



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

**ADRODDIAD BLYNYDDOL
CYDRADDOLDEBAU MEWN
CYFLOGAETH
2023/2024**

**ANNUAL EQUALITIES IN
EMPLOYMENT REPORT
2023/2024**



Introduction

It gives me great pleasure to introduce the Council's Annual Equalities in Employment Report which details the Council's approach to providing information on its work in respect of equality and diversity during 1st April 2023 to 31st March 2024.

Our purpose is to help Neath Port Talbot residents live good lives and it is important to us that our workforce is representative of our communities, celebrates diversity and ensures our workplace is a place everyone can show up as themselves.

Whilst we have made some improvements in making our County Borough a more equal place for people to live, work and access services, we recognise that there are and will continue to be, areas for improvement. This report helps provide the information we need to make this happen.

Councillor Simon Knoyle

Cabinet Member for Finance, Performance and Social Justice



Equalities Employment Data

2023/2024

The data in this report covers all employees of Neath Port Talbot Council including those employed by schools.

Employment related data for the following protected characteristics is covered:

- Age
- Disability
- Race
- Sex
- Religion and belief
- Sexual Orientation
- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

Data is analysed against the following criteria:

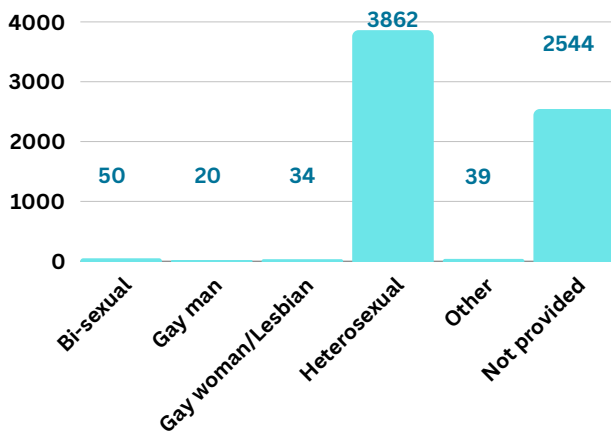
- People employed by the Council on 31st March 2024 by protected characteristic
 - Men and women employed, broken down by:
 - Occupational area
 - Grade and pay
 - Contract type, i.e. permanent or fixed term / temporary
 - Working pattern, i.e. full-time or part-time
- People who have applied for jobs with the Council
- Employees involved in grievance procedures
- Employees involved in Dignity at Work procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.
- Employees who have successfully applied for training
- Employees who have completed training

Overview of the Council

The Council employs 6,549 employees



Sexual Orientation



Average Age

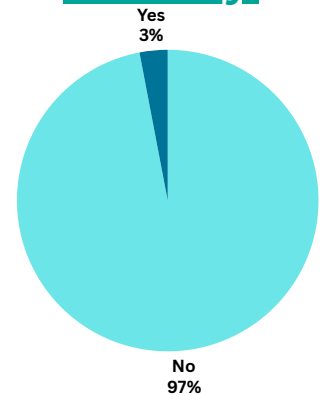


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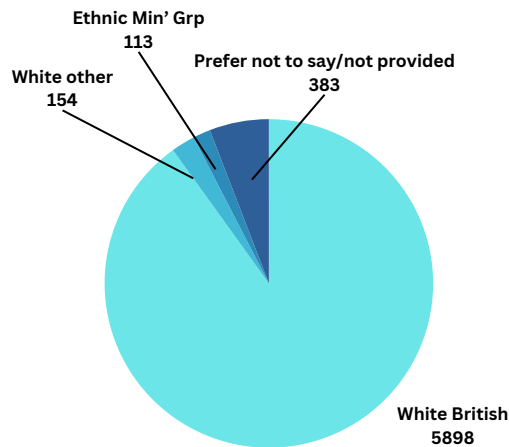


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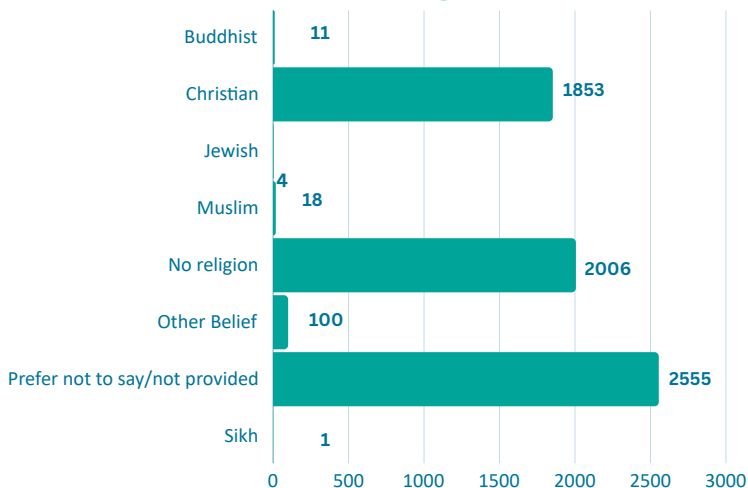
Disability



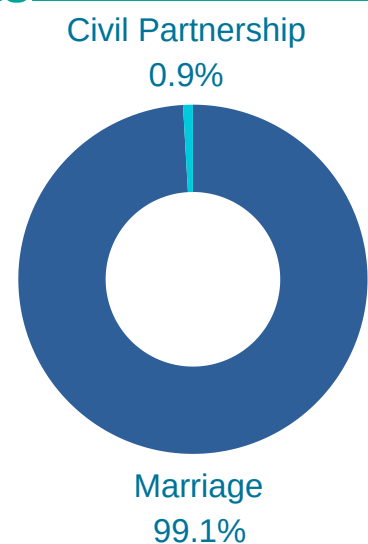
Race



Religion



Marriage & Civil Partnership



Age

Average Age

The average age of the workforce is 44 years. This is consistent with previous years.



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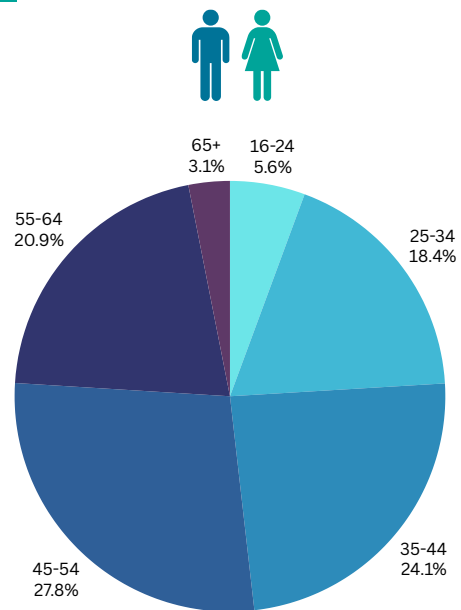
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Age Range

		
16-24	148	221
25 - 34	362	844
35 - 44	383	1198
45 - 54	486	1334
55 - 64	458	912
65+	84	119



The highest number of employees in our workforce are aged 45-54 years, followed by those aged 35-44 years. These figures are consistent with previous years and are in line with the Local Government Earnings Survey for England and Wales which shows 66.9% of the total workforce are aged between 40-64.

Succession planning continues to be a key workforce planning activity across the Council as it supports Accountable Managers to identify business critical roles and develop an action plan to deliver successors for these roles in the future.

We have amended our Succession Planning Toolkit following feedback from managers.

We have built links with the Job Centre 50+ champion for south wales, receiving guidance on recruitment procedures to increase accessibility and have attended a 50+ workshop at the Job Centres in Neath and Port Talbot showing how NPT are age friendly in recruitment practices.

Apprentice numbers continue to increase with 185 Apprentices currently on programmes. 75 new Apprenticeship placements were created in 23/24 with 13 achieving a qualification. A UKSPF funded programme will see the number of apprenticeships increase further in 2024 / 2025.

Recruitment

Age Range	Applicants	Shortlisted	Appointed
16-24	1112	406	110
25 - 34	2291	719	191
35 - 44	1609	614	142
45 - 54	945	417	124
55 - 64	492	244	72
65+	44	25	6

6625 people applied for 682 jobs with the Council during 2023/24 with 645 appointments made.

9% of applicants were internal applicants from within the Council's workforce.

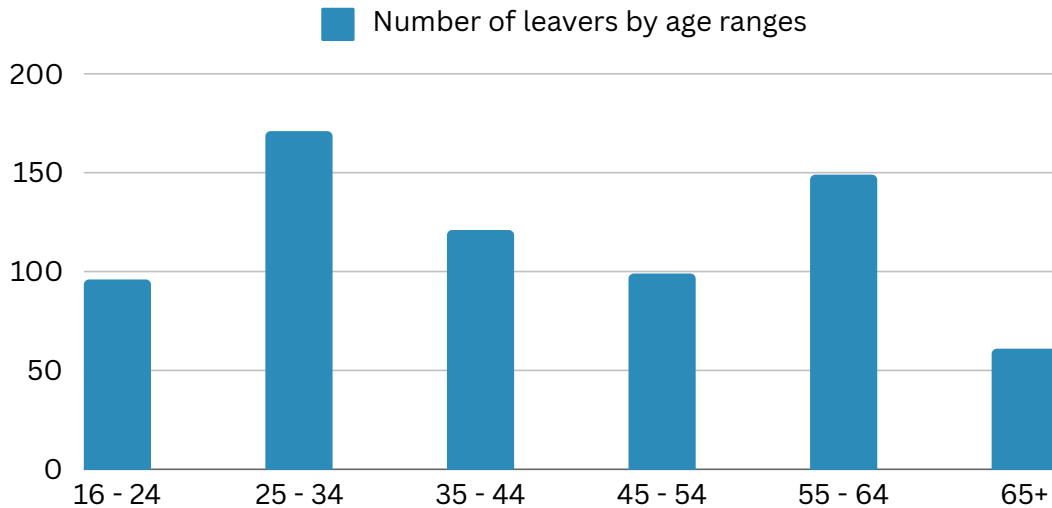
We continue to advertise our posts internally and externally simultaneously and this year, 91% of applicants were from external applicants. This has increased by 5% compared to last year

The Talent Management Team continues to provide bespoke recruitment support to managers. In addition to this they attend Jobs Fairs at NPT college, local universities, the Port Talbot Employment Hub and other venues to promote all our vacancies.

They organise 'Want to Work' days at the Job Centres to promote hard to fill roles across the Council and they have made contacts with the Job Centre Plus, Business in the Community, Local Universities, NPT college, the Refugee Network, Maximus, NPT Community Association and numerous other partners to advertise our vacancies to a wide pool of talent.

We have purchased a Linked In recruiter licence, so NPT has its own page to advertise our vacancies. Linked In is an inclusive recruitment platform and not only advertises our vacancies, but individuals who have registered with certain skills receive an email notification of vacancies specific to their skills. Every minute, 8 people are recruited on LinkedIn from over 4.9 million users. With an increasing competition for talent, we need to innovate and strategically adapt our approaches to source talent and this is part of that.

Leavers

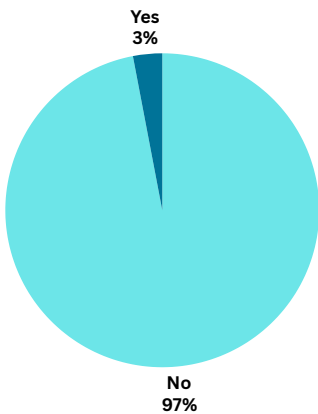


697 employees left the Council during the period. This number includes temporary and casual workers whose contracts may have come to an end and those employees who have resigned.

Understanding why people leave is important to us and in order to encourage people to tell us the reasons why they leave we have changed our processes. Whilst every leaver receives an exit questionnaire to complete, previously they had the option to have an exit interview with someone in their team. We have changed this so that leavers are now contacted directly and invited to an exit interview with a member of the Talent Management Team to encourage them to participate. We anticipate that going forward we will have a better understanding of why people leave.

Disability

Declared Disabilities



Employee Male/Female Split

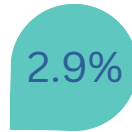
Percentage of males and females who have declared a disability.



This is representative of the make up of the workforce

Leavers

Number of leavers that had a disability



3 % of employees have declared that they have a disability, this has remained the same from last year. The declaration of a disability is dependant on the employee sharing this information with the Council.

The LGA Earnings Survey England & Wales reports that 3.3% of employees across the local government workforce have declared they have a disability.

In partnership with Time to Change Wales we continue to develop and implement evidence based actions that support mental health and well-being in the workplace. We have been proud to be in partnership with TTCW since 2019. In 2023 / 24 we recruited and trained 33 Mental Health Champions across the workforce. Champions are people with an interest in or experience of mental health problems and they are at the heart of the TTCW campaign to challenge the stigma associated with mental health. They share their story with their colleagues, and help signpost to sources of help and advice. Two of our champions produced films of their story this year to help colleagues.

In January 2024 we implemented an Employee Assistance Programme offering every employee in the council access to confidential counselling services as well as a range of other benefits which could include holistic health and well-being support.

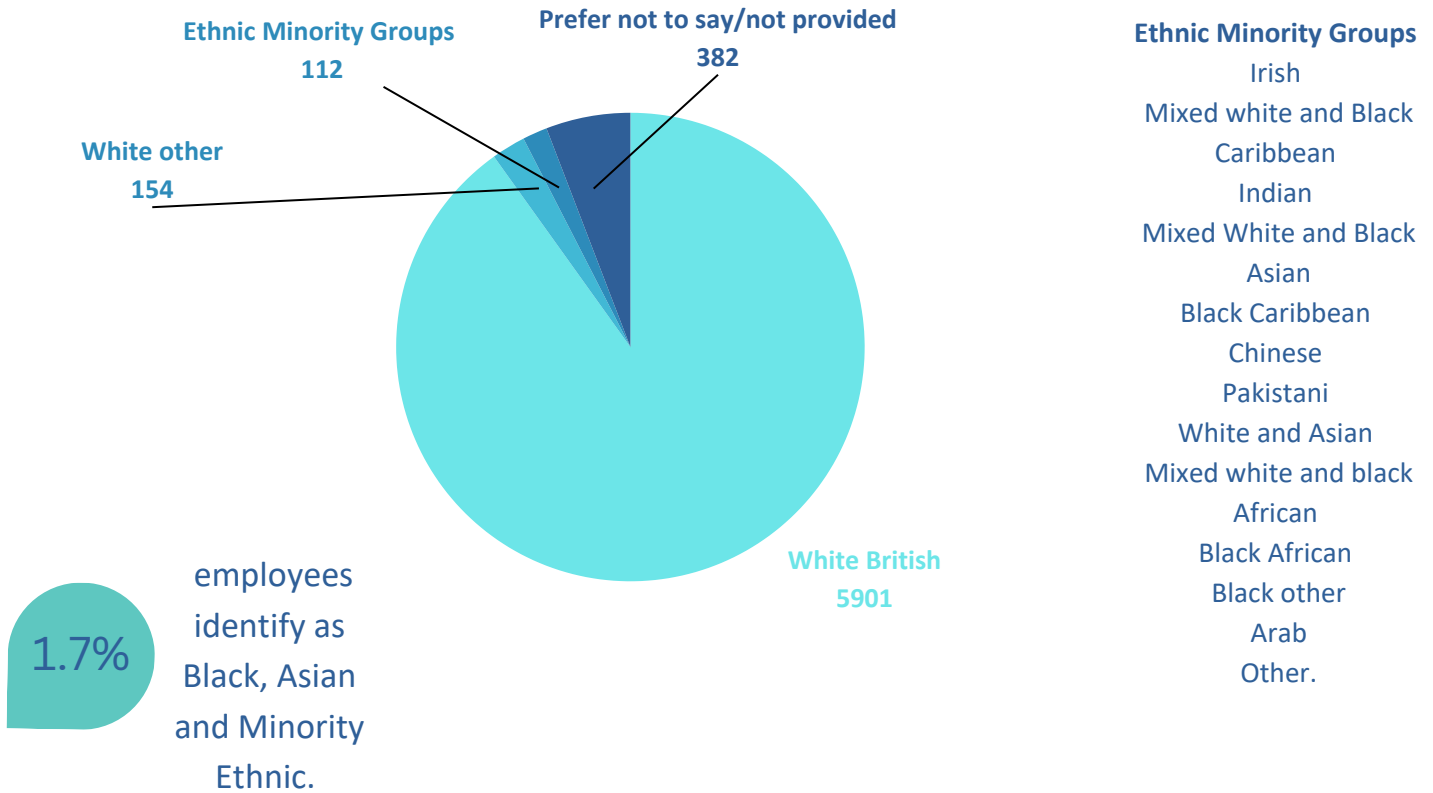
We continue to promote our Reasonable Adjustments Disability Passport to ensure that our employees who have a disability are supported in the workplace.

Recruitment

414 (6%) applicants who applied for a post with the Council declared a disability. Out of these 414, 49 (12%) were shortlisted for interview. 22(5%) of those shortlisted were successful and were appointed to the post.

We are committed to ensuring that all recruitment is free from unfair and unlawful discrimination. Reasonable adjustments for disabled people are made at all stages of the recruitment process, as required. We are a Disability Confident employer and operate a Guaranteed Interview Scheme for applicants who consider themselves to have a disability, if they meet the essential criteria for the role.

Race





To set this in the context of the local population, according to the 2021 Census, the proportion of Ethnic Minority Groups residents with the County Borough equates to 3.4%.

It is disappointing to note this year that we have had a slight decrease in the number of employees from ethnic minority groups. Last year the number of employees was 114 (1.8%) to 112 (1.7%). It is hoped that this will increase next year due to our recruitment activities discussed earlier in this report.

The Ethnic Employee Network currently has 20 members and meets every 2-3 months. The network have established a chair from within and are now able to manage meetings and agenda self-sufficiently. The network is consulted on major employee policy developments as a key stakeholder and help us to develop policy in a way that supports ethnic minority employees.

Employee Male/Female Split

		
White/British	1743	4158
White Other	43	111
Ethnic Minority Group	47	65
Prefer not to say/Not Provided	88	294

Male/female split of ethnic minority employees



We have developed an Anti-Racism Action Plan in conjunction with our trade union colleagues and our Ethnic Employee Network. The Action Plan aims to improve employment experiences and opportunities for individuals from ethnic minority backgrounds. As an Authority, we have also signed up to the UNISON Anti-Racism Charter.

Recruitment

6625 people applied for 682 jobs with the Council during 2023/24.

Ethnic Minority Groups

Applicants

2023/2024	2022/2023	2021/2022
771	447	286

Shortlisted

2023/2024	2022/2023	2021/2022
160	97	38

Appointed

2023/2024	2022/2023	2021/2022
21	25	9

It is positive to note that the number of applicants and shortlisted applicants from ethnic minority groups has increased year on year since 2021/2022. What is disappointing that the number appointed has reduced slightly. We have a number of actions in place around this:-

As part of the Anti-Racism Action Plan, we aim to remove barriers to employment and promotion opportunities for ethnic minority employees and have done so by trialling anonymised application forms and adding a clear Anti-Racism Statement to our Jobs website. We have also added Employee Network and Anti-Racism Action Plan information into Corporate Induction sessions.

The Council has signed the Unison Anti-Racism Charter. In signing, the Council pledges that it will introduce the commitments outlined in the Anti-Racism Charter within 12 months. Doing so will demonstrate our commitment to addressing any racial disparities in recruitment, in promotions, in training opportunities, in employment relations procedures such as disciplinary and in pay.

The Talent Management Team attend the ethnic employee network for ideas around increasing our recruitment reach to encourage applicants. They have links with race equality first for guidance on recruitment strategies around the anti racism charter. Contacted the Welsh Government for guidance on enhancing diversity in recruitment, actively use LinkedIn for a more diverse pool of candidates and attend University jobs fairs, expanding our access to all students from Swansea, Cardiff, Pontypridd, Carmarthen etc.

Leavers

697 employees left the authority during the period.

Ethnic Minority Group leavers
(of total leavers)

2.7%

Ethnic Minority Group leavers
(of total workforce)

1.7%

Sex



The gender profile of the Council mirrors the national average for local government and is consistent with previous years.



Recruitment

6625 people applied for 682 jobs with the Council during 2023/24.

A table with three rows and three columns. Above the columns are icons for a male (blue) and a female (teal). The table contains the following data:

		
Applicants	2496	4027
Shortlisted	791	1501
Appointed	228	449

38% of all applications were made by males and 61% females. This represents the same figures as last year. 1% of applicants did not specify a gender.

The number of females shortlisted has increased this year with 35% male and 65% females being shortlisted (61% last year)

Out of these, 66% of all successful applicants were female and 34% male. The number of successfully appointed females however has slightly decreased from last year which was 68% female and 32% male

We set out actions to support the progression of women in our workplaces via the Gender Equality Action Plan originally developed in partnership with Chwarae Teg via the Fair Play Employer Scheme.

Key activity in 2023 / 2024:

Neath Port Talbot County Borough Council was awarded the 'Womenspire Fair Play Employer Award' recognising our achievements towards gender equality within the workplace



An event was held to mark International Women's Day (8th March) where four inspirational female employees from across the Council spoke about their careers. The event was well attended and enjoyed by all.

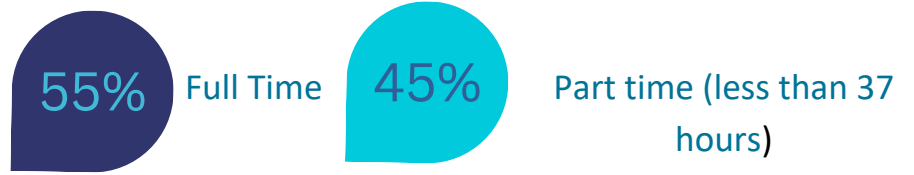
Flexible working policies and options have been re-publicised via communication channels to ensure all our employees (men and women) are aware of the opportunities available to them.

The Menopause Action Plan and Menopause Pledge are supporting and showing support to employees via communication channels and activities. This work won an Innovation Award at the Employee Recognition Awards 2023.

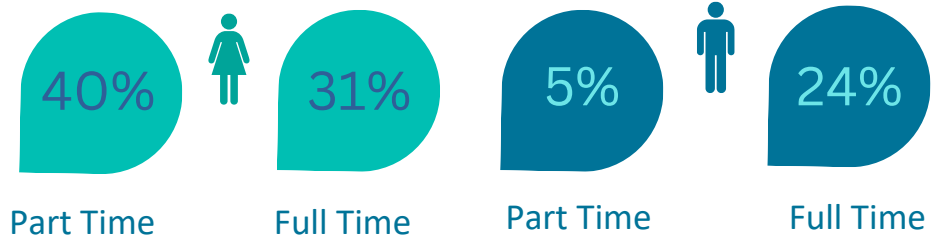
The launch of the Ment2Be NPT mentoring scheme developed to support low paid women access advice and guidance to help them with career development and progression

Contract Type

		
Permanent	1670	3773
Fixed Term	96	291
Temporary	174	735



Male/Female of total workforce



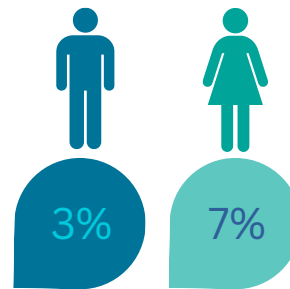
Leavers

There were 697 leavers during the period.

Male/Female of total leavers



Male/Female leavers of the total workforce



Gender Pay

Gender Pay Gap for 31st March, 2022



4.26%

Mean

3.56%

Median

All employees (excluding schools)

	Mean	Median
	£15.72	£13.78
	£15.05	£13.29

Gender Pay Gap for 31st March, 2023



3.67%

Mean



3.28%

Median

All employees (excluding schools)

	Mean	Median
	£16.36	£14.65
	£15.76	14.17

All employees (including schools)

	Mean	Median
	£18.90	£15.52
	£17.87	£14.00

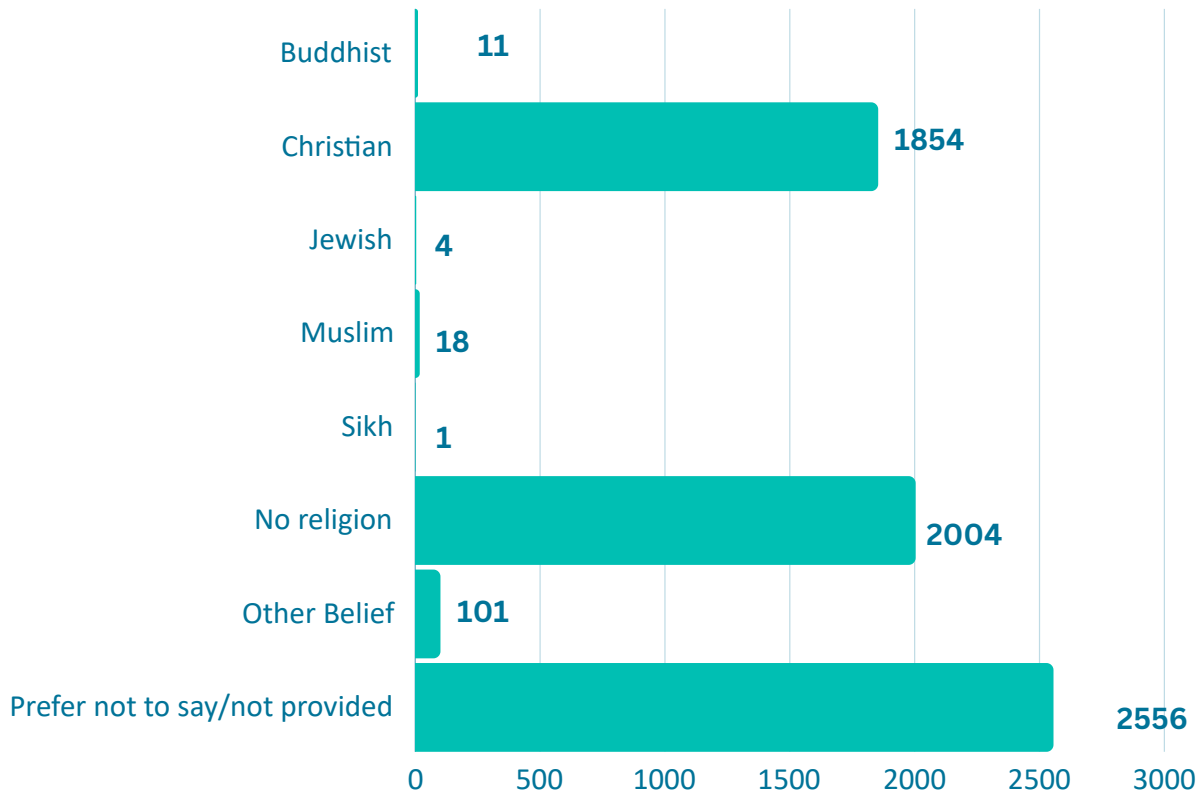
Our mean gender pay gap in 2022 has decreased from 4.26% in 2022 to 3.67% in 2023. This means that there is now less of a difference in women's average hourly rate compared to men's since 2022.

In 2022 a female employee earned 96p for every £1 earned by a male employee whereas in 2023, a female earns 97p for every £1 earned by a male.

The Gender Pay Gap for March 2024 will be published at a future Committee Meeting.

Religion/Belief

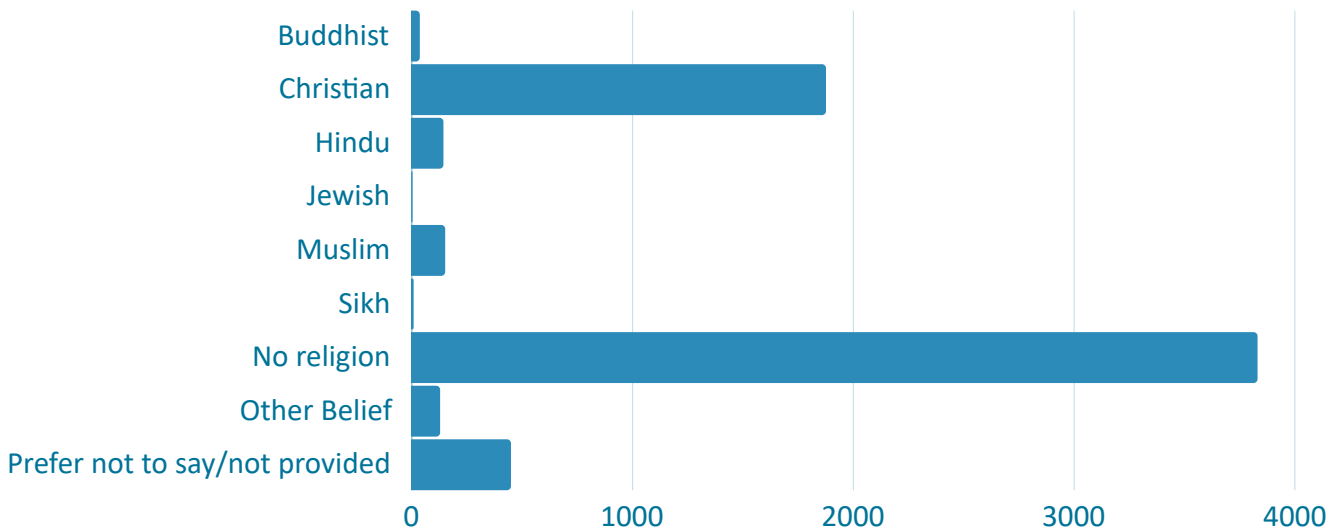
A wide range of beliefs and non-beliefs are represented within our employee profile



The highest percentage of employees declaring their religion is Christian (all denominations), with 28% of employees declaring this. 31% declared no religion, with 39% preferring not to say.

Recruitment

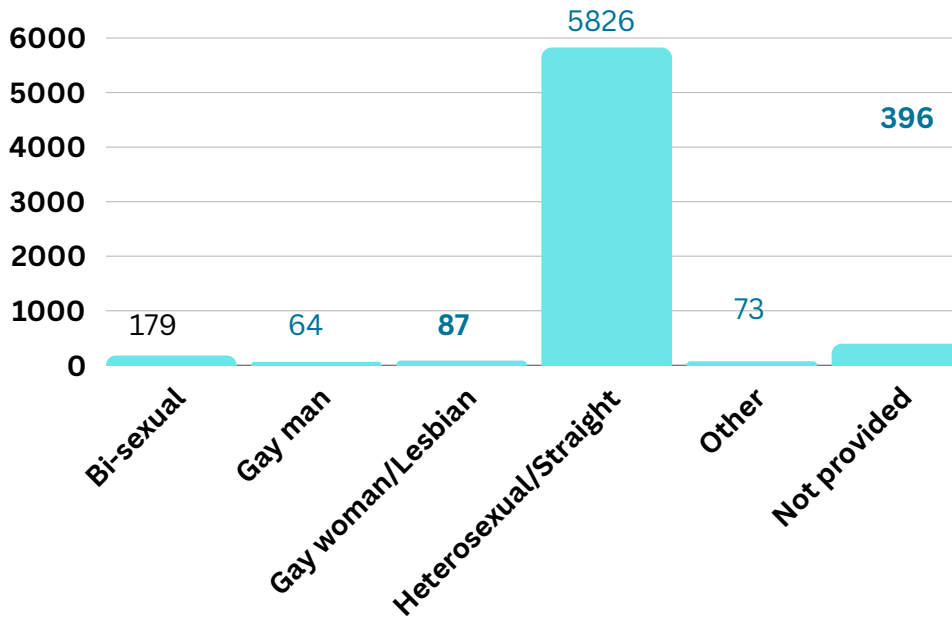
6625 people applied for 682 jobs with the Council during 2023/24.



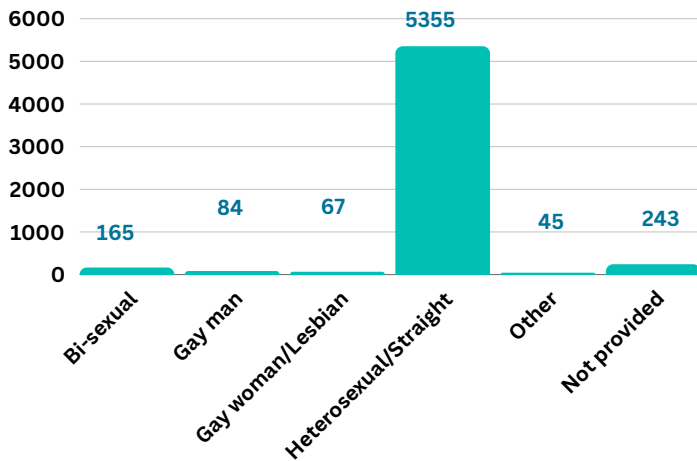
The highest proportion of applicants (59%) stated they had no religion, this is in line with the 2021 census. The next highest percentage (31%) were Christian (all denominations). These figures are similar to previous years.

Sexual Orientation

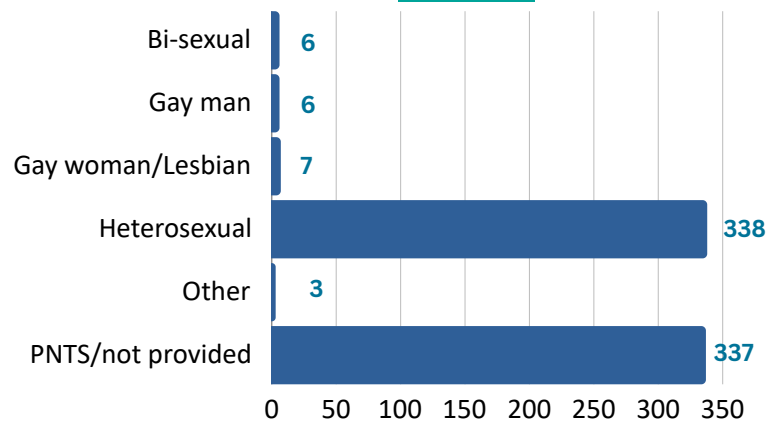
Employees



Recruitment



Leavers



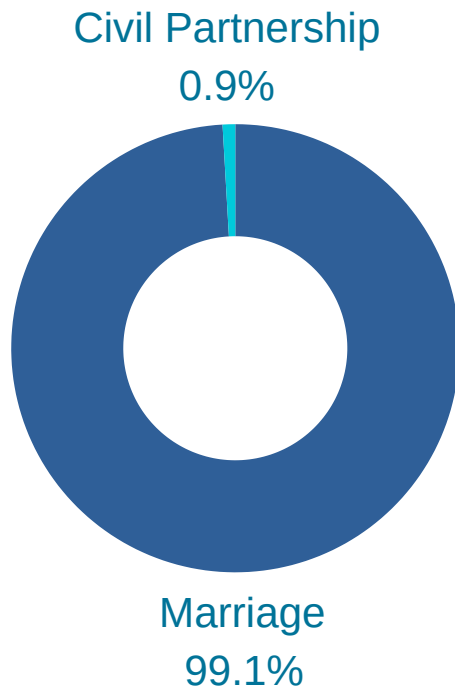
Gender Reassignment

This year, no employees stated that their gender was different to that assigned at birth.

The Council has had in place a Gender Reassignment Policy since July 2019 to support trans employees. This year we are reviewing the policy and introducing Guidance to ensure it is still up to date and fit for purpose.

The Council's Learning, Training and Development team run awareness training sessions for employees in relation to gender reassignment.

Marriage & Civil Partnership



Pregnancy & Maternity

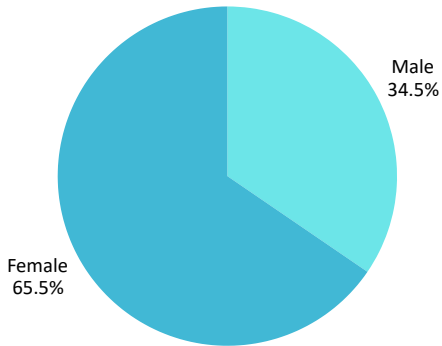
- 108 employees have taken Maternity leave
- 25 employees have taken Paternity Leave
- 2 employees have taken Adoption Leave
- 5 employees have taken Shared Parental Leave

Occupational Areas of Work

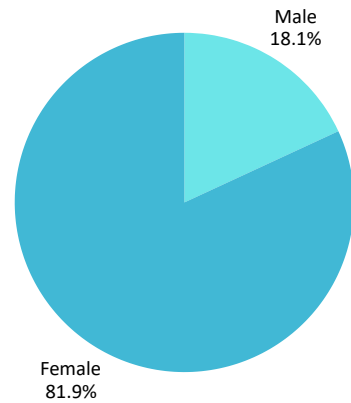
The graphs below show a breakdown of each Directorate with the male and female split. The percentages refer to the percentage of the Directorate's workforce.

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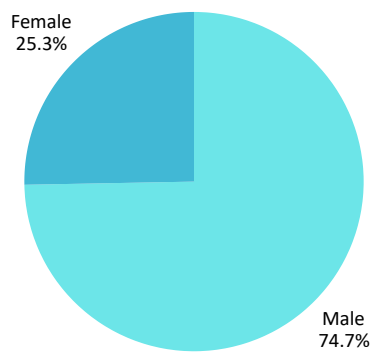
Strategy & Corporate Services



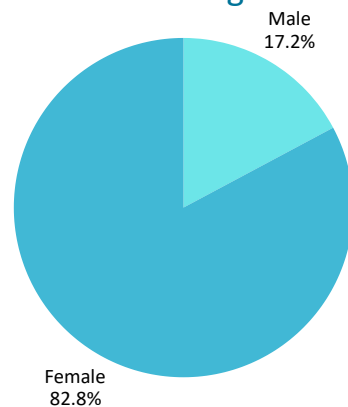
Education, Leisure & Lifelong Learning



Environment & Regeneration





Social Services, Health & Housing

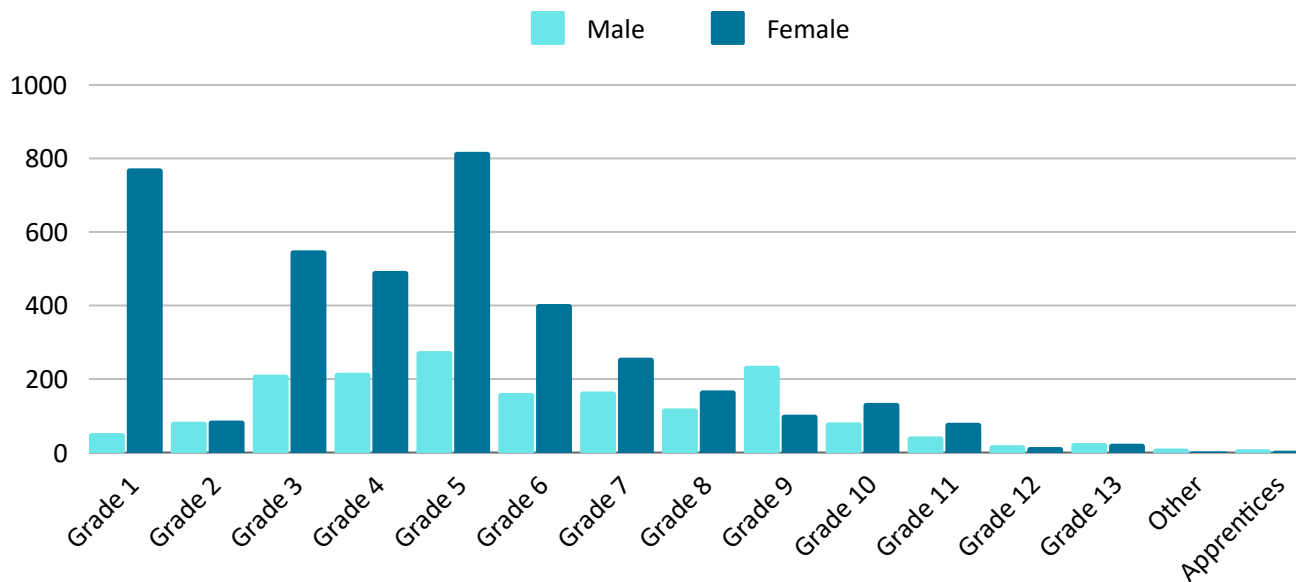


Grade & Pay



Chief Officers



Salary Range			Total
£114,811 - £155,792 (Chief Exec)		1	1
£117,379 - £126,424 (Director)	3	1	4
£95,609 - £105,213 (CFO)	1		1
£81,966 - £89,958 (HOS)	11	6	17
Total	15	8	23

Local Government Services (Green Book) Employees





Teacher Leadership Groups

Deputy Heads/ Teachers in Charge			Total
£48,012 - £100,343	40	66	106



Heateacher Salary Pay Point			Total
£54,316-£71,195	4	3	7
£54,316-£72,263	0	1	1
£57,064-£84,536	6	25	31
£61,547-£66,148	0	1	1
£61,547-£86,636	5	7	12
£61,547-£83,699	0	2	2
£66,148-£88,780	3	1	4
£72,895-£97,923	2	1	3
£78,547-£110,681	3	1	4
£84,536-£119,117	3	2	5
Total	26	44	70

Teacher Leadership Groups



Teacher Salary Range			Total
£30,742 - £42,466 (Main Scale)	74	212	286
£44,024- £47,340 (UPS 1-3)	173	575	748
£20,674 - £32,696 (Unqualified)*	9	22	31
Total	265	833	1098



**Unqualified Teachers are predominately based in the Music Service where qualified teacher status is not a requirement of the role*

Soulbury (Blue Book) Groups



Advisor/Inspector Salary Range			Total
£40,540-£43,224 (1-3)	1	0	1
£45,857-£49,878 (5-8)	0	1	1
£45,857-£52,805 (5-10)	0	1	1
£54,166-£56,976 (11-15)	0	3	3
£58,308-£65,794 (14-20)	0	1	1
£59,777-£67,133 (15-21)	1	0	1
£65,097-£68,301 (19-22)	0	1	1
£67,133-£70,739 (21-24)	1	0	1
£69,586-£76,899 (23-29)	1	0	1
£70,739-£78,146 (19-30)	1	1	2
£70,739-£71,971 (24-25)	1	1	2
£70,739-£74,403 (24-27)	0	2	2
£70,739-£73,173 (24-26)	0	1	1
£70,739-£70,739 (24)	0	1	1
Total	6	13	19

Soulbury (Blue Book) Groups

Educational Psychologist Salary Range			Total
£35,228 - £37,828 (Assistant)	0	4	4
£42,422 - £8,348 (Scale A)	0	9	9
£52,678- £69,010 (Scale B)	0	4	4
Total	0	17	17

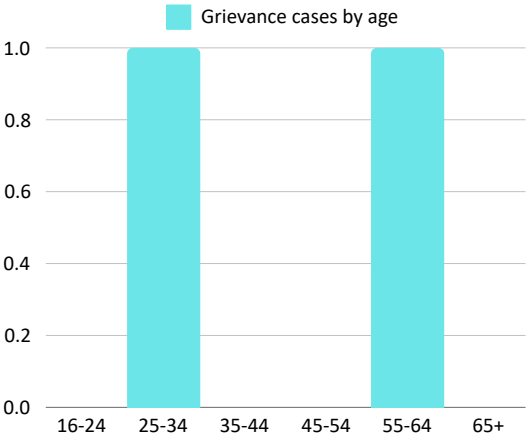
Youth & Community Service Officer Salary Range			Total
£49,953 - £53,648 (7 – 10)	1	0	1

Youth & Community Workers (Pink Book)

Salary Range			Total
£29,606 - £32,341 (13 – 16)	14	30	44
£33,141 - £35,547 (17 – 20)	4	3	7
£37,467 - £40,465 (22 – 25)	2	3	5
Total	20	36	56
Part Time at various rates	19	25	44
Total	39	61	100

Employees involved in Grievance Procedures 2023/2024

There were 2 grievance cases during this period and shown below are graphs breaking these cases down by protected characteristic.



Married/Civil Partnership



Disability



Religion/Belief

- 1 - Christian
- 1 - Other

Sexual Orientation

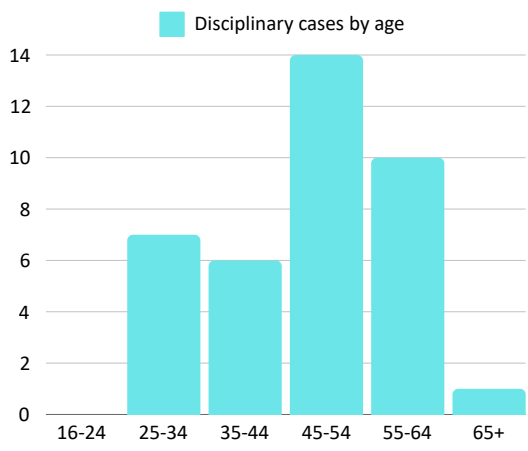
- 2- Hetrosexual/Straight

Employees who brought a Dignity at Work Complaint 2023/2024

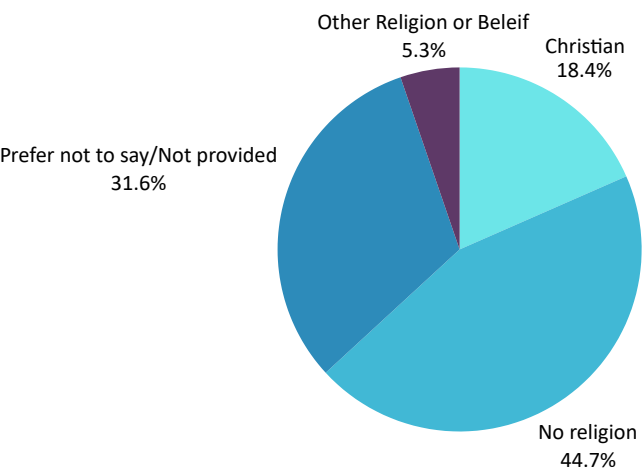
There were no Dignity at Work complaints during this period.

Employees subject to Disciplinary Procedures 2023/2024

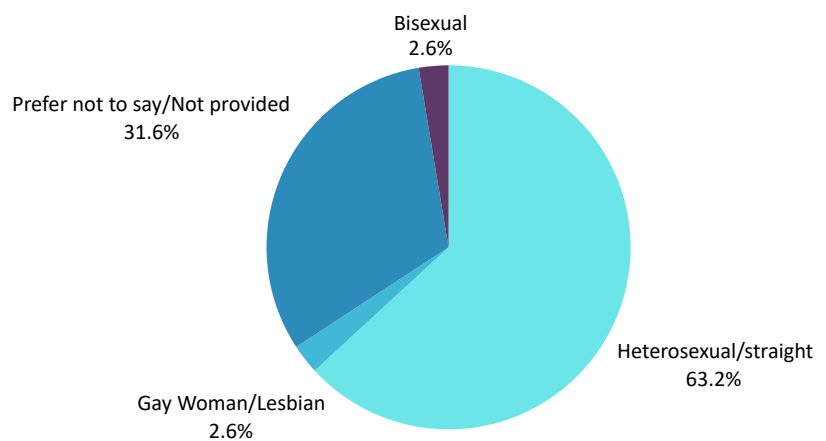
There were 38 disciplinary cases during this period and shown below are graphs breaking these cases down by protected characteristic.



Religion/Belief



Sexual Orientation



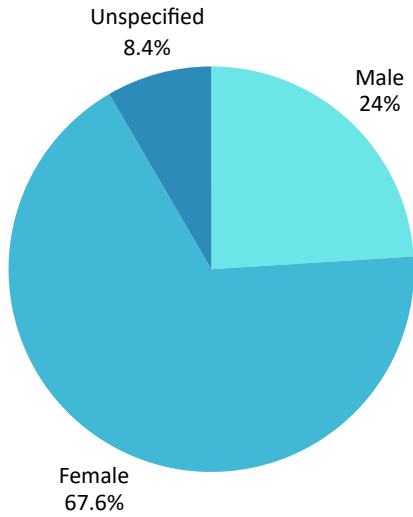
Learning

Training data now includes South Wales Trunk Road Agency (SWTRA), not accounted for in previous year reports. SWTRA training is now fully administered by Learning, Training & Development Team

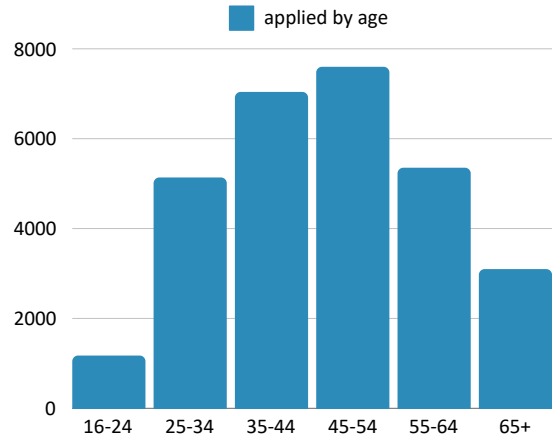
35,356 learning applications approved in 2023/2024.

33,871 of these are employees of the Council.

Gender



Age



Gender Reassignment

10

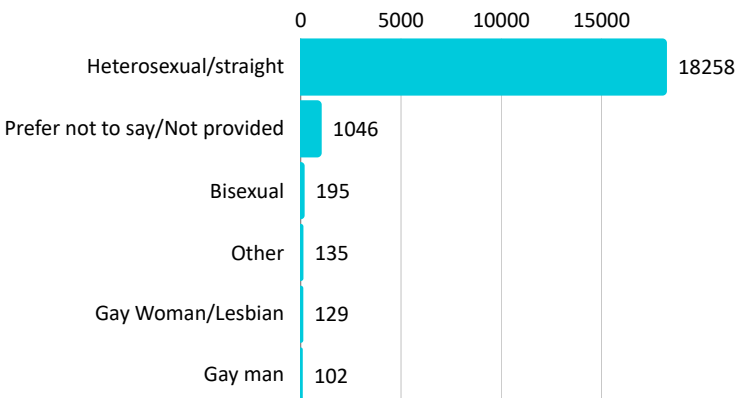
Pregnancy & Maternity

1010

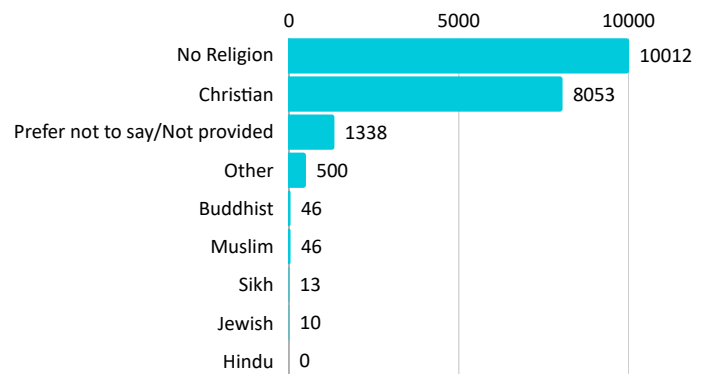
Paternity

252

Sexual Orientation



Religion/Belief



The HR Learning, Training and Development Team also provide staff training in line with the Equality Act requirements. Provided below are the relevant e-learning training courses and the number of staff who undertook these courses.

Course Title	No of Staff who attended
Equalities in the Workplace	50
Unconscious Bias & Cultural Competencies	130
Violence Against Women, Domestic Abuse and Sexual Violence	5385
WRAP (Workshop to Raise Awareness of Prevent)	4921
Safeguarding (Children & Adults)	11842
Dementia related training or awareness	807
Autism related training or awareness	901
Dyslexia /Dyspraxia/ Specific Learning Difficulties / ADHD / Neurodiversity in the Workplace	189
Transgender Awareness	118
Far Right Extremism & Counter Narrative Training	8
Hate Crime	34