorised as follows:

- Full time is 37 hours per week
- Part Time is <37 hours per week

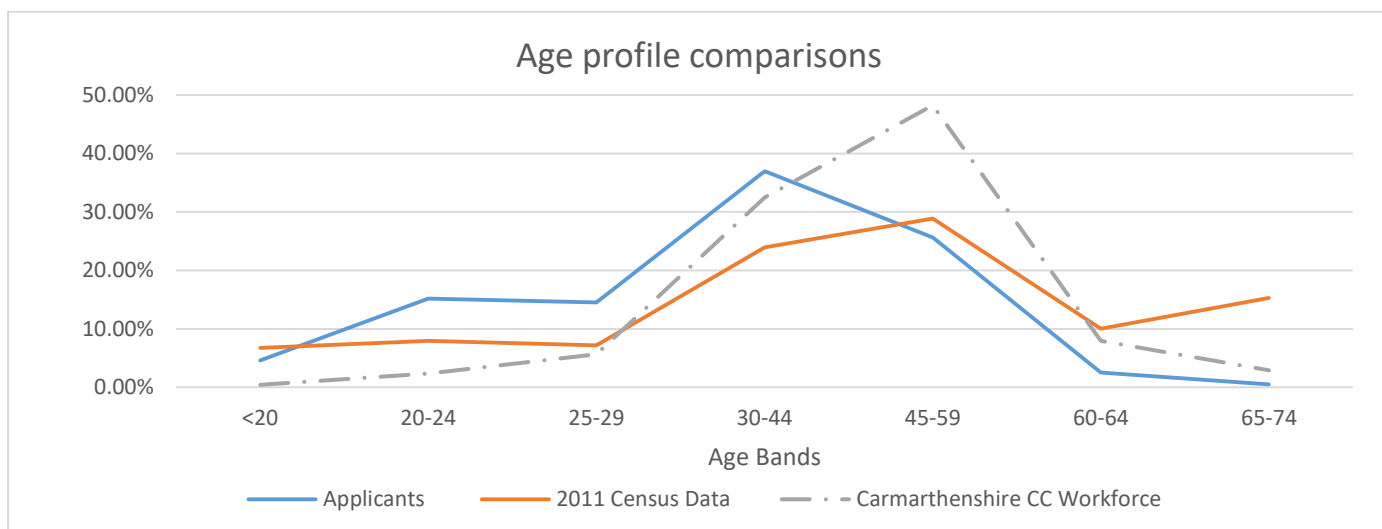
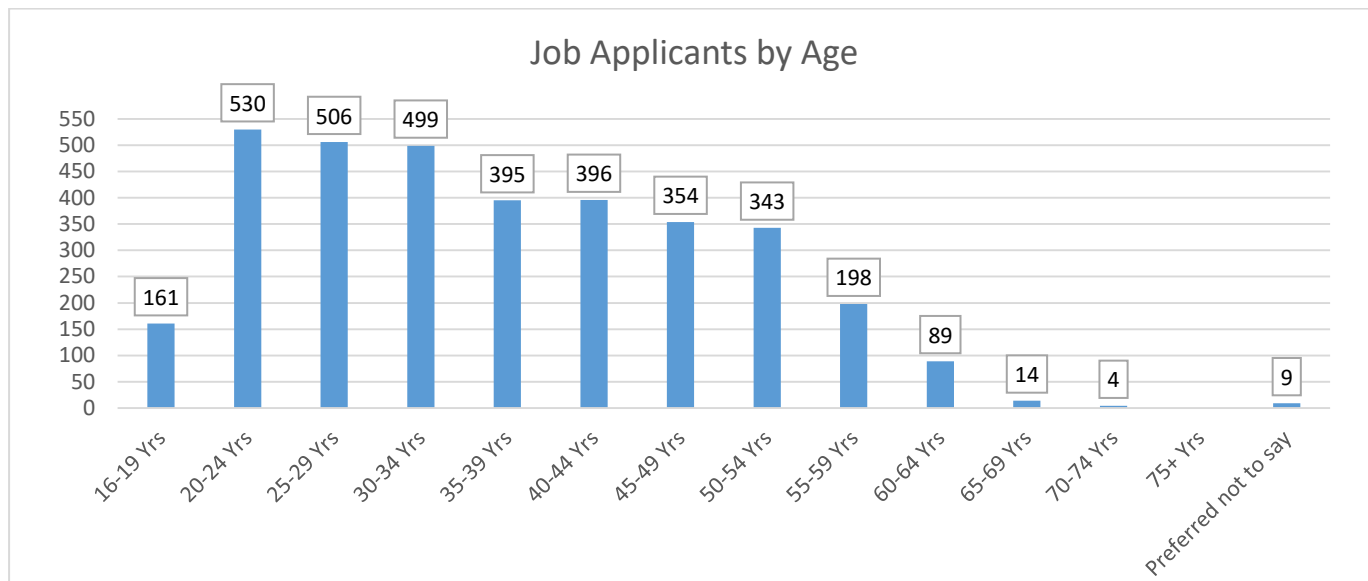
This is sub divided as follows:

- Standard working pattern is typically Monday to Friday (or pro rata part time)
- Flexible Working (Term Time only) is as a result of a request from the employee to work term time only which has been approved
- Joint Partnership working is where an employee has been jointly employed with another organisation e.g. Health Board
- Term Time Working (Post Related) is because there is a requirement for the post to work term time only, e.g. school catering service.

3. People who have applied for jobs

Reporting period: 1st April 2017 to 31st March 2018

a. Age

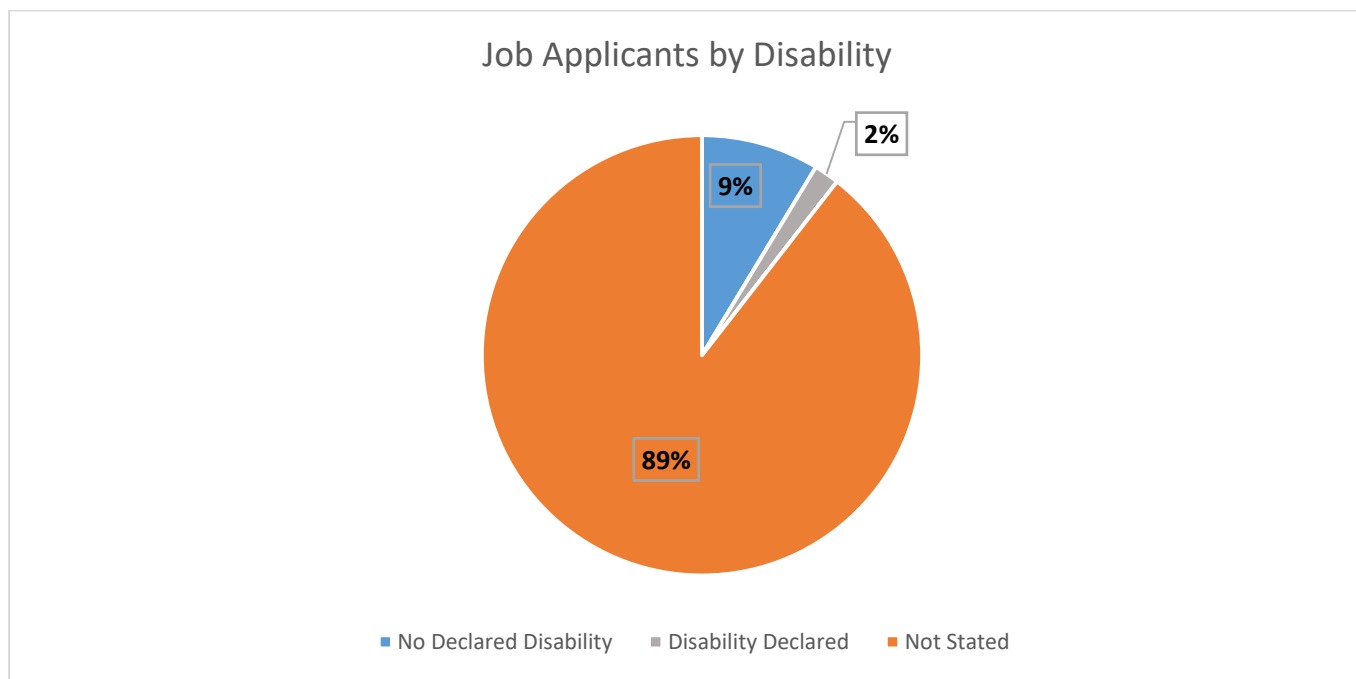


Age of Job Applicants

Age Bands	Number	Age Bands	Number	Age Bands	Number
<20	161	35-39	395	55-59	198
20-24	530	40-44	396	60-64	89
25-29	506	45-49	354	65-69	14
30-34	499	50-54	343	70+	4
		Preferred not to say			9

The data illustrates the number of job applicants by age during the reporting period 1st April 2017 to 31st March 2018. The overall trend is generally reflective of the age profile of the authority's workforce and the wider population of Carmarthenshire. However, it does show a higher number of younger applicants than older applicants and this is what you would expect in the labour market but which is potentially exaggerated by the current economic climate and competition for vacancies for applicants starting their career.

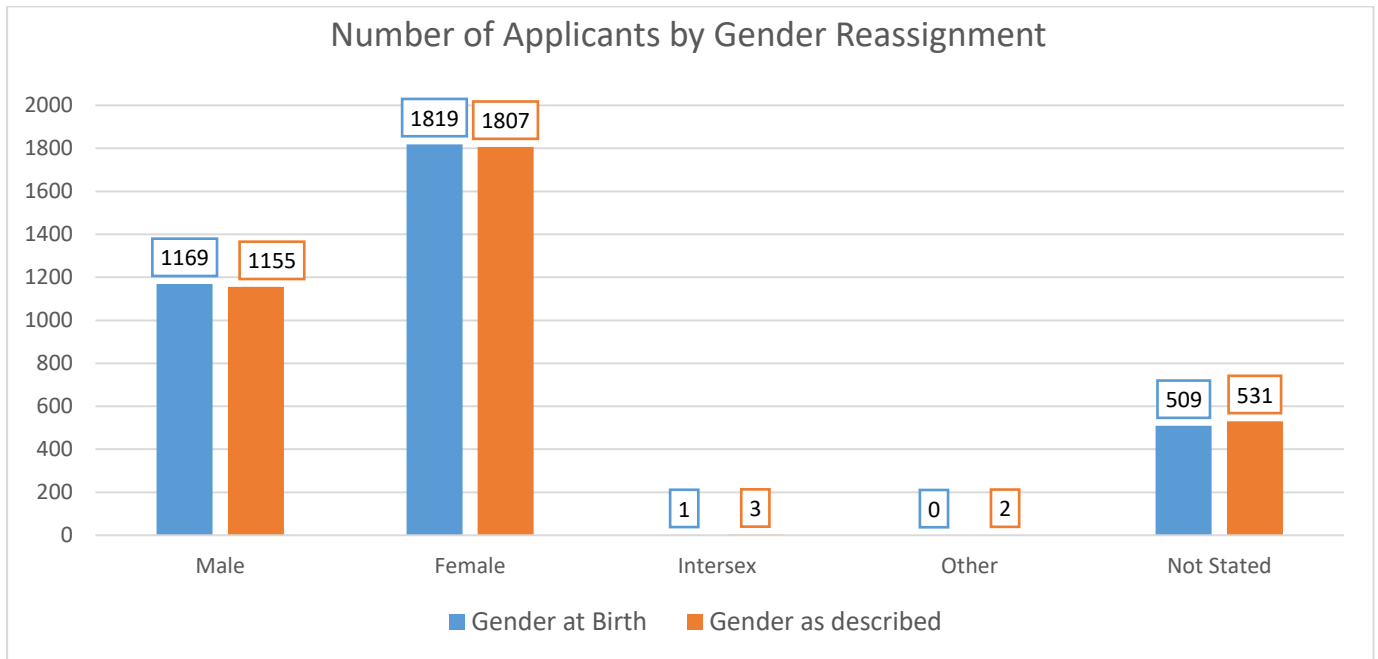
b. Disability



Number of Applicants Declaring a Disability			
	Number	%	% of those declaring
No Declared Disability	303	8.66%	82.34%
Disability Declared	65	1.86%	17.66%
Not Stated	3130	89.48%	
Total	3498	100.00%	100.00%

This shows the number of applicants declaring a disability at the application stage is lower than the authority profile (9.94% Section 1b) but figures on the authority profile could be skewed by the low declaration rate. The percentage of applicants declaring a disability (1.86%) has decreased since last year (2.10%) and is much lower than the HSE Workforce Facts on Disability that estimates that 18% of the working population is disabled suggesting that either the authority needs to do more to attract disabled applications and/or to encourage applicants to declare a disability at the application stage.

c. Gender Reassignment



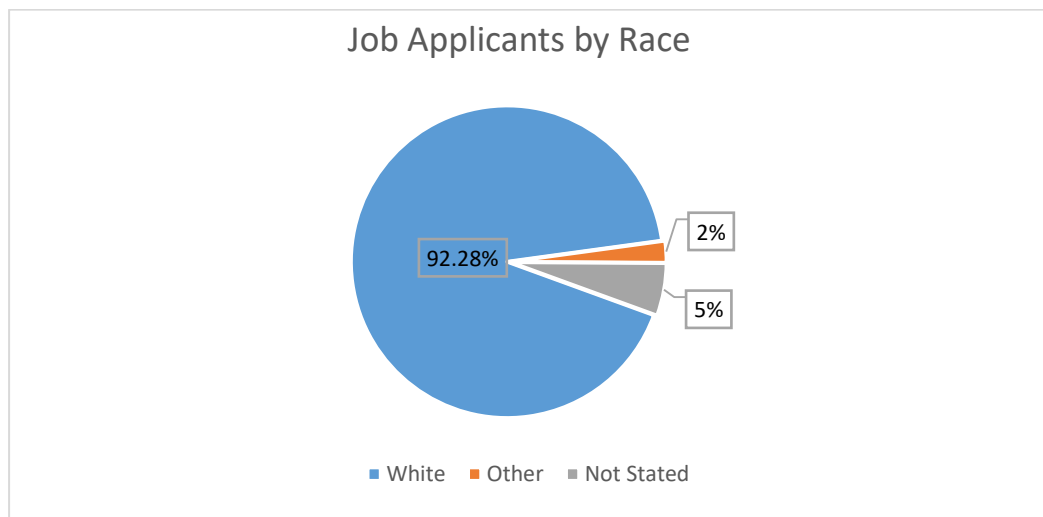
	Number of Applicants		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	1169	1155	33.42%	33.02%	39.11%	38.93%
Female	1819	1807	52.00%	51.66%	60.86%	60.90%
Intersex	1	3	0.03%	0.09%		
Other	0	2	0.00%	0.06%		
Not Stated	509	531	14.55%	15.18%		
Total	3498	3498	100.00%	100.00%	100.00%	100.00%

Please note that the proportion of male to female reported (33%:52%) differs from that reported against “Job Applicants by Sex” (3g) (32%:68%). This can be explained by the higher incidence of those falling into the “Not Stated” category which is to be expected when dealing with information of a sensitive nature.

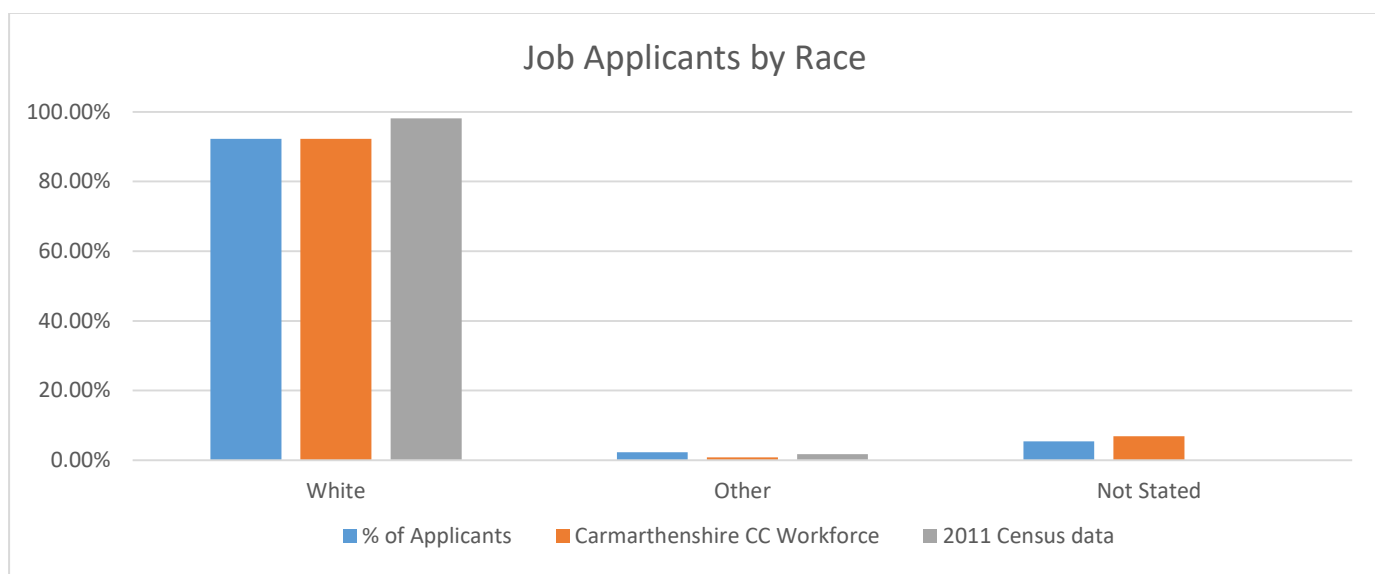
d. Pregnancy and Maternity

The Authority has identified 74 applicants that have received maternity payments during the reporting period.

e. Race– including ethnic or national origin, colour or nationality



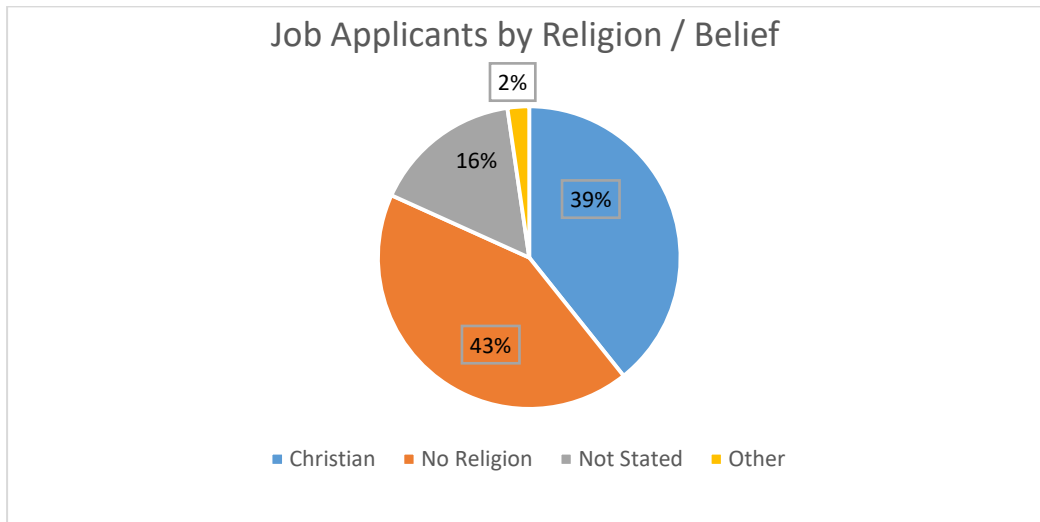
Categories included under “other” in the graphs are: Asian, Black, Mixed, Prefer not to say and Other.



Ethnic Group	Number of Applicants	% of Applicants	Carmarthenshire CC Workforce					2011 Census Data
			Mar-17	Mar-16	Mar-15	Mar-14	Mar-13	
			Mar-18					
Asian	25	0.71%	0.42%	0.42%	0.44%	0.39%	0.36%	1.00%
Black	21	0.60%	0.17%	0.17%	0.17%	0.15%	0.11%	0.15%
Mixed	17	0.49%	0.19%	0.19%	0.25%	0.27%	0.27%	0.56%
White	3,228	92.28%	92.54%	92.77%	92.79%	91.32%	90.71%	98.12%
Other	16	0.46%	0.04%	0.04%	0.08%	0.08%	0.09%	0.00%
Not Stated	191	5.46%	6.63%	6.41%	6.28%	7.79%	8.45%	0.00%
Total	3,498	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100%

In line with the authority and census profiles the ethnic profile shows that the majority of applicants to the authority are White (92.28%) which is slightly higher than the Authority population (92.72%) but lower than the census data which shows that 98% of the Carmarthenshire population is White. With regard to the remaining ethnic groups the percentage applicants received from these groups is slightly different to the census data. However none of the differences are statistically significant. Year on Year there is very little difference in the data reported.

f. Religion or belief – including lack of belief

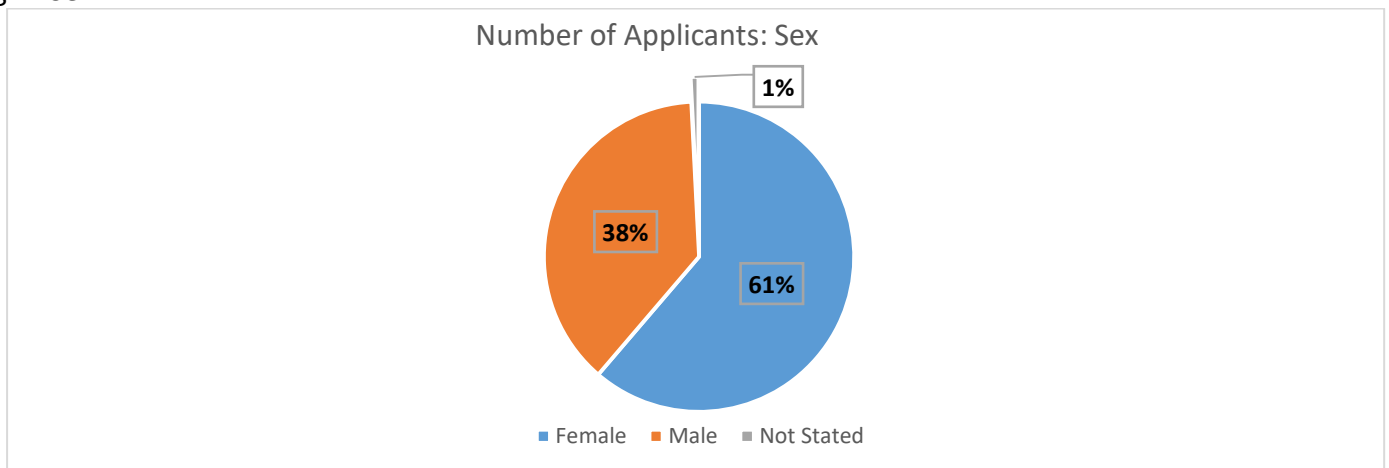


Categories included under "Other" in the graphs are:
 Agnostic, Atheist, Buddhist, Hindu, Humanist, Jewish, Muslim, Sikh and Other.

Religion	Number	%	Carmarthenshire CC Workforce
Christian	1374	39.28%	33.77%
Muslim	13	0.37%	0.04%
No Religion	1486	42.48%	21.97%
Not Stated	557	15.92%	41.50%
Other	68	1.94%	1.49%
Prefer Not to Say	0	0.00%	1.23%
Total	3498	100.00%	100.00%

Other includes categories where the number to report is less than 5.

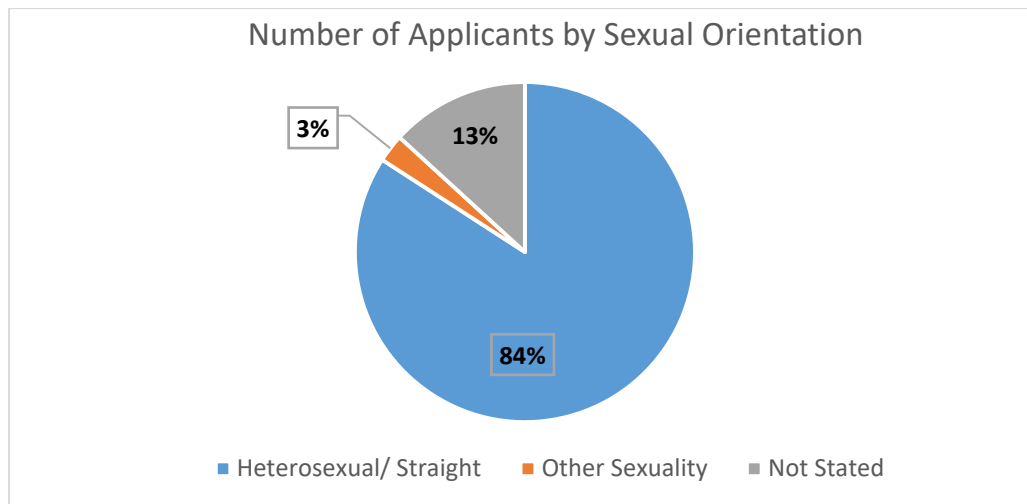
g. Sex



Sex	Number of Applicants	%	Carmarthenshire CC Workforce	2011 Census
Female	2,143	61%	68%	51%
Male	1327	38%	32%	49%
Not Stated	28	1%		
Total	3,498	100%		

The proportion of female to male applicants is 61%:38% which is similar to the workforce ratio but higher than the population data available from the 2011 census (51%:49%).

h. Sexual Orientation



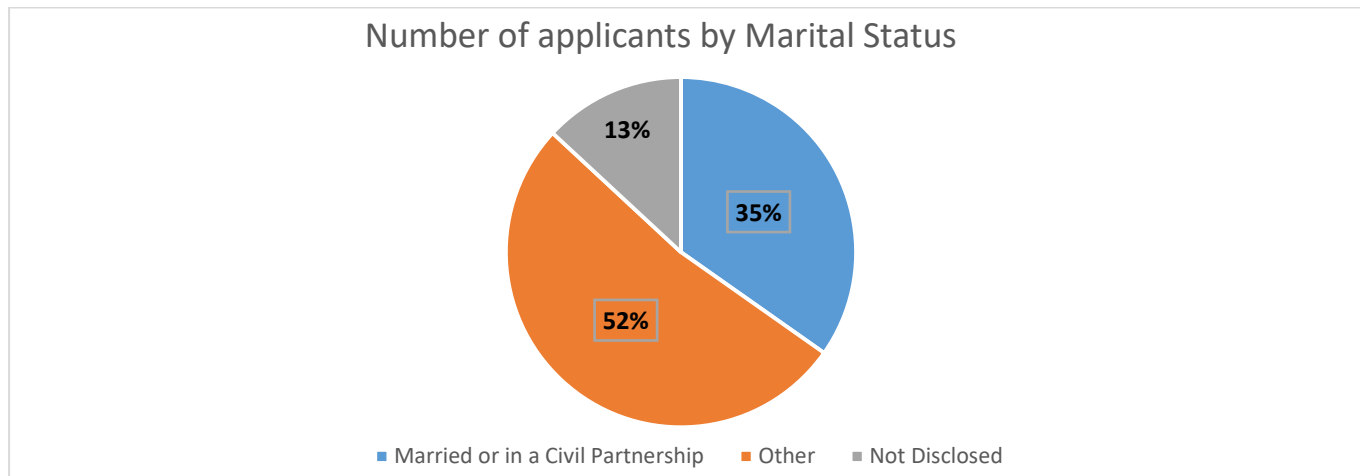
Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Other.

Number of Applicants by Sexual Orientation

	Number	%	% of those declaring
Heterosexual/ Straight	2,943	84.13%	96.94%
Gay Man	33	0.94%	1.07%
Bisexual	26	0.74%	0.86%
Gay Woman/ Lesbian	28	0.80%	0.92%
Other Sexuality	6	0.17%	0.20%
Not Stated	462	13.21%	
Total	3,498	100.00%	100.00%

The proportion of applicants that have not disclosed their sexual orientation (13.21%) is much higher than for the other categories in this section and has increased since last year. This is possibly a reflection of the sensitivity in relation to this area. Of those that have declared the majority (96.94%) define themselves as Heterosexual/Straight which is very close to the figure for the authority (96.5% Section 1h).

i. Marital Status



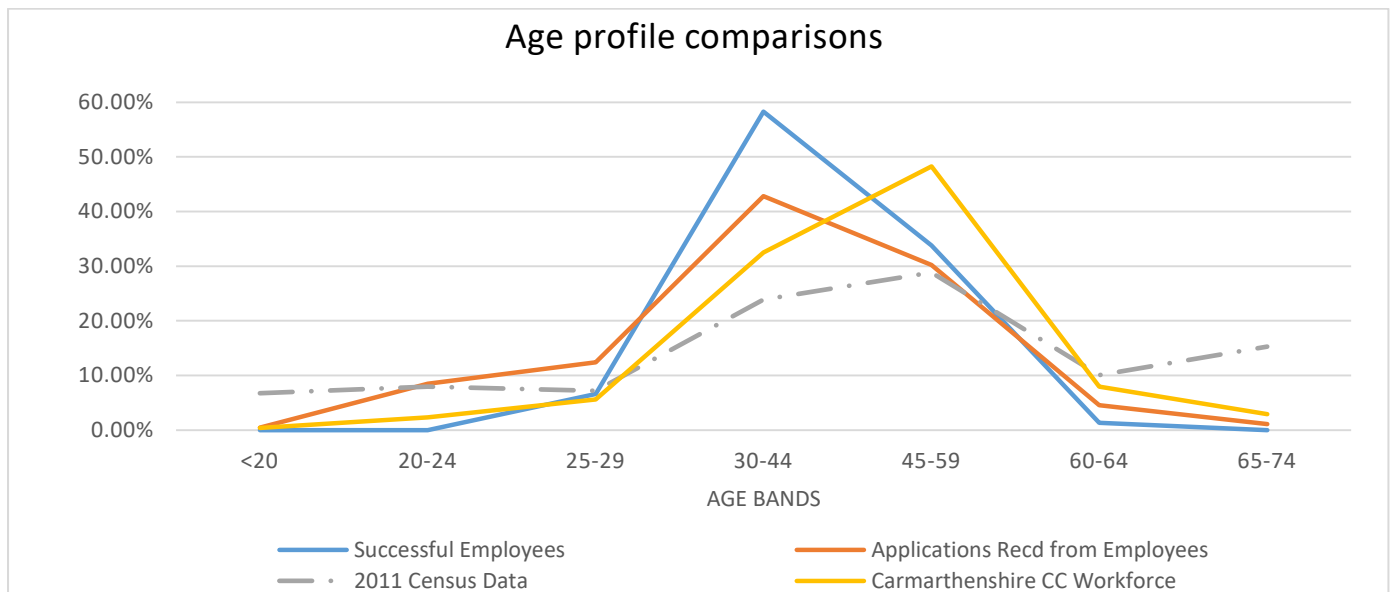
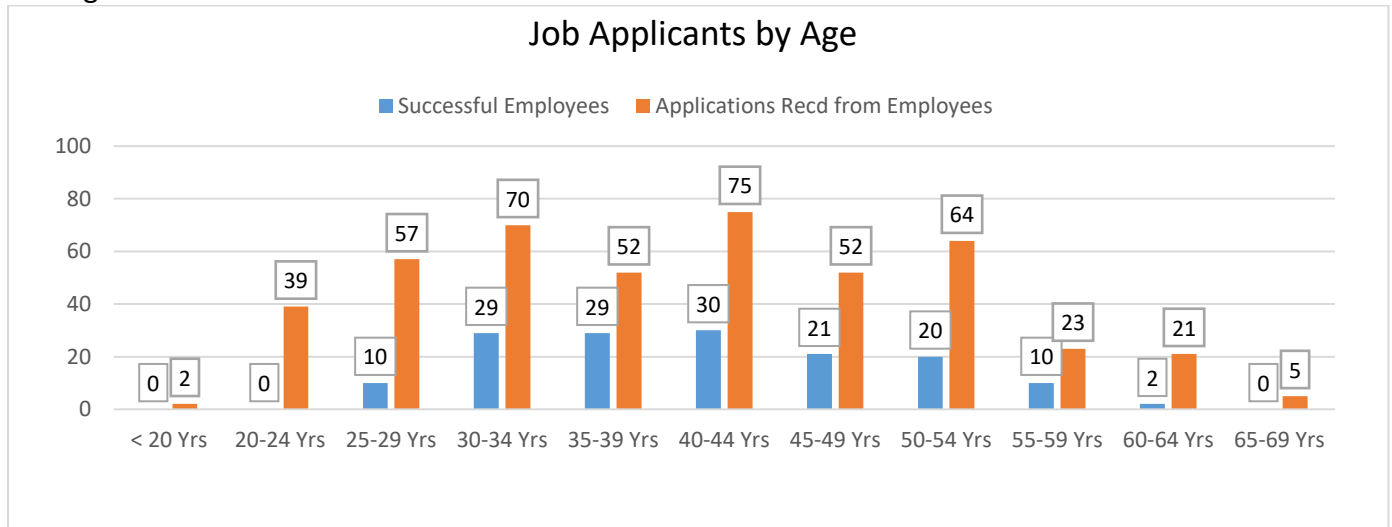
Number of applicants by Marital Status

	Number	%	% of those declaring
Married or in a Civil Partnership	1,216	34.76%	40.00%
Other	1,824	52.14%	60.00%
Not Disclosed	458	13.09%	
Total	3,498	100.00%	100.00%

4. Employees who have applied to change position

Reporting period 1st April 2017 to 31st March 2018. Employees who have applied to change position identifying how many were successful in their application and how many were not

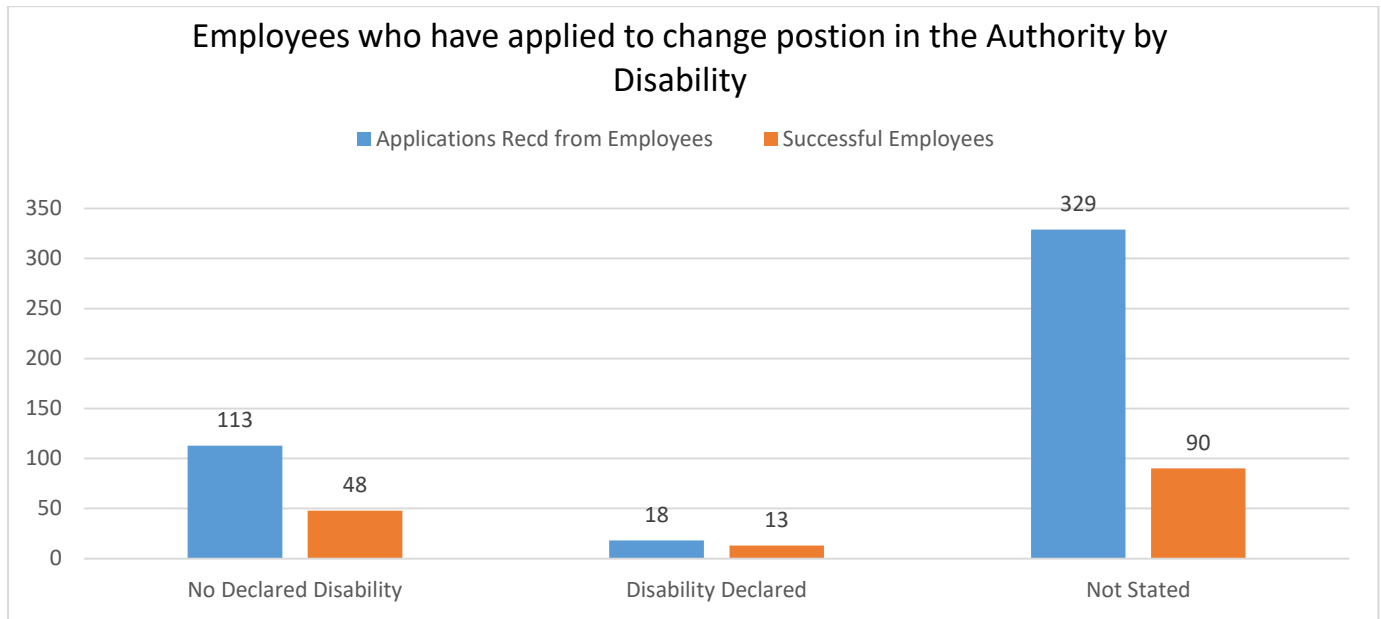
a. Age



Employees who have applied to change position in the Authority by Age

Age Bands	Number		%	
	Applications Recd from Employees	Successful Employees	Successful Employees	Applications Recd from Employees
< 20 Yrs	2	0	0.00%	0.43%
20-24 Yrs	39	0	0.00%	8.48%
25-29 Yrs	57	10	6.62%	12.39%
30-34 Yrs	70	29	19.21%	15.22%
35-39 Yrs	52	29	19.21%	11.30%
40-44 Yrs	75	30	19.87%	16.30%
45-49 Yrs	52	21	13.91%	11.30%
50-54 Yrs	64	20	13.25%	13.91%
55-59 Yrs	23	10	6.62%	5.00%
60-64 Yrs	21	2	1.32%	4.57%
65-69 Yrs	5	0	0.00%	1.09%
Total	460	151	100.00%	100.00%

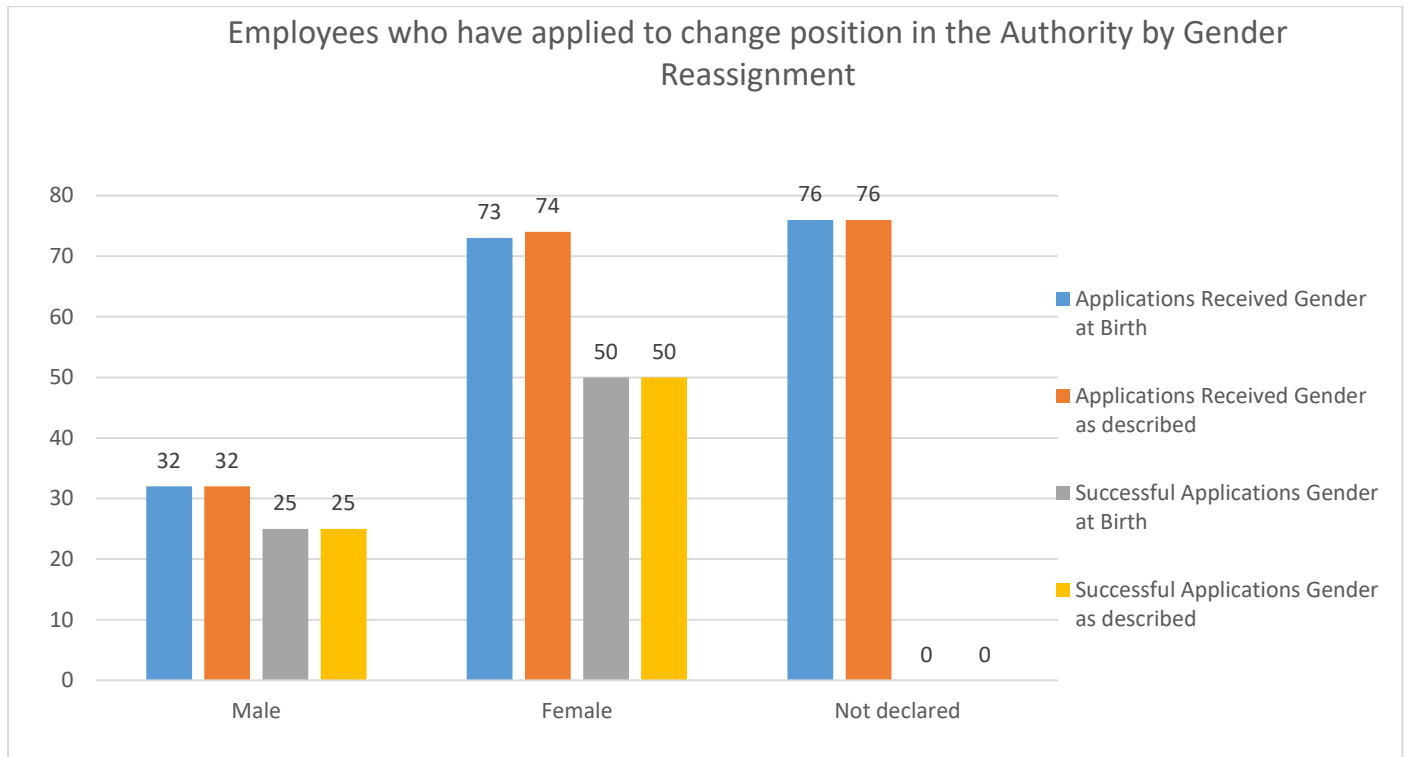
b. Disability



	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees
No Declared Disability	113	48	24.57%	31.79%
Disability Declared	18	13	3.91%	8.61%
Not Stated	329	90	71.52%	59.60%
Total	460	151	100.00%	100.00%

The percentage of applicants from employees declaring a disability is very low. The workforce audit aims to encourage more employees to declare a disability.

c. Gender Reassignment



Employees who have applied to change position in the Authority by Gender Reassignment - Applications Received

	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	32	32	17.68%	17.58%	30.48%	30.19%
Female	73	74	40.33%	40.66%	69.52%	69.81%
Other						
Not Stated	76	76	41.99%	41.76%		
Total	181	182	100.00%	100.00%	100.00%	100.00%

Employees who have applied to change position in the Authority by Gender Reassignment - Successful Employees

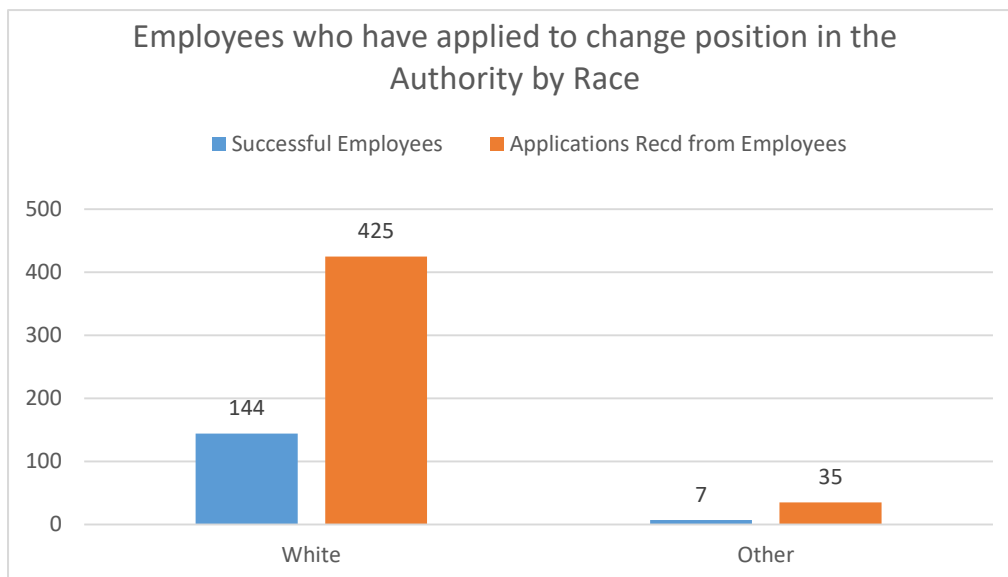
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	25	25	33.33%	33.33%	33.33%	33.33%
Female	50	50	66.67%	66.67%	66.67%	66.67%
Other						
Not Stated	0	0	0.00%	0.00%	0	0
Total	75	75	100.00%	100.00%	100.00%	100.00%

Data has been blanked where numbers too low to record occurs (less than 5 instances).

d. Pregnancy and maternity

The Authority has identified 10 applicants that have received maternity payments during the reporting period, 5 of which were successful employees.

e. Race – including ethnic or national origin, colour or nationality



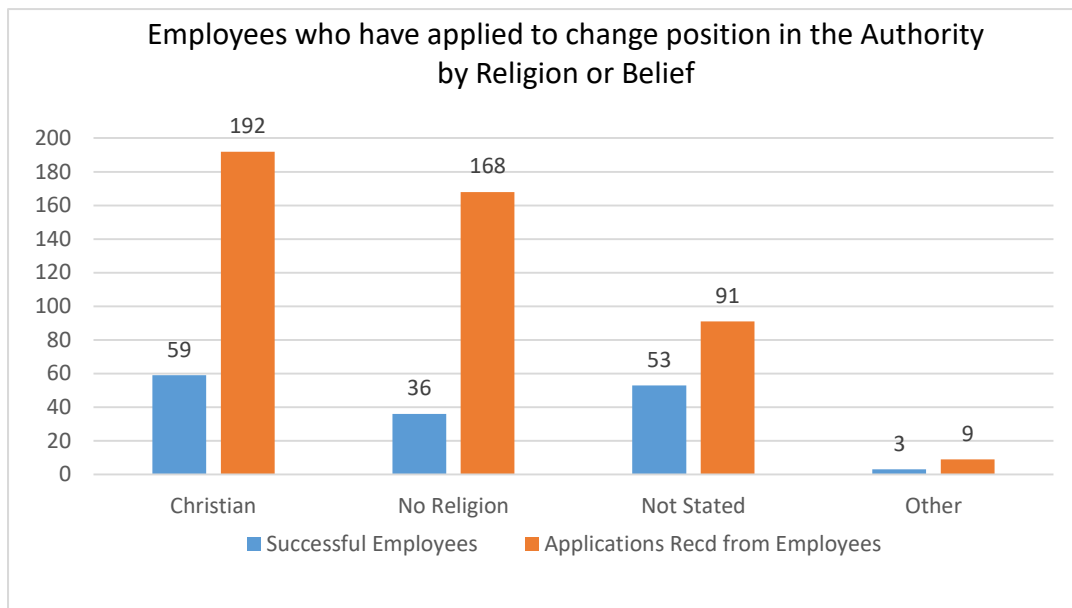
Categories included under “other” in the graphs are: Asian, Black, Mixed, Not Stated and Other. These have been amalgamated due to the low number reported in each.

Employees who have applied to change position in the Authority by Race

Ethnic Origin	Number		%	
	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees
White	425	144	92.39%	95.36%
Other	35	7	7.61%	4.64%
Total	460	151	100.00%	100.00%

It is notable that of the employees who have applied to change position within the authority that almost all the successful applicants are of White ethnic origin. This may due to the low number of applicants received from Asian, Black and Minority Ethnic (BME) groups: 7.61% by comparison to the number of applications received from employees of White ethnic origin, 425 (92.39%). Year on Year there is very little difference in the data reported.

f. Religion or belief – including lack of belief

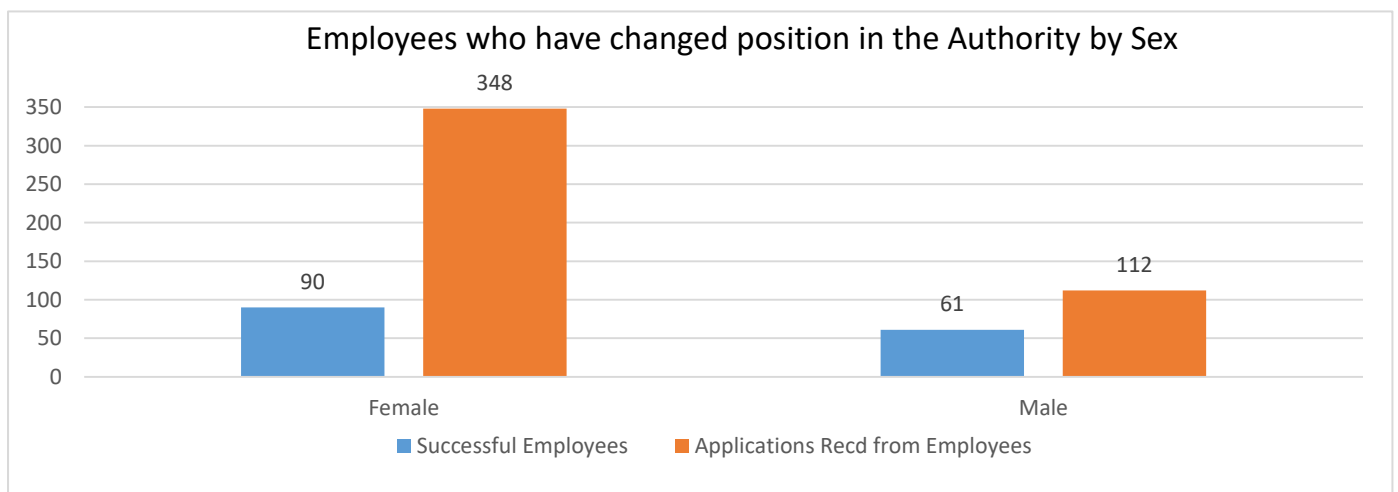


Categories included under "Other" in the graphs are: Agnostic, Atheist, Buddhist, Humanist, Jewish, Prefer not to say and Other. These have been amalgamated due to the low number reported in each.

Employees who have applied to change position in the Authority by Religion or Belief

Religion/ Belief	Number		%	
	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees
Christian	192	59	41.74%	39.07%
No Religion	168	36	36.52%	23.84%
Not Stated	91	53	19.78%	35.10%
Other	9	3	1.96%	1.99%
Total	460	151	100.00%	100.00%

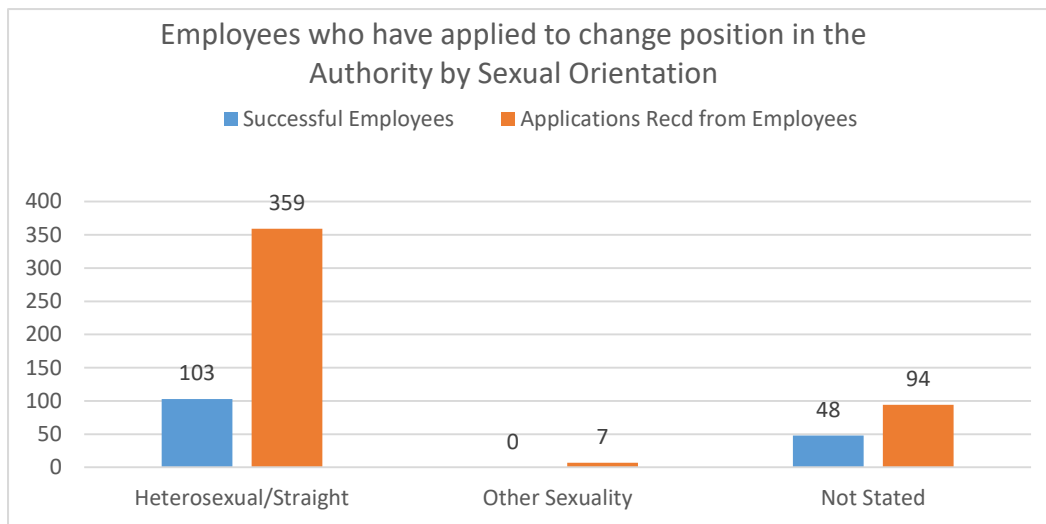
g. Sex



Employees who have applied to change position in the Authority by Sex

	Number		%		Carmarthenshire profile	2011 Census data
	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees		
Female	348	90	75.65%	59.60%	68%	51%
Male	112	61	24.35%	40.40%	32%	49%
Total	460	151	100.00%	100.00%	100.00%	100.00%

h. Sexual Orientation

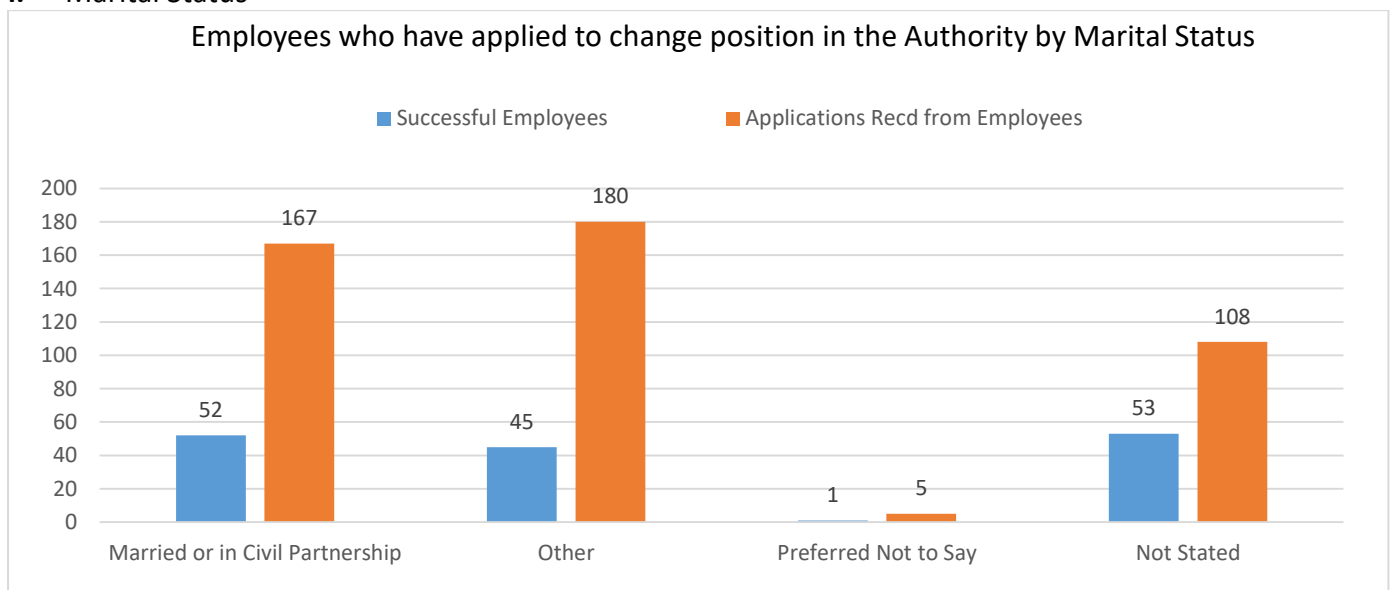


Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian, Prefer not to Say and Other. These have been amalgamated due to the low number reported in each.

Employees who have applied to change position in the Authority by Sexual Orientation

Sexual Orientation	Number		%		% of those Responding	
	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees
Heterosexual/Straight	359	103	78.04%	68.21%	98.09%	100.00%
Other Sexuality	7	0	1.52%	0.00%	1.91%	0.00%
Not Stated	94	48	20.43%	31.79%		
Total	460	151	100.00%	100.00%		

i. Marital Status



Employees who have applied to change position in the Authority by Marital Status

Marital Status	Number		%		% of those Responding	
	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees	Applications Recd from Employees	Successful Employees
Married or in Civil Partnership	167	52	36.30%	34.44%	47.44%	53.06%
Other	180	45	39.13%	29.80%	51.14%	45.92%
Preferred Not to Say						
Not Stated	108	53	23.48%	35.10%		
Total	460	151	100.00%	100.00%	100.00%	100.00%

5. Employees who have applied for training

Reporting Period 1st April 2017 to 31st March 2018, Employees who have applied for training and how many were successful in their application

6. Employees who have completed training

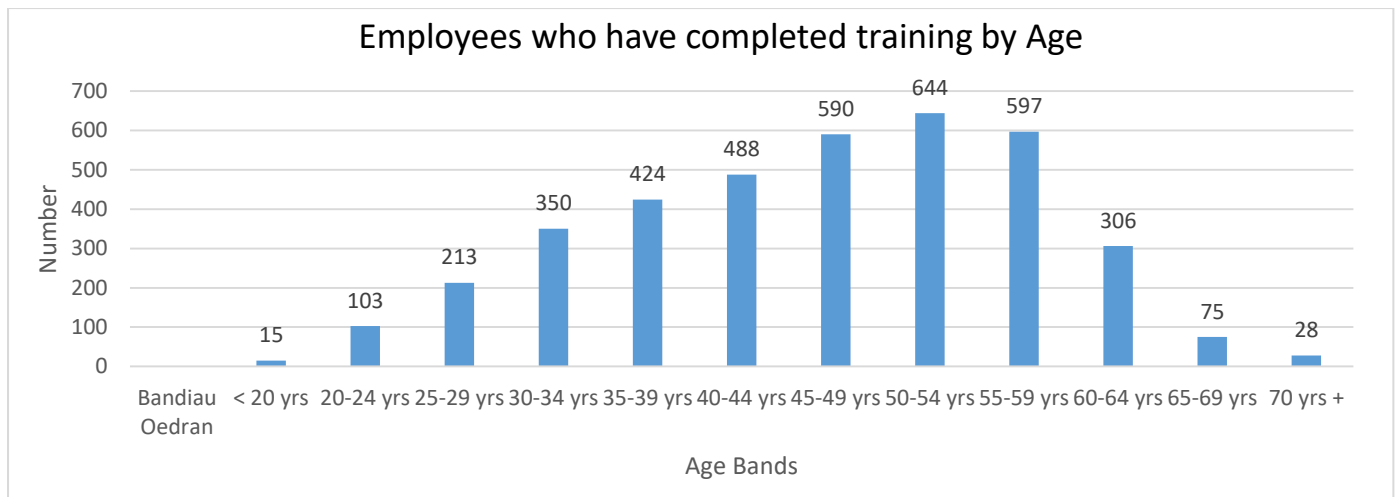
Reporting period 1st April 2017 to 31st March 2018.

The data illustrated for requirements 5 & 6 relates to formal applications received by the authority's Organisational Development Team. The application process requires the employee to seek authorisation from his/her line manager prior to the formal application being submitted to Organisational Development, so the application form is in essence used to book a place and confirm attendance. Therefore, of those that formally submit an application to the Organisational Development Team there is 100% approval and completion.

To develop the data on this requirement for the next reporting period, the Organisational Development Team are implementing a new online application system that will allow equality monitoring data to be captured at the decision stage. The process will involve employees applying and submitting an e-form for line manager approval, enabling applications to be approved or declined before being received by the Organisational Development Team. The improved system will allow the Organisational Development Team to monitor the flow of information for training applications to ensure consistent and fair access to learning and development opportunities. This process is also being extended to include applications for more informal training sessions, for example coaching, 360° feedback and personality profiling, so improving data capture.

Implementation is expected in April 2019, allowing data to be captured for the next reporting period.

a. Age



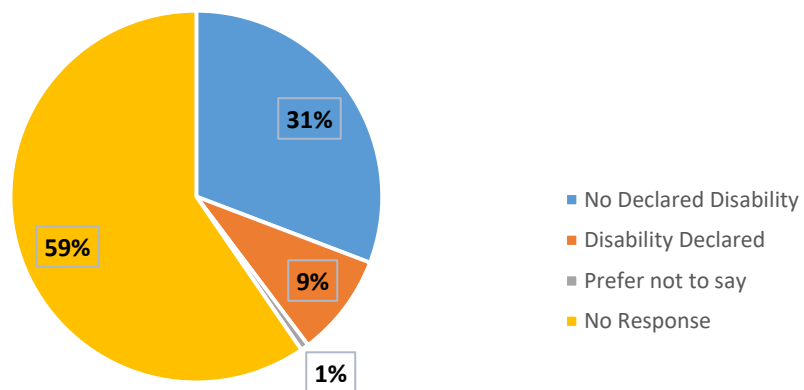
Employees who have completed Training : Age

Age Band	Number	%	Age Band	Number	%	Age Band	Number	%
< 20 yrs	15	0.39%	35-39 yrs	424	11.06%	55-59 yrs	597	15.58%
20-24 yrs	103	2.69%	40-44 yrs	488	12.73%	60-64 yrs	306	7.98%
25-29 yrs	213	5.56%	45-49 yrs	590	15.39%	65-69 yrs	75	1.96%
30-34 yrs	350	9.13%	50-54 yrs	644	16.80%	70 yrs +	28	0.73%

The profile breakdown reflects the age demographic of Carmarthenshire employees. The percentages at each age group have varied slightly, however the profile has not changed significantly. In the context of the whole organisation the changes are minimal

b. Disability

Employees who have completed training by Disability



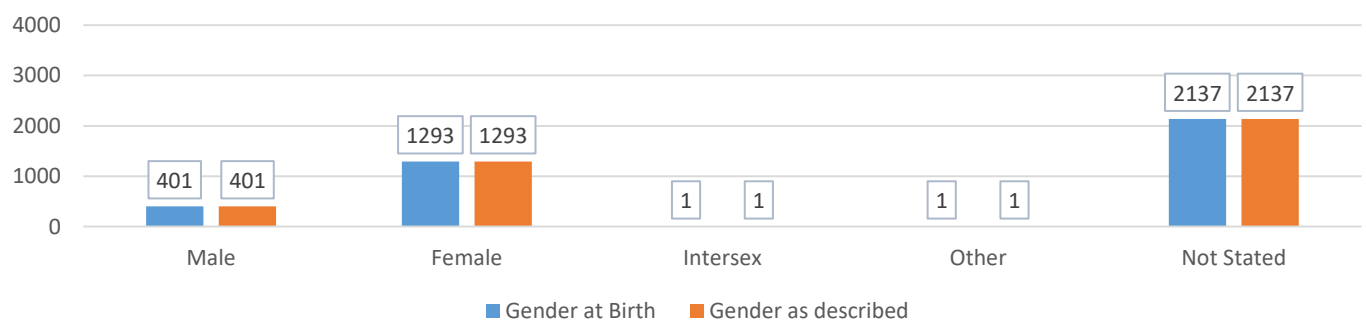
Employees who have completed Training : Disability

	Number of Employees	%	% of those declaring
No Declared Disability	1180	30.79%	76.13%
Disability Declared	343	8.95%	22.13%
Prefer not to say	27	0.70%	1.74%
No Response	2283	59.56%	
Total	3,833	100.00%	100.00%

Data this year is very similar to the previous year with over half not responding and around a third stating they have no disability. Of those declaring, the proportion who consider themselves to be disabled has increased to 22.13% from 17.79% last year.

c. Gender Reassignment

Employees who have completed training by Gender Reassignment



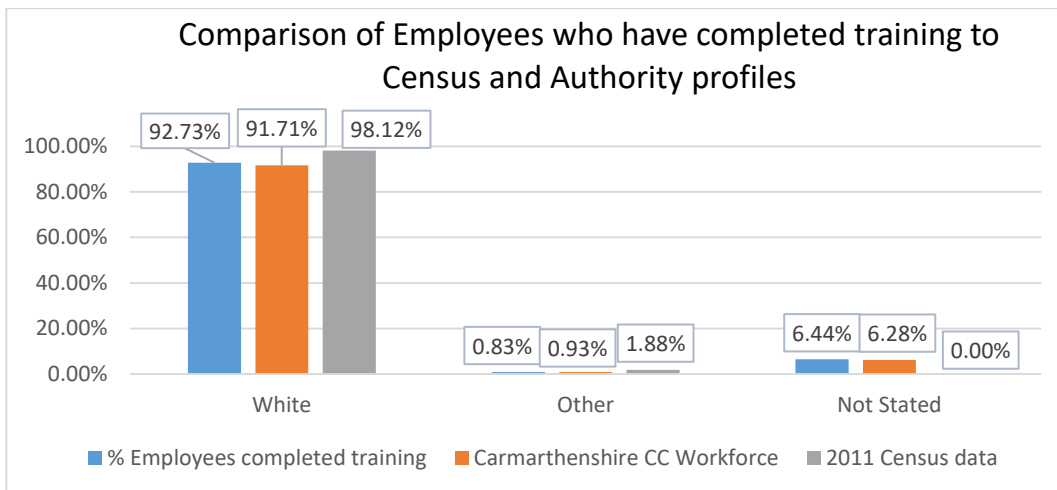
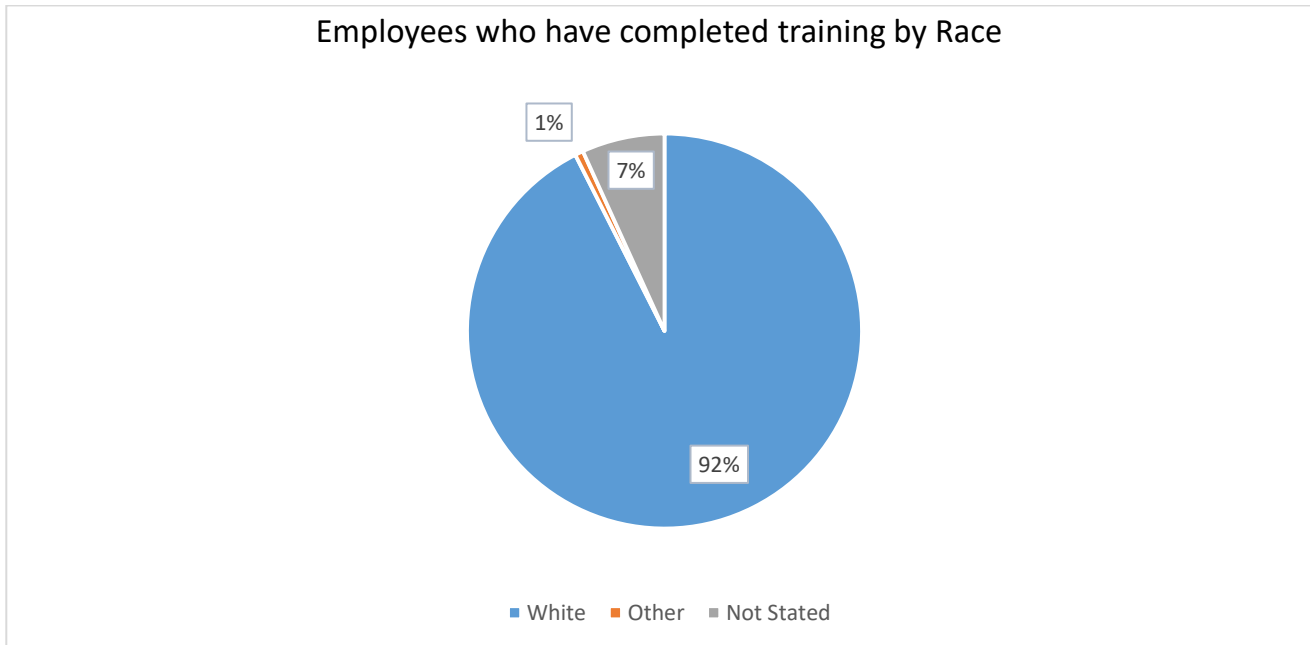
Employees who have completed training by Gender Reassignment

	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	401	401	10.46%	10.46%	23.64%	23.64%
Female	1293	1293	33.73%	33.73%	76.24%	76.24%
Intersex	1	1	0.03%	0.03%	0.06%	0.06%
Other	1	1	0.03%	0.03%	0.06%	0.06%
Not Stated	2137	2137	55.75%	55.75%		
Total	3,833	3,833	100.00%	100.00%	100.00%	100.00%

d. Pregnancy and Maternity

Our records indicate that 36 employees (0.94% of total Attendees) have either been pregnant and/or taken maternity leave during the reporting period.

e. Race– including ethnic or national origin, colour or nationality



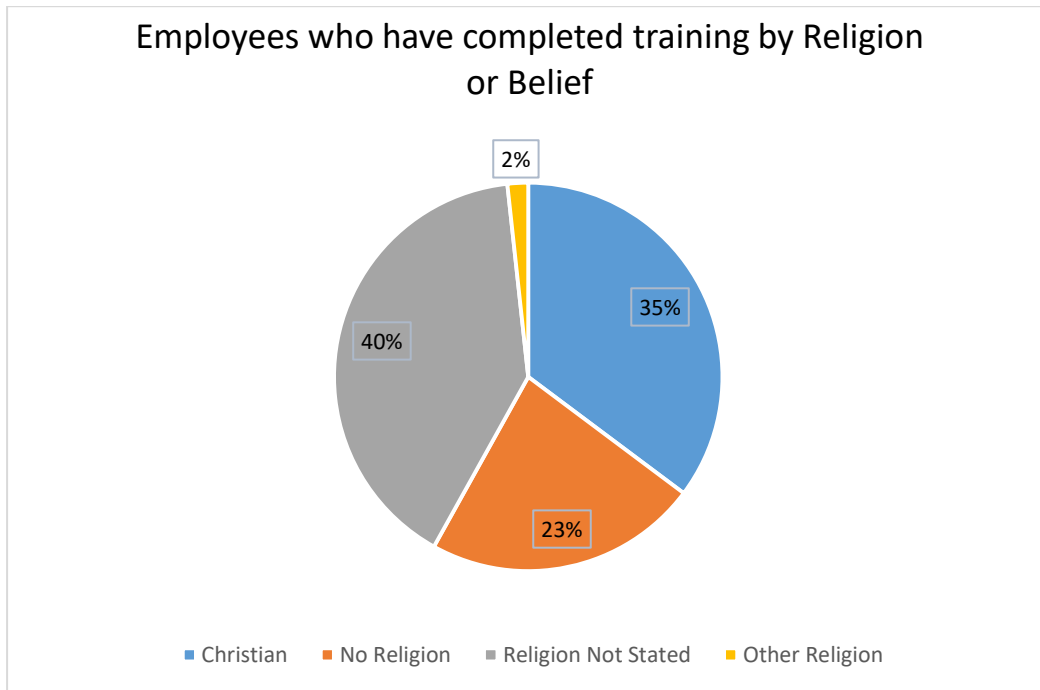
Categories included under "other" in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.

Employees who have completed Training :Race

Ethnic Group	Number of Employees	% Employees completed training	Carmarthenshire CC Workforce	2011 Census data
White	3547	92.54%	91.71%	98.12%
Other	26	0.68%	0.93%	1.88%
Not Stated	260	6.78%	6.28%	
Total	3,833	100.00%	100.00%	100.00%

The data presented is year-on-year: 92.54% of respondents described themselves as White, while 6.78% decided not to disclose their ethnicity. A number of other ethnic groups are represented, although their numbers are smaller.

f. Religion or belief – including lack of belief



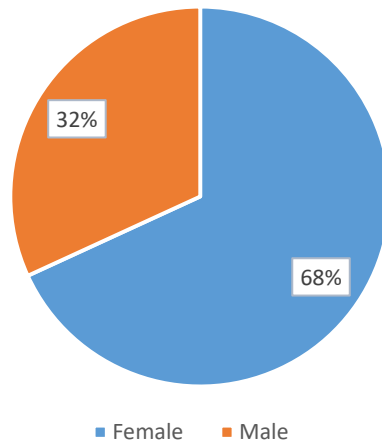
Categories included under “Other” in the graphs are: Buddhist, Jewish, Preferred not to say, and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Religion or Belief			
Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	1350	35.22%	33.78%
No Religion	876	22.85%	21.97%
Religion Not Stated	1541	40.20%	42.74%
Other Religion	66	1.72%	1.51%
Total	3,833	100.00%	100.00%

Following the trends over previous years, the majority of respondents chose not to state their religion or belief. This year 40.20% chose not to state their religion or belief in comparison to 39.26%, demonstrating a virtual constant over 2 years. Also, a similar number of employees describe themselves as Christian, from 34.8% in 2016/17 to 35.22% in 2017/18. Again, small numbers are reported in religions such as Buddhist, Jewish and Muslim and 22.85% describe themselves as having no religion, similar to 21.84% in 2016/17

g. Sex

Employees who have completed training by Sex



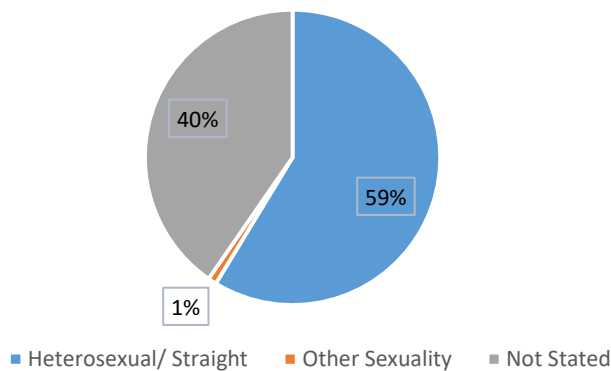
Employees who have completed Training by Sex

Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	2612	68%	68%	51%
Male	1221	32%	32%	49%
Total	3833	100%	100%	100%

2612 (68%) of those who attended and completing training were female, with 1,221 (32%) being male. This is reflective of the ratio of the employee profile of the authority.

h. Sexual Orientation

Employees who have completed training by Sexual Orientation



Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Prefer not to say. These have been amalgamated due to the low number reported in each.

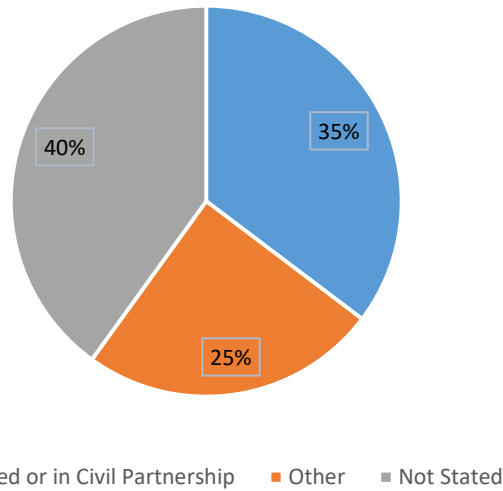
Employees who have completed training by Sexual Orientation

	Number	%	% of those declaring
Heterosexual/ Straight	2250	58.70%	98.43%
Other Sexuality	36	0.94%	1.57%
Not Stated	1547	40.36%	
Total	3,123	100.00%	100.00%

Year on year there has been a decrease in the data reported: 1,547 (40.36%) of respondents who did not state their sexual orientation. 2,250 (57%) described themselves as heterosexual/straight with less than 2% who described themselves as bisexual, gay man or gay woman /lesbian.

i. Marital Status

Employees who have completed training by Marital Status



Employees who have completed Training by Marital Status

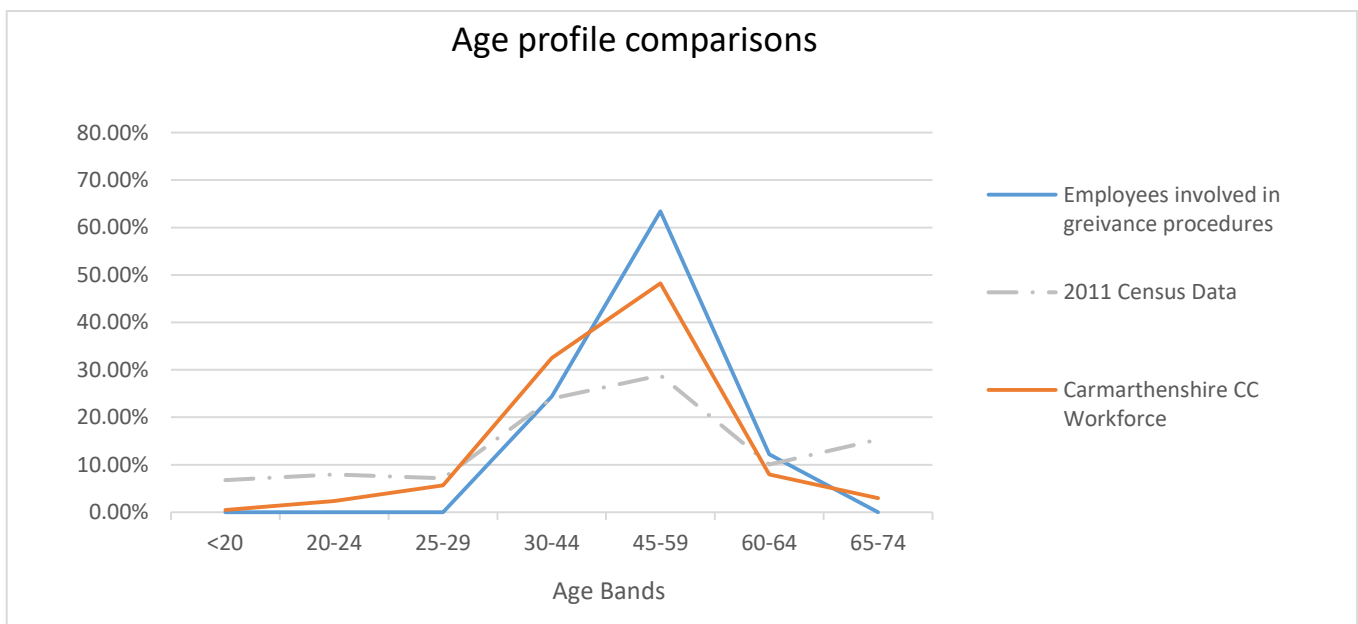
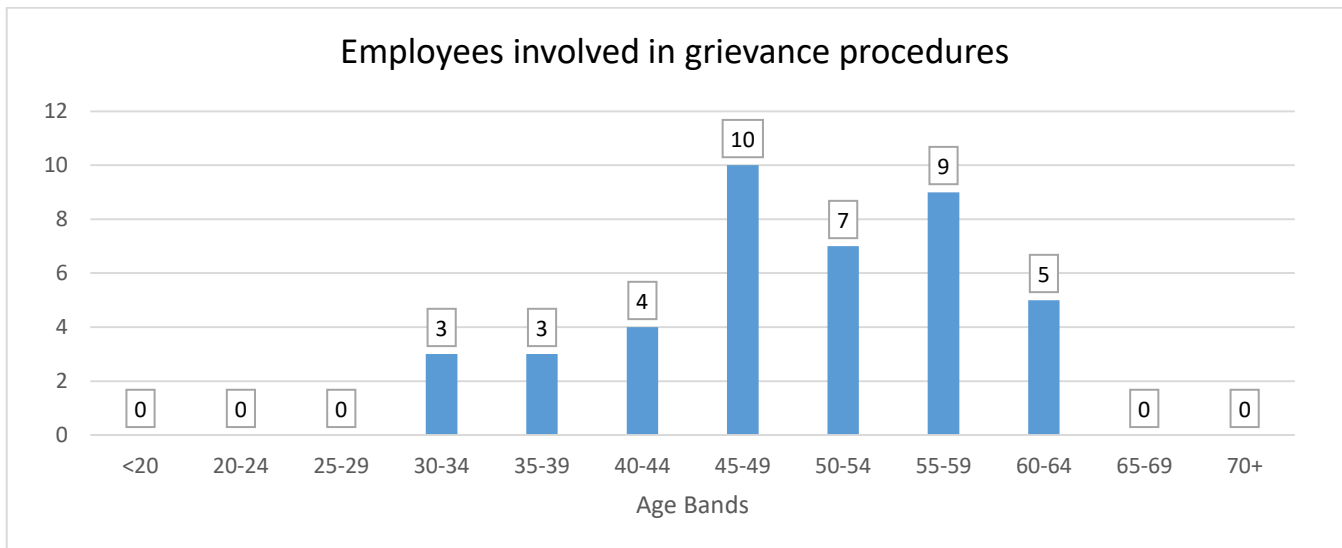
	Number of Employees	%	% of those declaring
Married or in Civil Partnership	1353	35.30%	58.88%
Other	945	24.65%	41.12%
Not Stated	1535	40.05%	
Total	3,833	100.00%	100.00%

Year on year there is very little change in the data reported: For this category, the majority of participants have chosen not to disclose their marital status (1,535, 40.05%). 1,353 (35.30% or 58.88% of those declaring) describe their status as married or in a Civil Partnership.

7. Employees involved in grievance procedures

Reporting period: 1st April 2017 to 31st March 2018. Employees involved in grievance procedures either as a complainant or as a person against whom a complaint has been made.

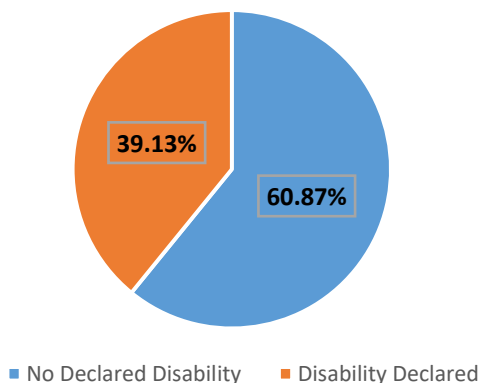
a. Age



Age Bands	Number	%	Age Bands	Number	%
<20	0	0.00%	45-49	10	24.39%
20-24	0	0.00%	50-54	7	17.07%
25-29	0	0.00%	55-59	9	21.95%
30-34	3	7.32%	60-64	5	12.20%
35-39	3	7.32%	65-69	0	0.00%
40-44	4	9.76%	70+	0	0.00%
				41	100.00%

b. Disability

Employees involved in Grievance Procedures Declaring a Disability



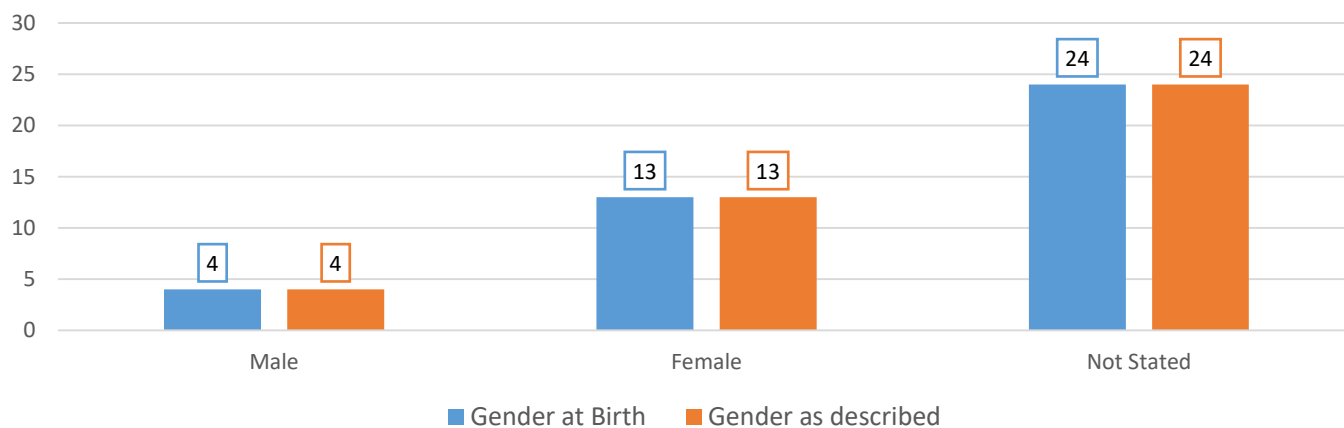
Number of Employees involved in grievance procedures Declaring a Disability

	Number of Employees	%
No Declared Disability (incl unknown)	32	78.05%
Disability Declared	9	21.95%
Total	41	100.00%

9 (21.95%) employees who have been involved in grievance procedures. declared a disability. This is an increase compared to previous years when 8 (18.18%) was reported however the numbers involved in grievance procedures is generally low overall and therefore this is not statistically significant.

c. Gender Reassignment

Employees involved in Grievance Procedures by Gender Reassignment



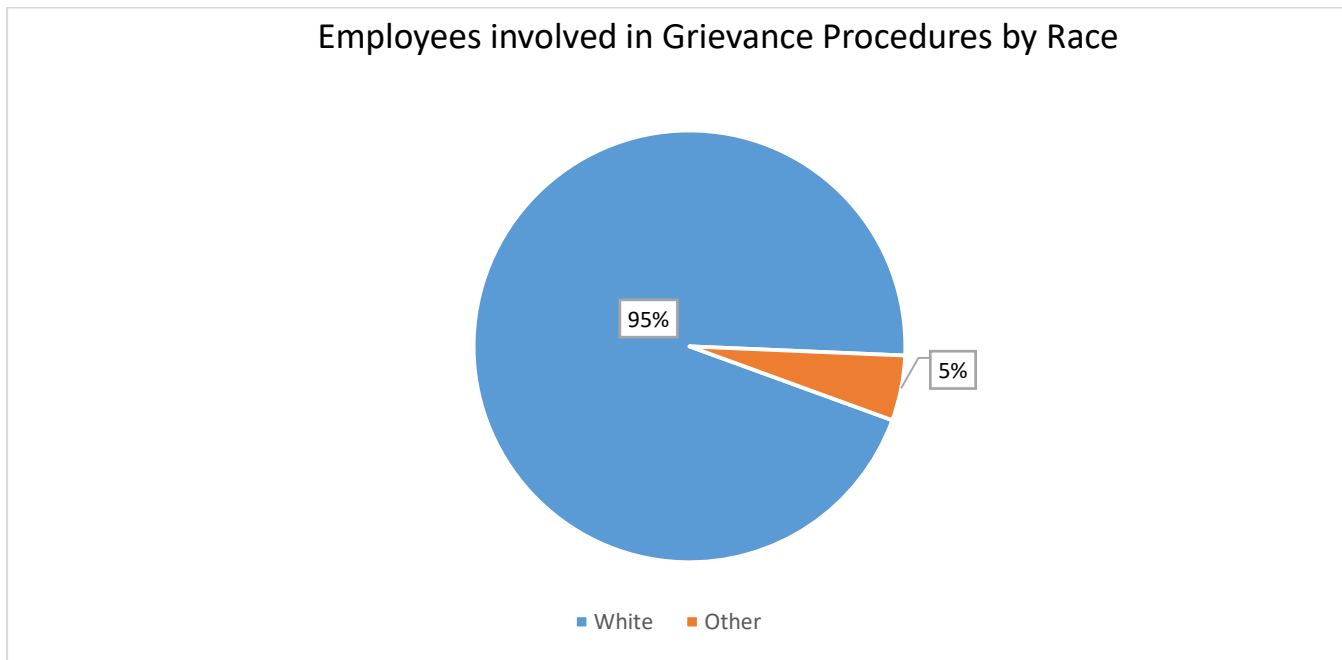
Number of Applicants by Gender Reassignment

	Number of Applicants		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	4	4	9.76%	9.76%	23.53%	23.53%
Female	13	13	31.71%	31.71%	76.47%	76.47%
Not Stated	24	24	58.54%	58.54%		
Total	41	41	100.00%	100.00%	100.00%	100.00%

d. Pregnancy and Maternity

Our records indicate that there have been no instances where an employee who has either been pregnant and/or taken maternity leave during the reporting period has been involved in grievance procedures.

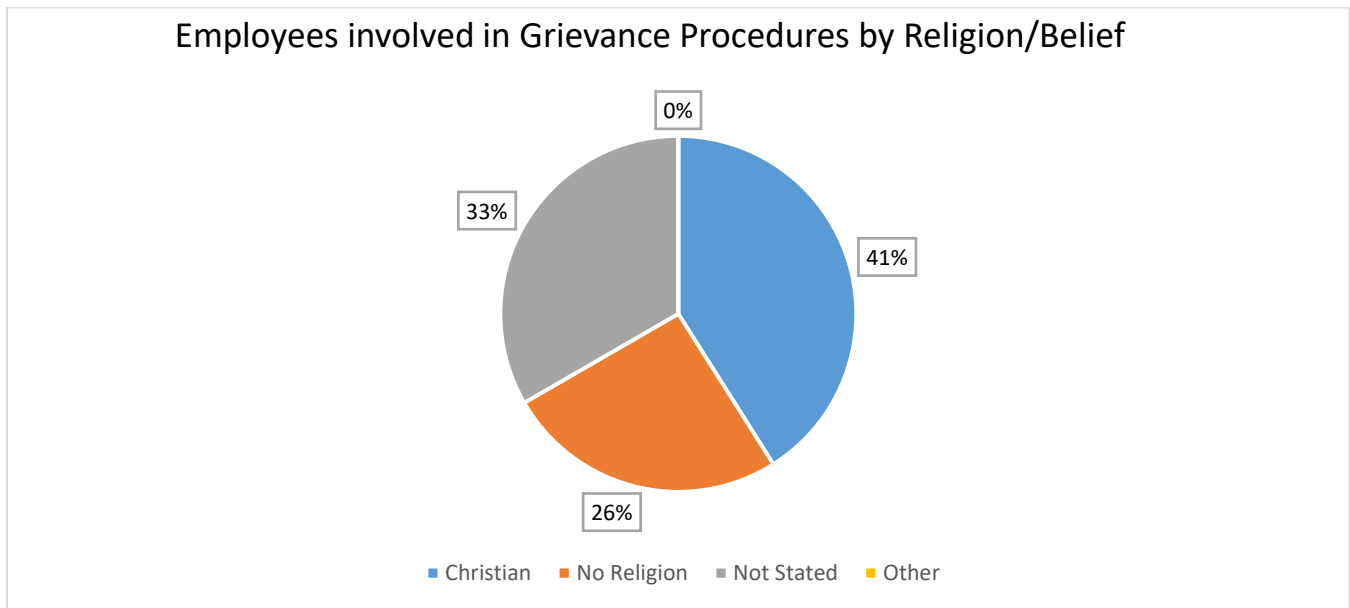
e. Race– including ethnic or national origin, colour or nationality



Number of Employees involved in grievance procedures by Race				
Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	39	95.12%	92.54%	98.12%
Other	2	4.88%	7.46%	1.88%
Total	41	100.00%	100.00%	100.00%

Of the total number of employees involved in the Grievance procedure, 39 (95.12%) are White. This is generally reflective of the overall ethnic composition of the authority’s workforce as at 31st March 2018 and is very similar to the previous year.

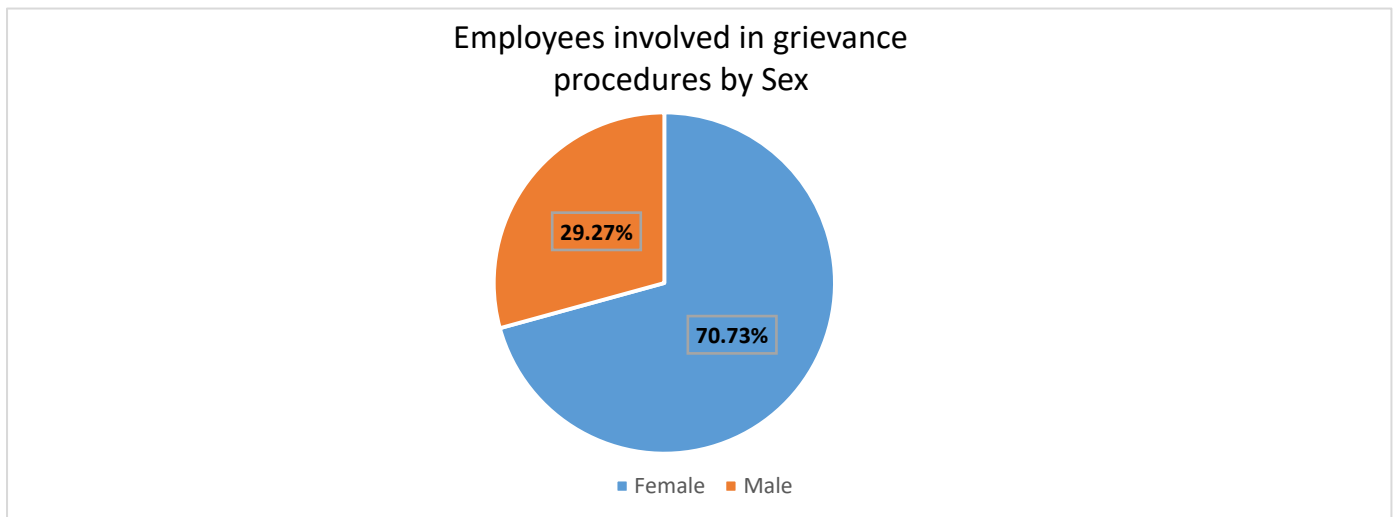
f. Religion or belief – including lack of belief



Number of Employees involved in grievance procedures by Religion / Belief

Religion	Number	%	Carmarthenshire CC Workforce
Christian	16	41.03%	33.77%
No Religion	10	25.64%	21.97%
Not Stated	13	33.33%	42.73%
Other			
Total	41	100.00%	100.00%

g. Sex

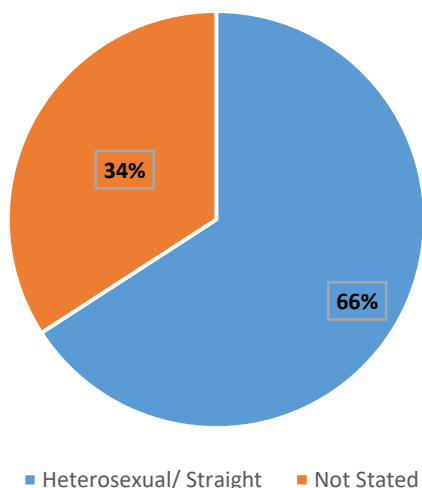


Employees involved in Grievance Procedures : Sex

Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	29	70.73%	68%	51%
Male	12	29.27%	32%	49%
Total	41	100%		

h. Sexual Orientation

Employees involved in Grievance Procedures by Sexual Orientation



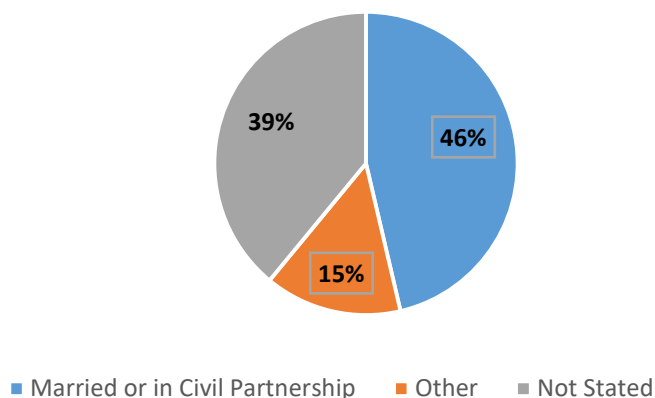
Employees involved in Grievance Procedures by Sexual orientation

	Number	%	% of those declaring
Heterosexual/ Straight	27	65.85%	100.00%
Not Stated	14	34.15%	
Total	41	100.00%	100.00%

The most significant point to note is the number of employees involved in Grievance procedures where their sexual orientation is Heterosexual/Straight, 27 (65.85%). This has increased from 21 (47.73%) in 2017/18.

i. Marital Status

Employees involved in Grievance Procedures by Marital Status



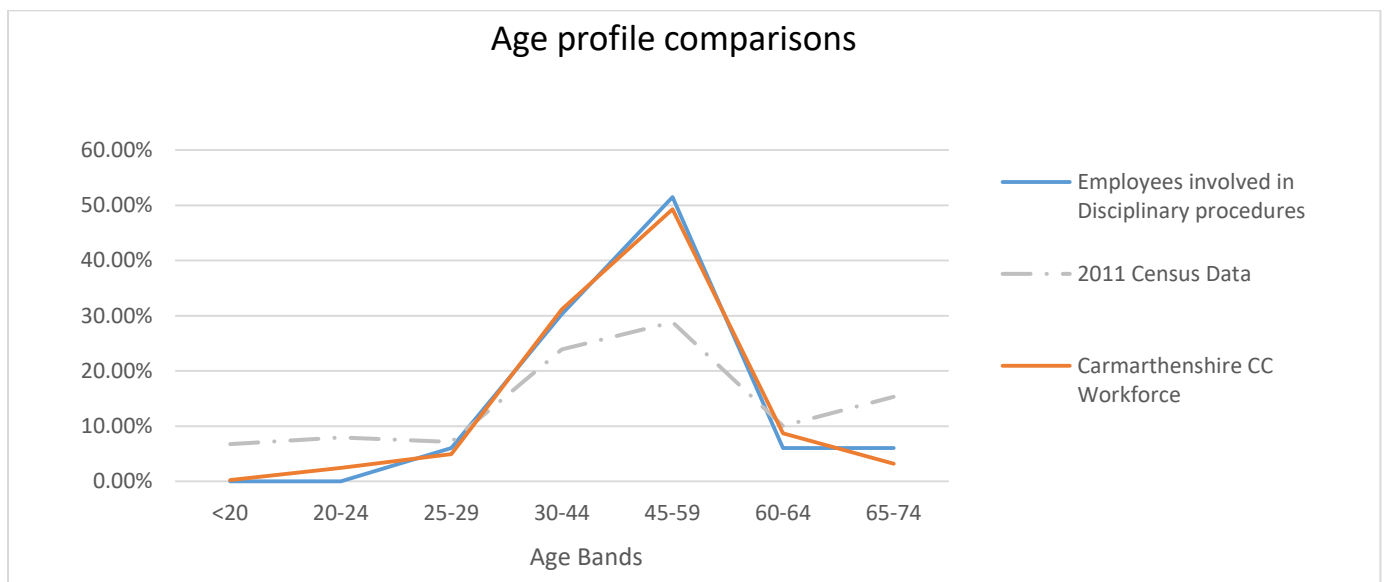
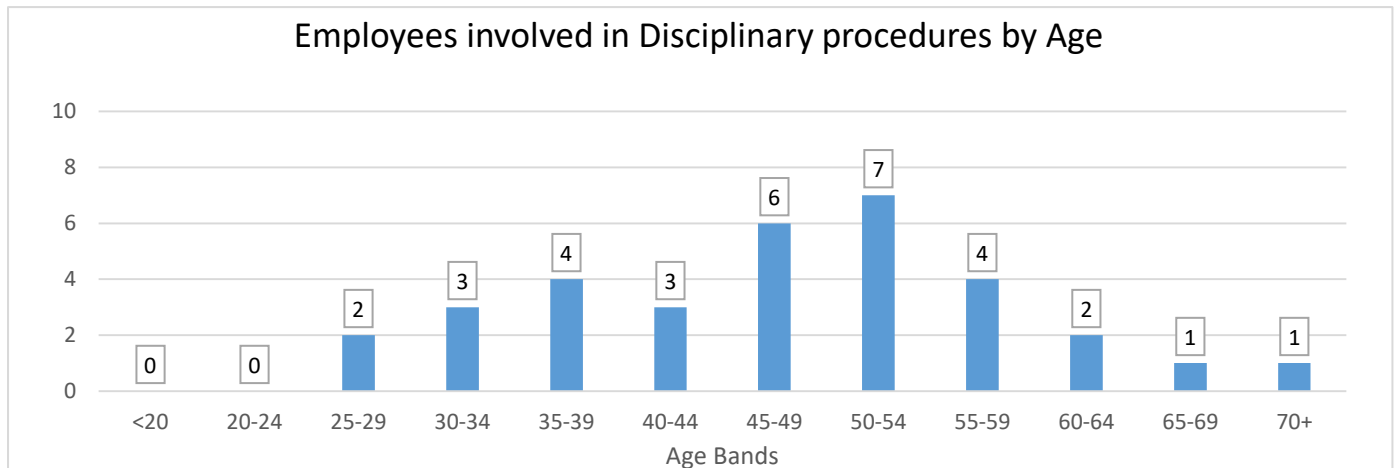
Employees involved in Grievance Procedures by Marital Status

	Number of Employees	%	% of those declaring
Married or in Civil Partnership	19	46.34%	76.00%
Other	6	14.63%	24.00%
Not Stated	16	39.02%	
Total	41	100.00%	100.00%

8. Employees subject to disciplinary procedures

Reporting period 1st April 2017 to 31st March 2018

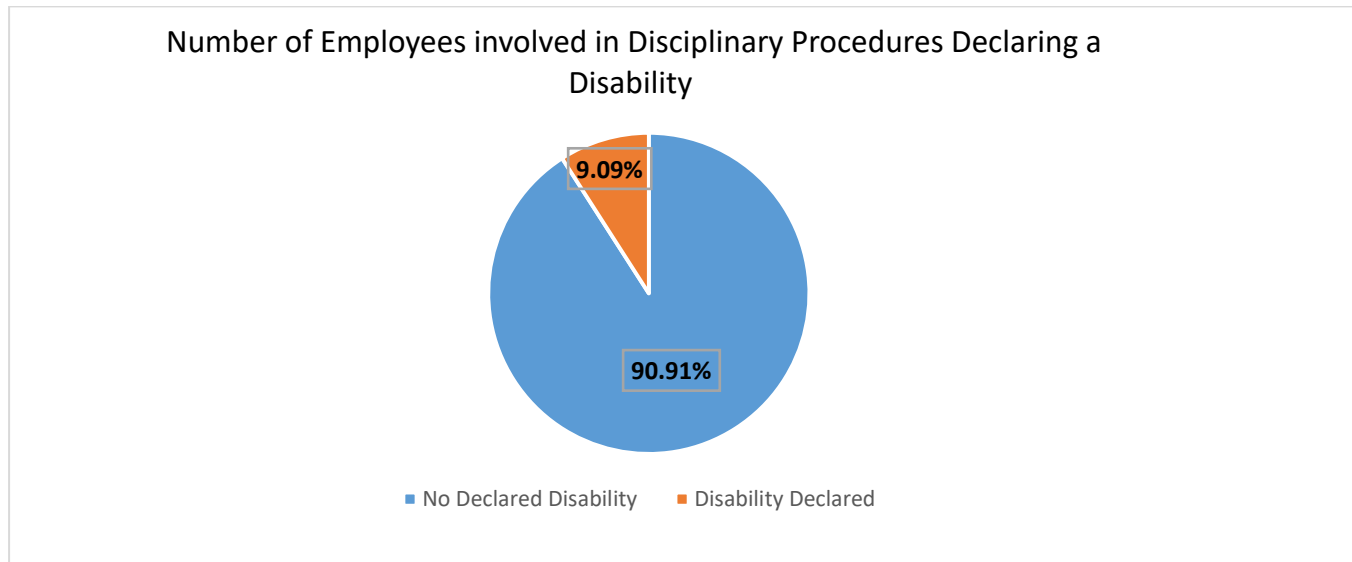
a. Age



Age Bands	Number	Employees involved in Disciplinary procedures	2011 Census Data	Carmarthenshire CC Workforce
<20	0	0.00%	6.76%	0.26%
20-24	0	0.00%	7.97%	2.43%
25-29	2	6.06%	7.17%	4.97%
30-44	10	30.30%	23.92%	31.14%
45-59	17	51.52%	28.84%	49.30%
60-64	2	6.06%	10.04%	8.72%
65-74	2	6.06%	15.30%	3.18%
	33	100.00%	100.00%	100.00%

The number of employees involved in Disciplinary procedures during the reporting period generally follows the age profile of the authority as at 31st March 2018.

b. Disability

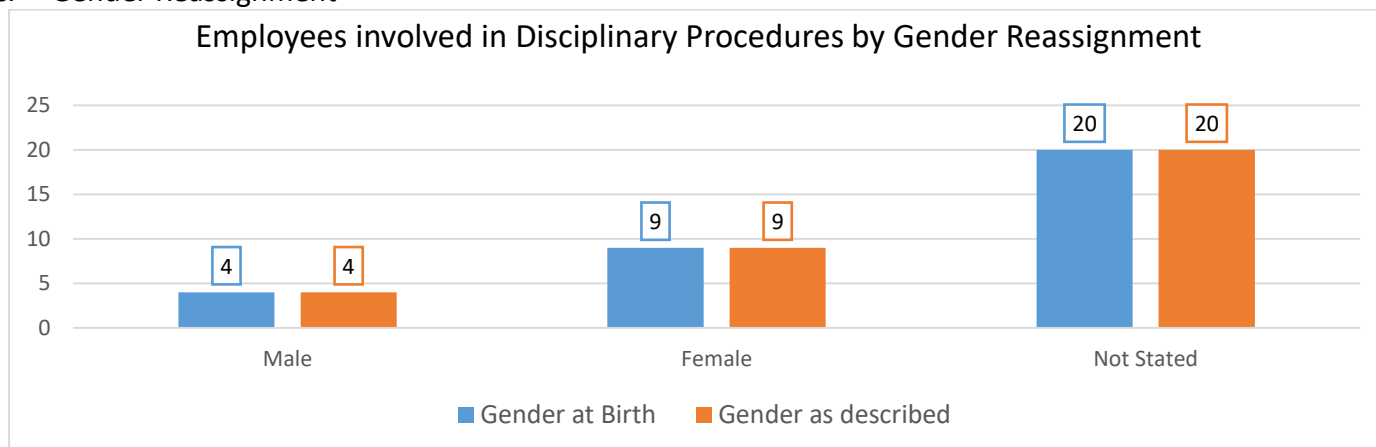


Number of Employees involved in Disciplinary Procedures Declaring a Disability

	Number	%	% of those declaring
No Declared Disability	20	60.61%	90.91%
Disability Declared	2	6.06%	9.09%
Not Stated	11	33.33%	
Total	33	100.00%	100.00%

The above illustrates that the number of employees who have declared a disability and been involved in Disciplinary procedures, 2 (9.09%) similar to the percentage of employees who have declared a disability in the wider authority profile of 9.02% (section 1b) a smaller proportion than in the previous year when 12.16% was recorded. The numbers involved in Disciplinary procedures is generally low overall however further investigations will be undertaken to determine whether or not disability was a significant factor in the relevant cases.

c. Gender Reassignment



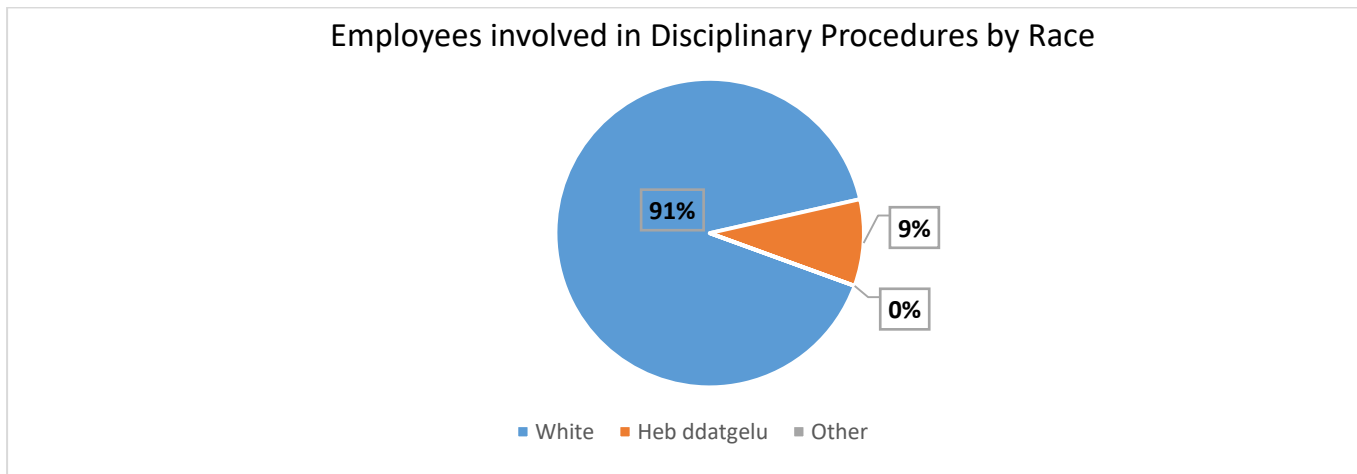
Number of Employees involved in Disciplinary Procedures by Gender Reassignment

	Number		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	4	4	12.12%	12.12%	30.77%	30.77%
Female	9	9	27.27%	27.27%	69.23%	69.23%
Not Stated	20	20	60.61%	60.61%		
Total	33	33	100.00%	100.00%	100.00%	100.00%

d. Pregnancy and Maternity

Our records indicate that there have been no instances where an employee who has either been pregnant and/or taken maternity leave during the reporting period has been involved in disciplinary procedures.

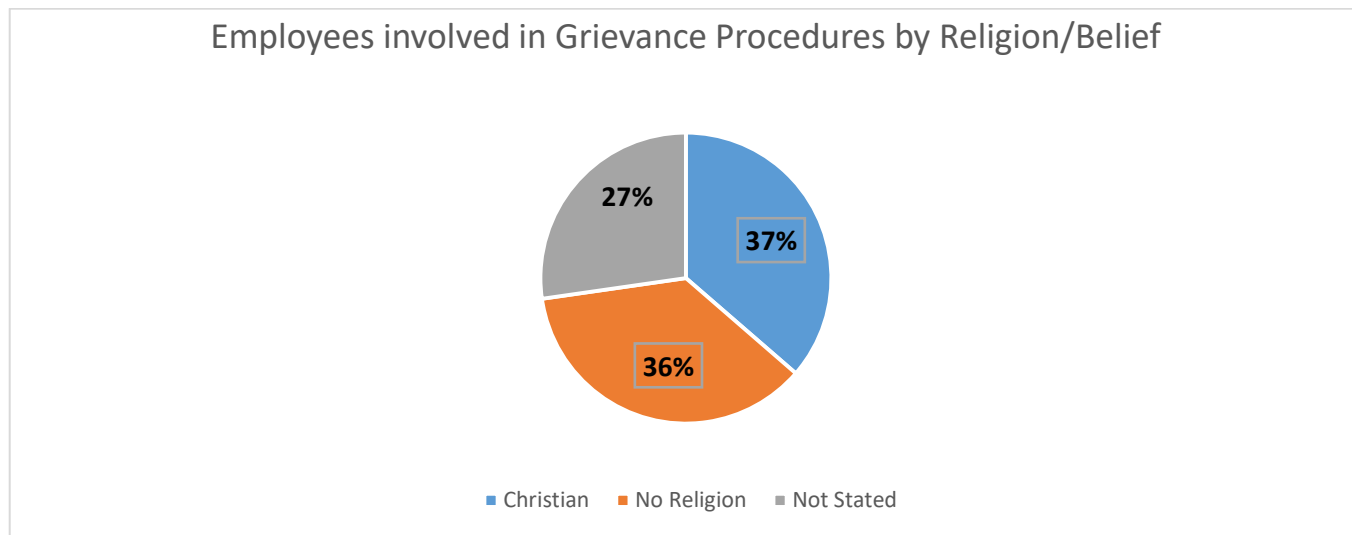
e. Race– including ethnic or national origin, colour or nationality



Employees subject to Disciplinary Procedures by Race

Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	30	90.91%	0.15%	98.12%
Not Stated	3	9.09%	92.27%	
Other	0	0.00%	7.58%	1.88%
Total	33	100.00%	100.00%	100.00%

f. Religion or belief – including lack of belief

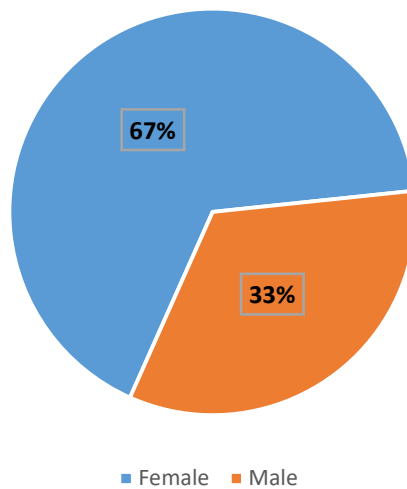


Employees subject to Disciplinary Procedures by Religion/Belief

Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	12	36.36%	33.77%
No Religion	12	36.36%	21.97%
Not Stated	9	27.27%	42.73%
Other			
Total	33	100.00%	100.00%

g. Sex

Employees involved in disciplinary procedures by Sex

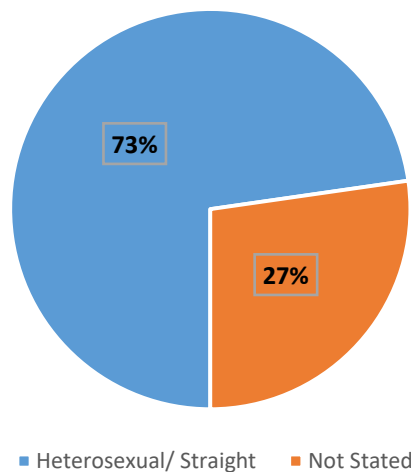


Employees subject to Disciplinary Procedures : Sex

Sex	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census
Female	22	66.67%	68%	51%
Male	11	33.33%	32%	49%
Total	33	100%		

h. Sexual Orientation

Employees subject to Disciplinary Procedures by Sexual orientation

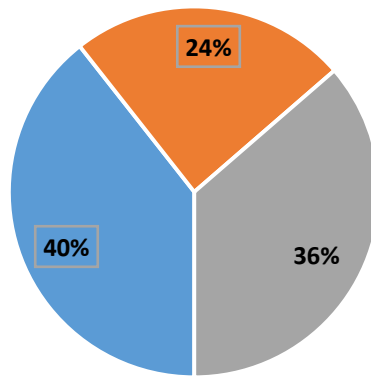


Employees subject to Disciplinary Procedures by Sexual orientation

	Number	%	% of those declaring
Heterosexual/ Straight	24	55.41%	100.00%
Not Stated	9	44.59%	
Total	33	100.00%	100.00%

i. Marital Status

Employees involved in Disciplinary Procedures by Marital Status



■ Married or in Civil Partnership ■ Other ■ Not Stated

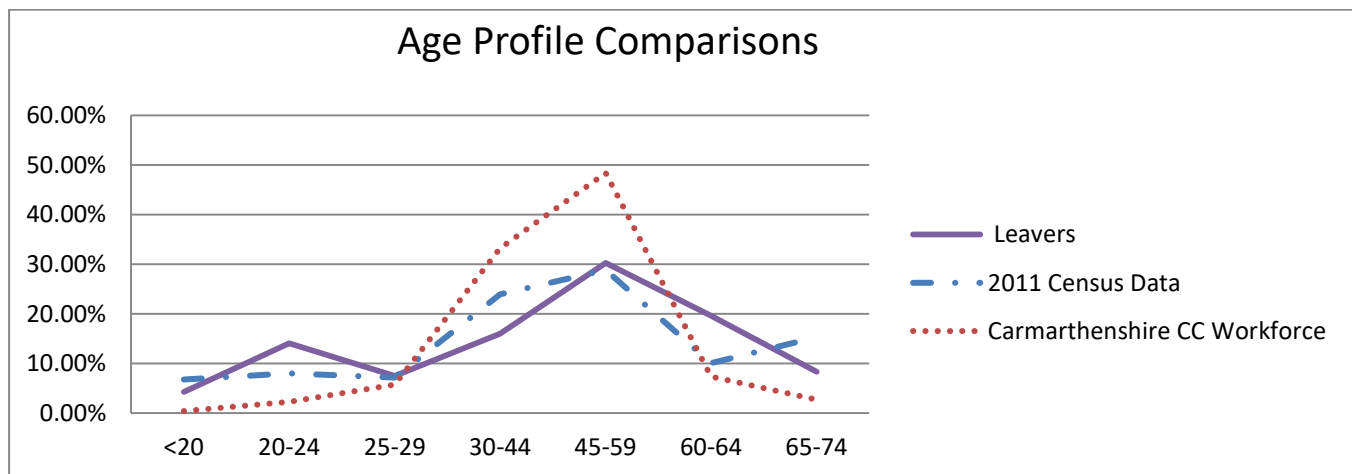
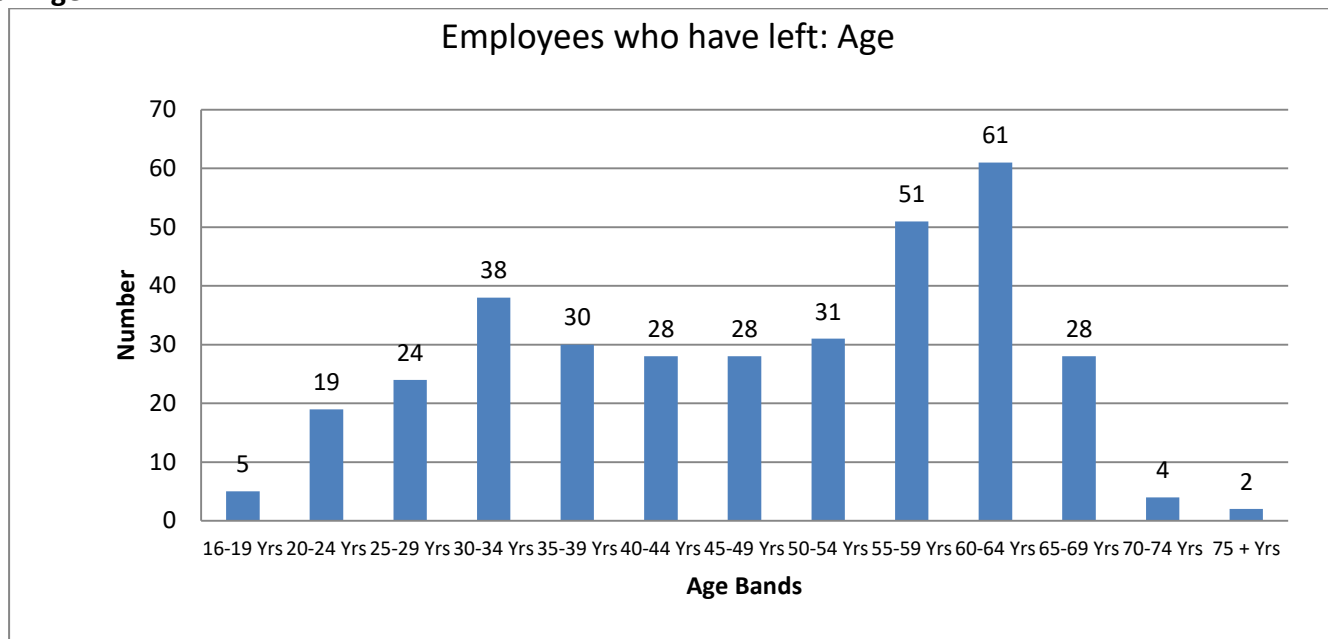
Employees subject to Disciplinary Procedures by Marital Status

	Number	%	% of those declaring
Married or in Civil Partnership	13	39.39%	61.90%
Other	8	24.24%	38.10%
Not Stated	12	36.36%	
Total	33	100.00%	100.00%

9. Employees who have left the Authority.

Reporting period: 1st April 2017 to 31st March 2018

a. Age

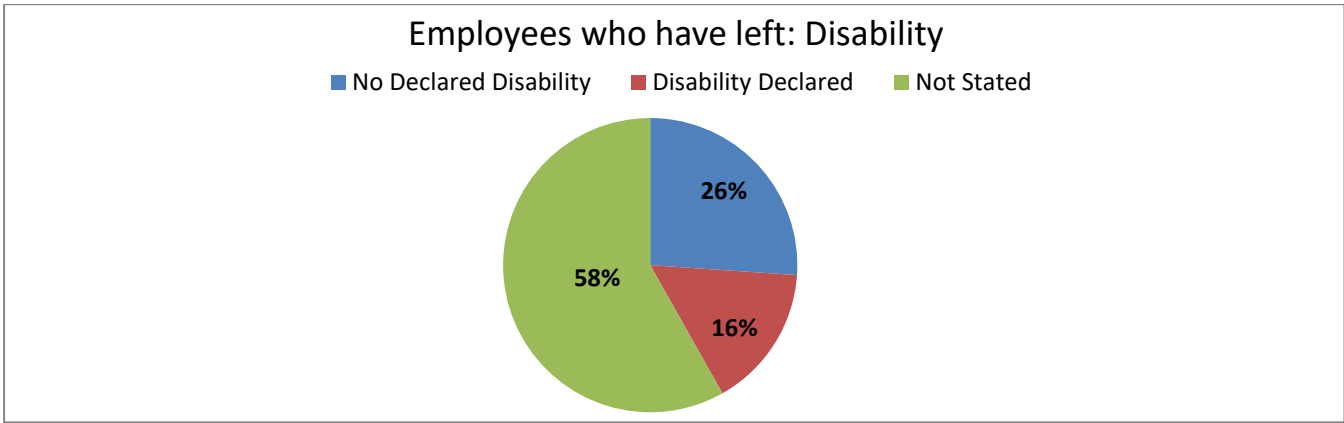


Employees who have left : Age

Age Bands	Number	%	Age Bands	Number	%	Age Bands	Number	%
16-19 Yrs	5	1.43%	35-39 Yrs	30	8.60%	55-59 Yrs	51	14.61%
20-24 Yrs	19	5.44%	40-44 Yrs	28	8.02%	60-64 Yrs	61	17.48%
25-29 Yrs	24	6.88%	45-49 Yrs	28	8.02%	65-69 Yrs	28	8.02%
30-34 Yrs	38	10.89%	50-54 Yrs	31	8.88%	70 Yrs +	4	1.15%
						75 Yrs +	2	0.57%

The overall trend is generally reflective of the age profile of the authority's workforce and the wider population of Carmarthenshire. The percentage of leavers in the mid age ranges is lower as this portion of the workforce is generally less mobile.

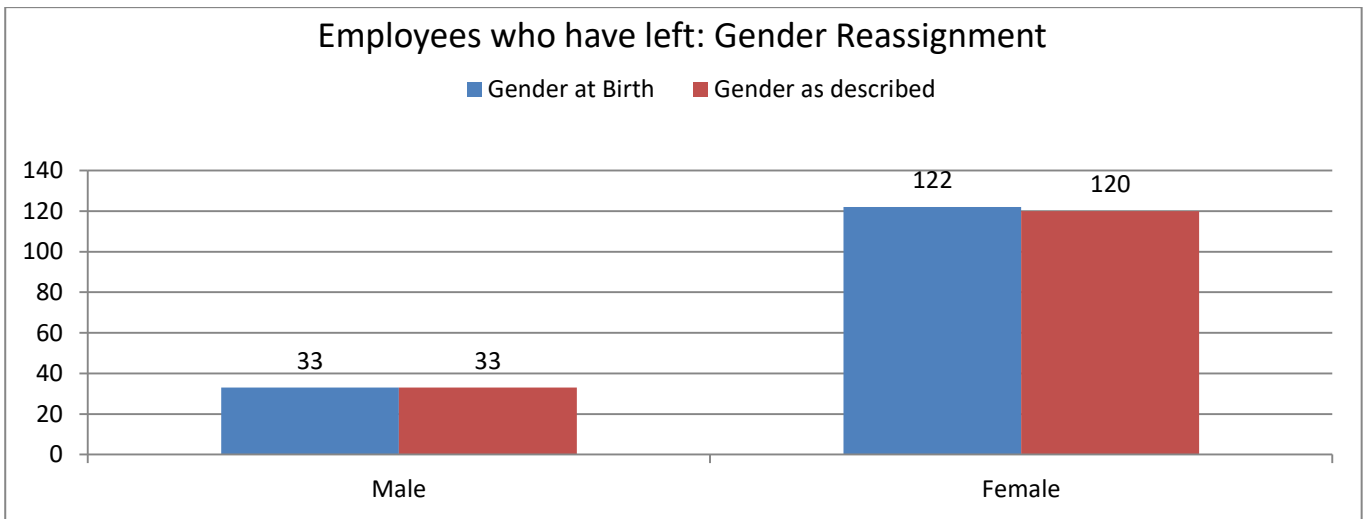
b. Disability



Number of Employees Declaring a Disability who have Left			
	Number of Employees	%	% of those declaring
No Declared Disability	91	26.07%	62.33%
Disability Declared	55	15.76%	37.67%
Not Stated	203	58.17%	
Total	349	100.00%	100.00%

The above illustrates that the number of leavers from the authority who have declared a disability (15.76%) is higher than the wider authority profile of 9.02% (section 1b). However this is potentially skewed by the significant proportion that has not provided a response (58.17%).

c. Gender Reassignment



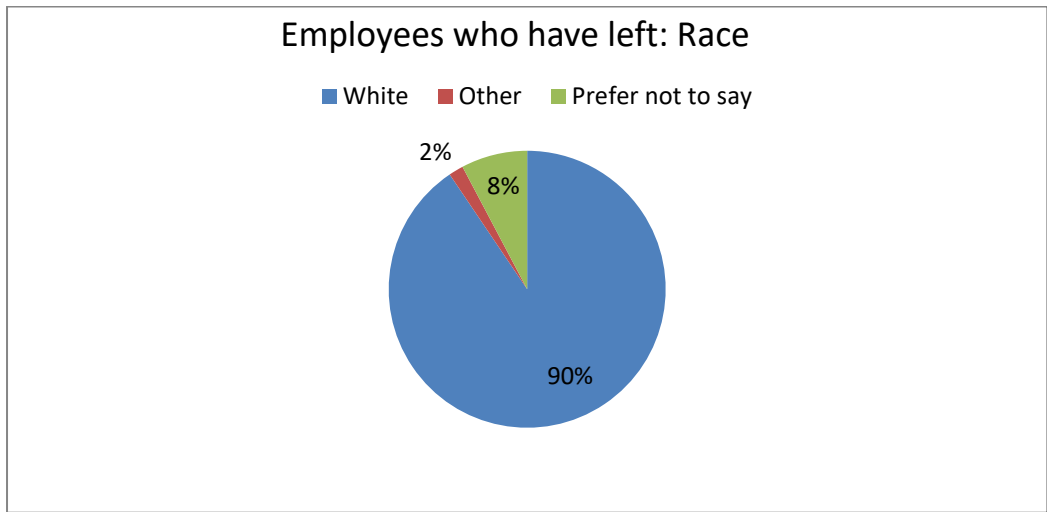
Number of Employees who have left: Gender Reassignment

	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	33	33	9.46%	9.46%	4.73%	21.29%
Female	122	120	34.96%	34.38%	17.48%	77.42%
Other	1	2	0.29%	0.57%	0.14%	1.29%
Not Stated	193	194	55.30%	55.59%		
Total	349	349	100.00%	100.00%	22.35%	100.00%

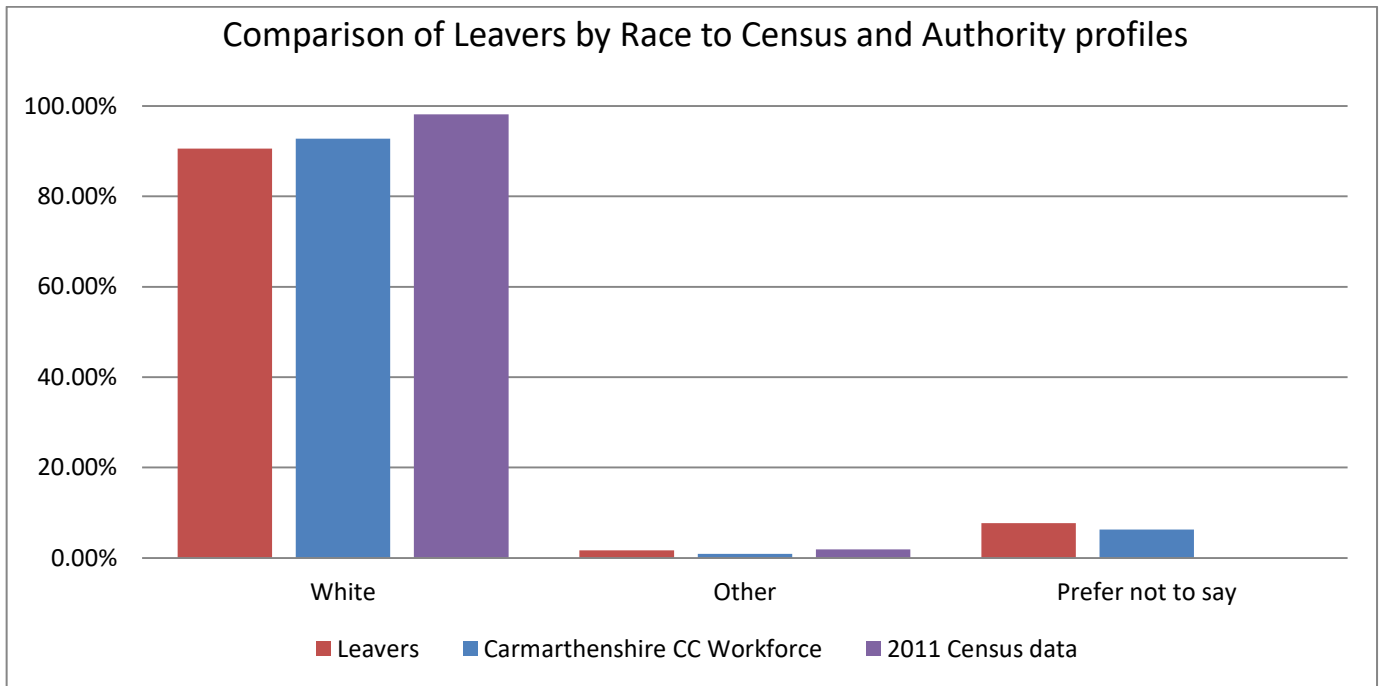
d. Pregnancy and Maternity

Our records indicate that there has been 2 leavers who have either been pregnant and/or taken maternity leave during the reporting period.

e. Race– including ethnic or national origin, colour or nationality



Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.

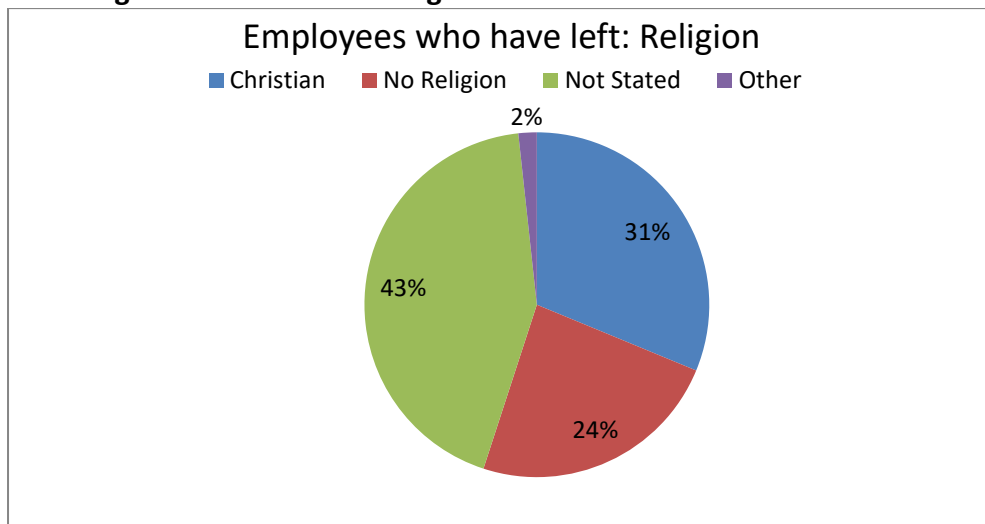


Number of Leavers by Race

Ethnic Group	Number	%	Carmarthenshire CC Workforce	2011 Census data
White	316	90.54%	92.79%	98.12%
Other	6	1.72%	0.93%	1.88%
Prefer not to say	27	7.74%	6.28%	0.00%
Total	353	100.00%	100.00%	100.00%

In line with the authority and census profiles the ethnic profile shows that the majority of leavers are White (90.54%) which is very similar the Authority population of 92.79%.

f. Religion or belief – including lack of belief

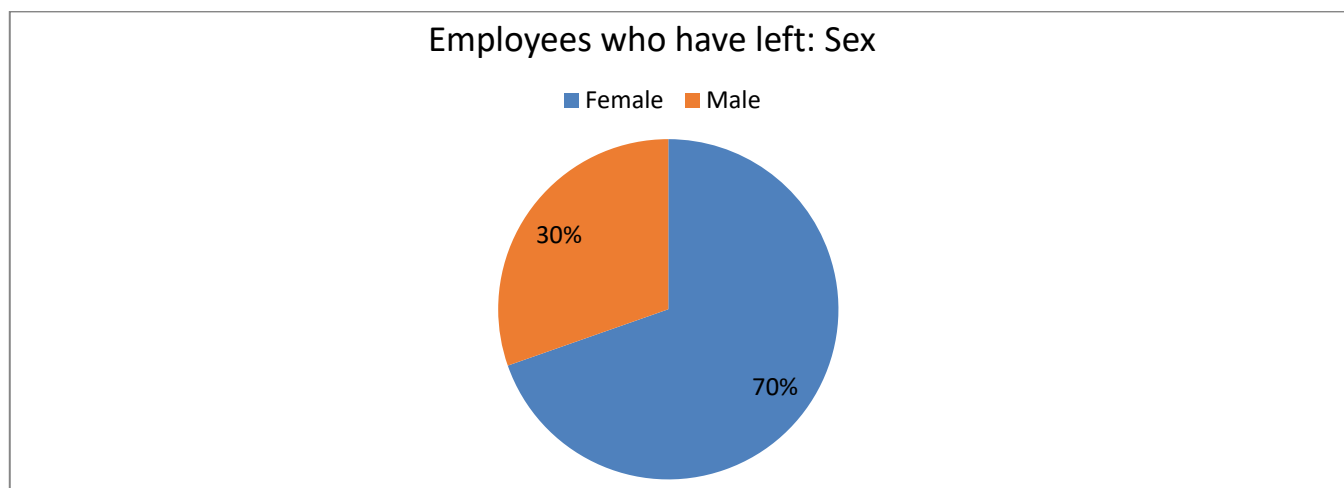


Categories included under “Other” in the graphs are: Atheist, Buddhist, Humanist, Hindu, Muslim, Prefer not to say and Other. These have been amalgamated due to the low number reported in each.

Employees who have left: Religion/Belief

Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	109	31.23%	31.56%
No Religion	83	23.78%	17.63%
Not Stated	151	43.27%	47.97%
Other	6	1.72%	2.84%
Total	349	100.00%	100.00%

g. Sex



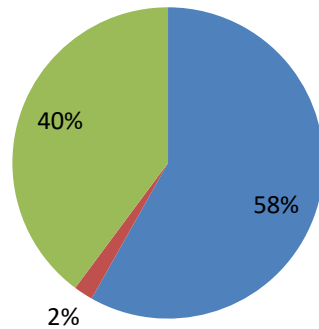
Employees who have left: Sex

Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	243	70%	68%	51%
Male	106	30%	32%	49%
Total	349			

h. Sexual Orientation

Employees who have left: Sexual Orientation

■ Heterosexual/ Straight ■ Other Sexuality ■ Not Stated



Employees who have left: Sexual Orientation

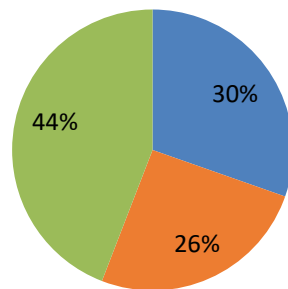
	Number	%	% of those declaring
Heterosexual/ Straight	203	58.17%	96.67%
Other Sexuality	7	2.01%	3.33%
Not Stated	139	39.83%	
Total	349	100.00%	100.00%

"Other Sexuality" includes the following categories due to the low numbers reported: Gay Man, Bisexual , Gay Woman/Lesbian and Prefer not to say

i. Marital Status

Employees who have left: Marital Status

■ Married or in Civil Partnership ■ Other ■ Not Stated



Employees who have left by Marital Status

	Number of Employees	%	% of those declaring
Married or in Civil Partnership	106	30.37%	54.36%
Other	89	25.50%	45.64%
Not Stated	154	44.13%	
Total	349	100.00%	100.00%

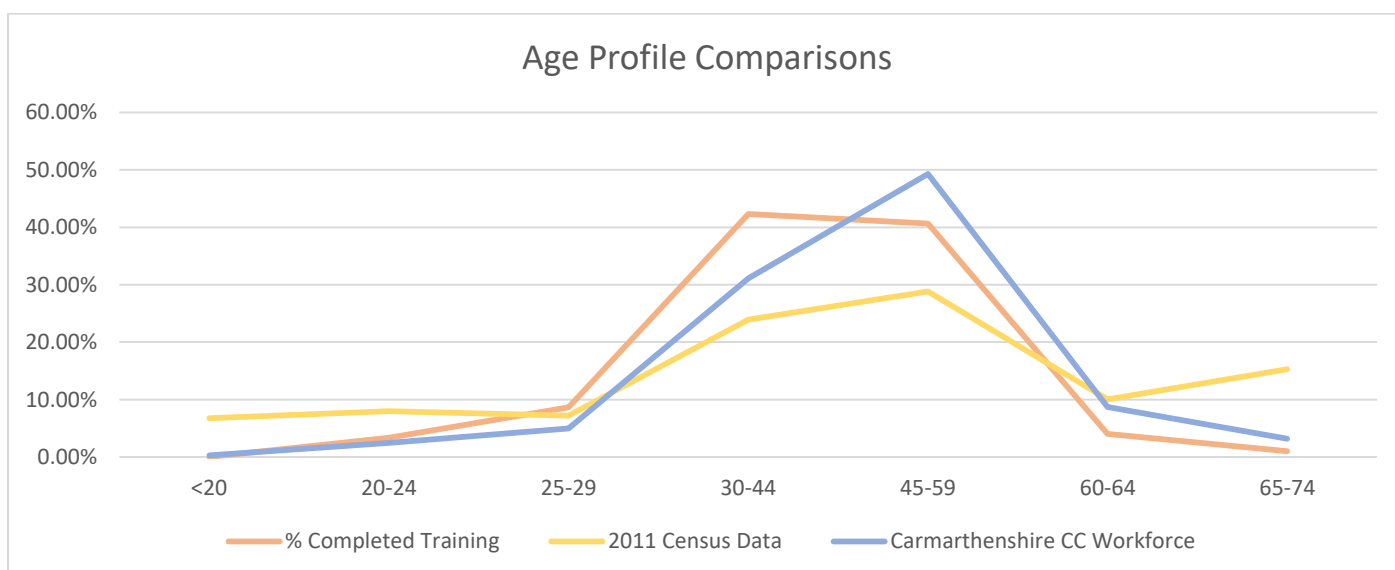
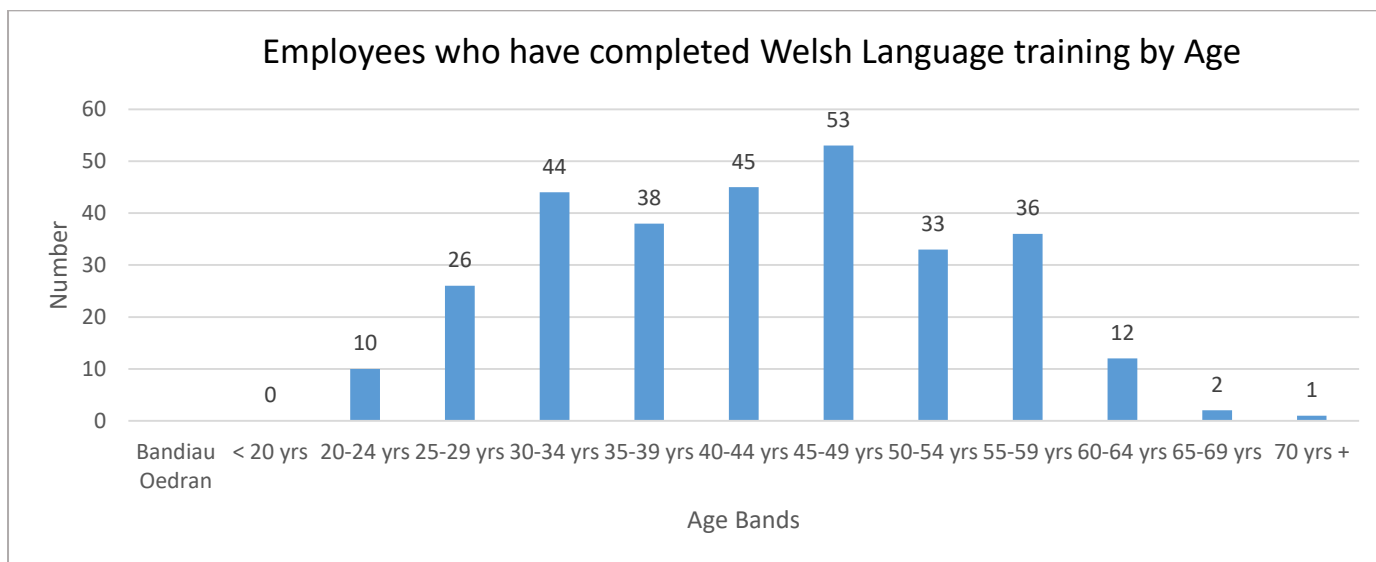
10. Employees who have completed Welsh language training

Reporting period 1st April 2017 to 31st March 2018

In 2016/17 it was agreed to fund a Learning and Development Advisor (Welsh Language) post from Risk Management funding for a two year period in order to develop a Learning & Development Programme that meets the needs of the Organisation under the Welsh Language Standard.

This post was designed to support recruitment of new staff as well as developing the current workforce.

a. Age

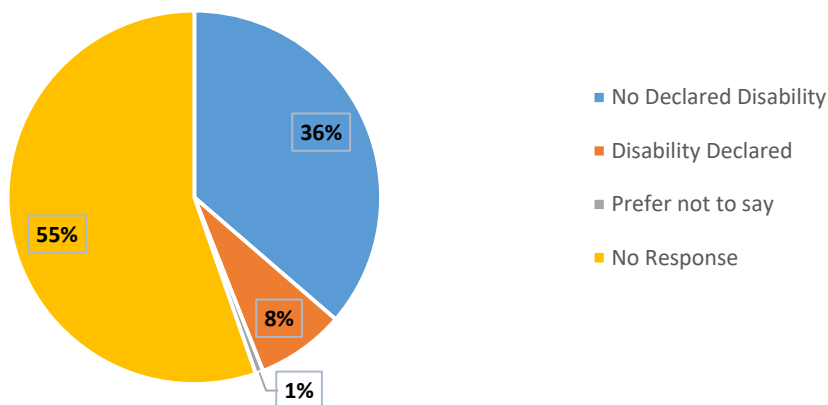


Employees who have completed Welsh Language Training : Age

Age Band	Number	%	Age Band	Number	%	Age Band	Number	%
< 20 yrs	0	0.00%	35-39 yrs	38	12.67%	55-59 yrs	36	12.00%
20-24 yrs	10	3.33%	40-44 yrs	45	15.00%	60-64 yrs	12	4.00%
25-29 yrs	26	8.67%	45-49 yrs	53	17.67%	65-69 yrs	2	0.67%
30-34 yrs	44	14.67%	50-54 yrs	33	11.00%	70 yrs +	1	0.33%

b. Disability

Employees who have completed Welsh Language training by Disability

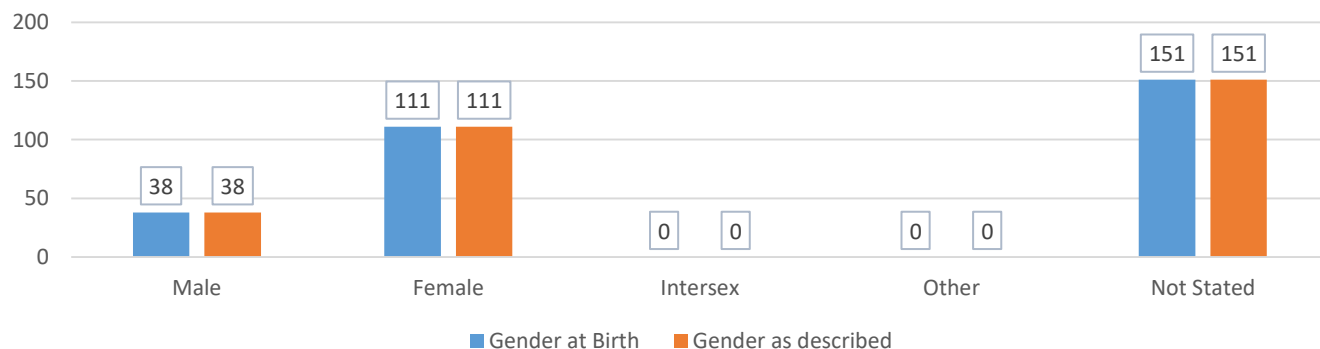


Employees who have completed Welsh language Training : Disability

	Number of Employees	%	% of those declaring
No Declared Disability	109	36.34%	81.35%
Disability Declared	23	7.66%	17.16%
Prefer not to say	2	0.67%	1.49%
No Response	166	55.33%	
Total	300	100.00%	100.00%

c. Gender Reassignment

Employees who have completed Welsh Language training by Gender Reassignment



Employees who have completed Welsh Language training by Gender Reassignment

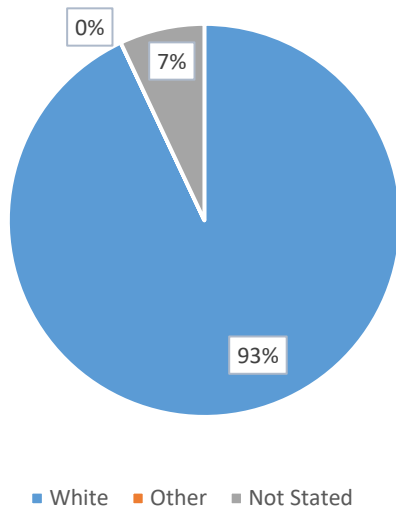
	Number of Employees		%		% of those Responding	
	Gender at Birth	Gender as described	Gender at Birth	Gender as described	Gender at Birth	Gender as described
Male	38	38	12.67%	12.67%	25.50%	25.50%
Female	111	111	37.00%	37.00%	74.50%	74.50%
Not Stated	151	151	50.33%	50.33%		
Total	300	300	100.00%	100.00%	100.00%	100.00%

d. Pregnancy and Maternity

Our records indicate that 2 employees (0.67% of total Welsh Language training Attendees) have either been pregnant and/or taken maternity leave during the reporting period.

e. Race– including ethnic or national origin, colour or nationality

Employees who have completed Welsh Language training by Race

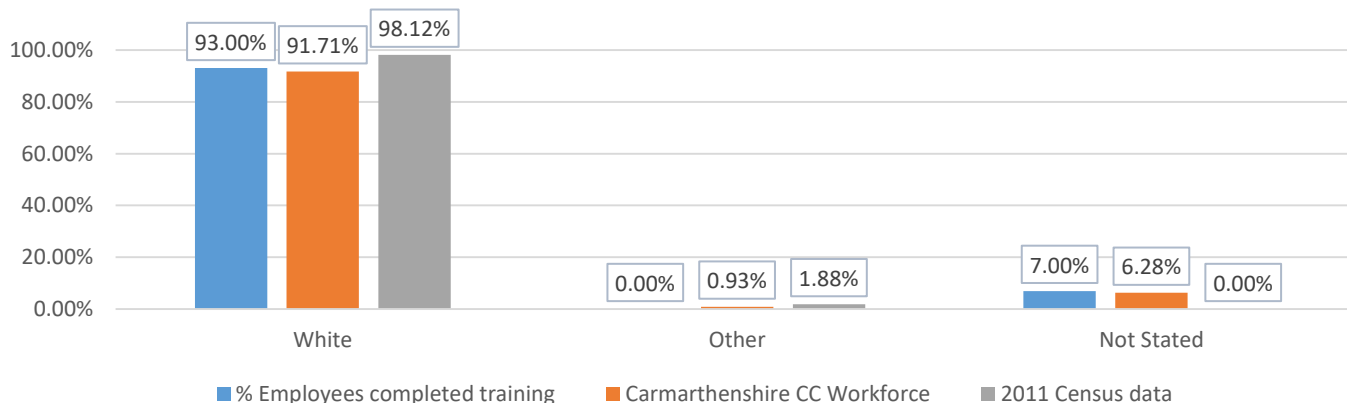


Categories included under “other” in the graphs are: Asian, Black, Mixed and Other. These have been amalgamated due to the low number reported in each individual category.

Employees who have completed Welsh Language Training :Race

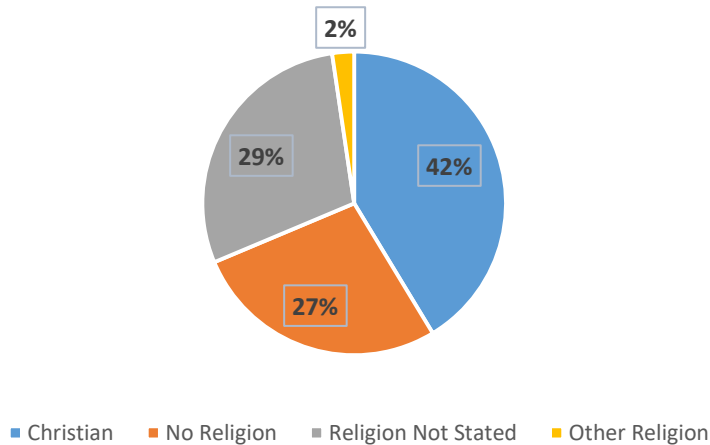
Ethnic Group	Number of Employees	%	Carmarthenshire CC Workforce	2011 Census data
White	279	93.00%	91.71%	98.12%
Not Stated	21	7.00%	6.28%	0.00%
Total	300	100.00%	100.00%	100.00%

Comparison of Employees who have completed training to Census and Authority profiles by Race



f. Religion or belief – including lack of belief

Employees who have completed Welsh Language training by Religion or Belief



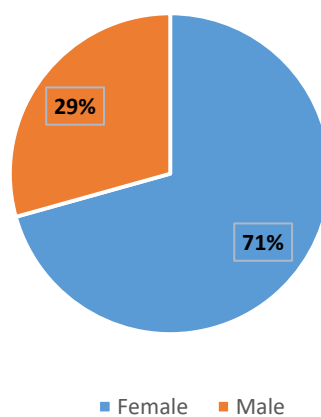
Categories included under “Other” in the graphs are: Buddhist, Jewish, Preferred not to say, and Other. These have been amalgamated due to the low number reported in each.

Employees who have completed Welsh Language training by Religion or Belief

Religion / Belief	Number	%	Carmarthenshire CC Workforce
Christian	124	41.33%	33.78%
No Religion	82	27.33%	21.97%
Religion Not Stated	87	29.00%	42.74%
Other Religion	7	2.33%	1.51%
Total	300	100.00%	100.00%

g. Sex

Employees who have completed Welsh Language training by Sex

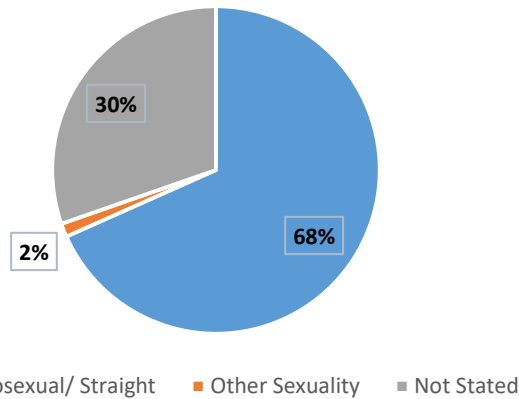


Employees who have completed Welsh Language Training by Sex

Sex	Number	%	Carmarthenshire CC Workforce	2011 Census
Female	212	71%	68%	51%
Male	88	29%	32%	49%
Total	300	100%	100%	100%

h. Sexual Orientation

Employees who have completed Welsh Language training by Sexual Orientation



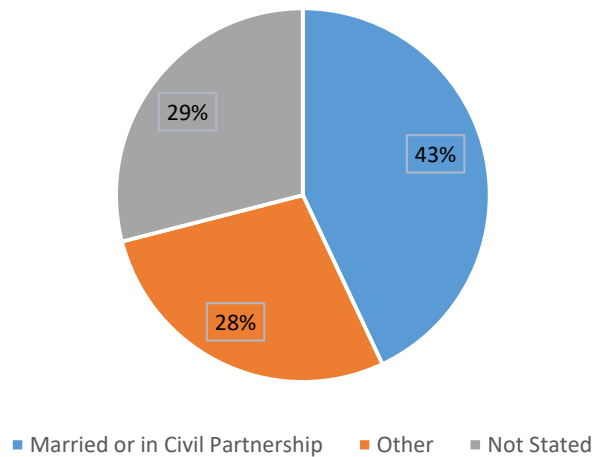
Categories included under "Other" in the graph are: Gay man, Bisexual, Gay woman/Lesbian and Prefer not to say. These have been amalgamated due to the low number reported in each.

Employees who have completed training by Sexual Orientation

	Number	%	% of those declaring
Heterosexual/ Straight	205	68%	98%
Other Sexuality	4	1%	2%
Not Stated	91	30%	
Total	300	100%	100%

i. Marital Status

Employees who have completed training by Marital Status



Employees who have completed Welsh Language Training by Marital Status

	Number of Employees	%	% of those declaring
Married or in Civil Partnership	129	43.00%	59.32%
Other	84	28.00%	40.68%
Not Stated	87	29.00%	
Total	300	100.00%	100.00%

PAY DIFFERENCES

Addressing pay differences is one of the specific duties in Wales. During 2011 the Authority implemented job evaluation and single status.

The main features of single status are:

- A single pay and grading structure
- Harmonisation of terms and conditions
- A standard working week of 37 hours
- It has been subject to an external and independent equality impact assessment focusing particularly on gender

The key aims of single status are to:

- Ensure equal pay for jobs of equal value
- Modernise the Council's pay structure
- Ensure that the Council's pay and reward strategy supports flexible working and modern service delivery
- Harmonise other conditions of service, for example, overtime payments and travel allowances.

In addition, during 2013/14 the Authority assimilated other employees into the new single status pay and grading structure (those on Craft terms and conditions and Basic Skills Tutors).

The Authority undertakes annual equal pay audit. A pay objective will be developed based on the findings of the equal pay audit.

STAFF TRAINING

As a listed body the authority has a duty to ensure that employees are aware of the public and specific duties of the Equality Act and are able to consider its relevance in relation to the work they undertake in delivering services.

There are specific roles within the authority that may require more specific learning and development opportunities to support them in meeting this objective, for example:

- Executive Board and Corporate Management Team
- Members
- Chief Officers and Senior Managers
- Equality and Diversity Officers
- Human Resource Officers
- Policy Officers
- Communications staff
- Performance Management Officers
- Frontline staff
- Procurement and Commissioning Officers

The authority should also consider

- Embedding equality awareness and principles of the general and specific duties into induction training
- Building equality issues into specific and professional training events
- Making available alternative learning methods such as CD training modules, distance learning packages, staff mentoring and coaching

Corporate Staff Learning and Development

Engaging Diversity (previously entitled “The Equal Project”) is a collection of Equality and Diversity e-learning modules which were initially rolled out using a phased approach, due to the number of employees involved. The content is specific to all 9 protected characteristics plus a Welsh Language module, and provides a fundamental understanding of equality and diversity for employees at all levels. Between 2017 and 2018, a total of 428 employees completed Engaging Diversity, Welsh Language or both. The data for 2017/18 can be split departmentally as follows:

Department	Number of Employees Completed
Chief Executives	64
Communities	75
Corporate Services	85
Education & Children	131
Environment	73

All new employees are enrolled on the e-learning module “Engaging Diversity” as part of their induction. The module is up to date in line with the Equality Act and covers all protected characteristics.

Recruitment and Selection Training was redeveloped during 2017/18 and continued to be delivered. The content includes specific development relating to The Equality Act, including legislative and practical aspects. In addition, the workshop involves a detailed section relating to unconscious bias and how this affects recruitment decisions. All managers involved in recruitment and selection are required to undertake this development before they make recruitment decisions. Sessions are delivered monthly due to high demand. In response to questions frequently asked around health and disability, these issues are covered in more detail.

Senior leaders are now recruited against a set of leadership competencies which includes a specific competency relating to values and ethics:

Adhering to Principles & Values:

Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.

The Management Development Programme is geared towards increasing management capacity and as such, includes equality and diversity strands.

For 2017/18, the Dignity at Work programme was redesigned in line with the relaunch of the policy "Acceptable Behaviour in the Workplace". This also include Equality and Diversity elements and is being delivered on a 'team by team' basis. Parts of the programme have been delivered as elements of departmental conferences and departmental Leadership & Management Development Programmes.

Equality and Diversity development activities for identified roles continue to be delivered, for example:

- A series of engagement and participation workshops were delivered, aimed at engaging with "hard to reach groups", with the following objectives:
 - Provide an introduction to the principles of engagement and participation
 - Achieve a greater awareness and understanding of participative engagement
 - Explore a range of participatory tools
 - Provide the opportunity to put some participatory methods into practice
 - Discuss why engage and who to engage with
 - Ensure validity is achieved in consultation
- The Member Induction Programme contains a workshop entitled "Equality and Diversity – Valuing Difference, Creating Success". The workshop's aim is, "to provide elected members with an introduction to and raise awareness of equality and diversity within local government in Wales".
- Several sessions were held for elected members involved in recruitment and selection attended a tailored programme "Making Fair Recruitment Decisions". The programme is designed to develop knowledge and skills in making recruitment decisions and includes equality and diversity sections plus a detailed section in the area of unconscious bias.
- Members of staff were encouraged to attend the "Springboard" programme, a developmental workshop aimed at women in leadership
- Housing Officers attended a workshop on "Meeting the needs of Gypsies & Travellers",
 - This course is at the cutting edge of equalities work, having been developed in partnership with Gypsies and Travellers and were co-delivered by Gypsies and Travellers participative trainers
- The Work Ready programme continues to grow and develop with almost 100% of apprentices and graduates gaining permanent employment or accessing higher education. The CPD programme for new apprentices continues to be delivered and other strands of the project also benefit from E&D development activities, for example graduates attended a workshop based around valuing differences. This is in addition to the fundamental e-learning module that all new employees are enrolled on.

In May 2018 the organisation undertook a full Investors in People (IiP) review. The results of this review was overall positive with the organisation achieving 'Established' level.

As part of the review, the organisation made the decision to include a question specifically in relation to Diversity and inclusion, exploring issues around work/life balance. The result of the on-line survey and feedback from the report are shown below:

'76.5% of responses agree that people feel able to balance their work and personal life. 7.8% are neutral. 15.6% of responses disagree.

At interview feedback regarding wellbeing, support and consideration for personal issues was described very positively. People were enthusiastic about the support from Occupational Health and appreciated the understanding and compassion of their managers.

The Council keeps a close eye on stress, understands its causes and effects, and has strategies in place.

The Digital Transformation Work Programme has enabled the Organisational Development Team and ICT Services to implement changes to the application process for Learning & Development opportunities at Carmarthenshire County Council. This has taken us a step closer to being able to report on training applications made via an online application request.

The improved process will digitalise the processing of applications, from initial request to Manager approval, or reasons for being declined. The application processing stages will allow the Organisational Development Team to monitor the flow of information, allowing the organisation to monitor any impact on any of the protected characteristics. This will include those applications for training that have been declined. Enhancements to the application process are being implemented in April 2019, and will enable the organisation to fully report on training applications by March 2020.

One of the key objectives of the authority's Learning and Development Policy is to ensure fair access to Learning & Development and this is monitored as outlined earlier in this report. The Policy has been re-drafted [to be referred to as Organisational Learning Policy] and is in its final stages of consultation before being fully implemented in 2019-20.

Additionally, all training application requests ask candidates to specify any special requirements, so any identified needs can be taken in to account and adjustments made. Requests typically include: to facilitate disabled access to a building, to provide close parking to a training room and specific dietary requirements, if lunch is provided.

Examples of Reasonable adjustments made:

- Supporting employees with Dyslexia: Allowing extra time for employees to carry out tests (e.g. IOSH, Food Hygiene)
- Supporting employees with Autism: Allowing candidates to take tests in private if they are uneasy sitting with a group
- Supporting employees with language needs: Arranging a Reader
- Supporting employees who are hearing impaired: Arranging a sign language interpreter
- Trainee requested for course handouts/materials to be sent out prior to the course to aid with a disability that wasn't specified.

Examples of Alternative Formats

- Course materials provided in a larger font where requested
- Gaining authorisation from awarding bodies to change the language of questions in exams to Plain English

USING WORKFORCE INFORMATION TO MAKE A DIFFERENCE

The purpose of collecting equality monitoring data is to identify trends and any potential disparities which may arise. Where equality data or information highlights an issue of potential concern, further enquiries can be made and decisions taken on address the concerns or make positive progress of improvement.

Carmarthenshire County Council will examine the data contained within this Workforce Information Report via the Corporate Equality Working Group and Corporate Management Team, reflecting on the actions already contained within the Strategic Equality Action Plan to ensure that the current workforce actions identified will support improvement or require amending.

Workforce audits encouraging employees to declare information on personal protected characteristics and encourage participation in this voluntary process have been undertaken. In this way the proportion of 'unknown', "not disclosed' and 'not specified' categories are being reduced and a better understanding of the composition of our workforce established.

CONTACTS AND FEEDBACK

We welcome your comments, suggestions or questions on the presented information which should be directed to:

Paul R Thomas
Assistant Chief Executive (People Management)
Carmarthenshire County Council
Building 14, St. David's Park
Jobswell Road
Carmarthen
SA31 3HB
Email: PMBusinessSupportUnit@carmarthenshire.gov.uk
Tel: 01267 246184

HOW TO FIND OUT MORE

Within the Council

If you would like to find out more about equality and diversity within the Council then you are encouraged to visit the Learning Curve and the Equality & Diversity Site Zones:

<http://intranet/our-people/working-for-us/equality-diversity/>

Alternatively, ask your manager or HR Advisor for further information

Or you can use one of the following sources:

Age Cymru

Tŷ John Pathy,

13/14 Neptune Court,

Vanguard Way,

Cardiff

CF24 5PJ.

Tel: 029 2043 1555

Web: <http://www.ageuk.org.uk/cymru/>

Disability Wales

Bridge House,

Caerphilly Business Park,

Van Road,

Caerphilly

CF83 3GW

Tel: 029 20887325

Fax: 029 20888702

Email: info@disabilitywales.org

Equality and Human Rights Commission

Tel: 0845 604 8810

Textphone: 0845 604 8820

Fax: 0845 604 8830

Email: waleshelpline@equalityhumanrights.com

Web: <http://www.equalityhumanrights.com/>

Stonewall Cymru

Stonewall Cymru

Transport House

1 Cathedral Road

Cardiff CF11 9SB

Tel: 029 2023 7744

Fax: 029 2023 7749

Email: cymru@stonewallcymru.org.uk

Web: www.stonewallcymru.org.uk/cymru/

Welsh Local Government Association (WLGA)

Local Government House

Drake Walk, Cardiff

CF10 4LG Tel: 02920 468 600 www.wlga.gov.uk