

## **Equalities Employment Information 2013-2014**

### **1. Purpose of Report**

To seek Members approval for the publication of equalities employment information for the year 2013 - 2014, prior to its publication on the Council's website, and the employment-related equality objectives.

### **2. Background**

#### **The legislative framework**

The general public sector equality duty under the Equality Act 2010 came into force in April 2011 and it requires public bodies to:

- 1) Eliminate discrimination
- 2) Advance equality of opportunity
- 3) Foster good relations between different groups.

In addition to the general equality duty there are specific duties which came into force within 2011. Under the specific duties, Public Bodies are required to:

- Prepare and publish one or more equality objectives
- Publish information to demonstrate compliance with the general equality duty. This includes information relating to persons who share a relevant protected characteristic who are its employees or other persons affected by its policy and practice

#### **The duty to publish information**

As set out in the Regulations of the Equality Act 2010, all Public Authorities were required to publish specified information to demonstrate their compliance with the Public Sector Equality Duty by 31st March 2012, then at subsequent intervals, of not greater than one year. Any gaps in the specified information should be clearly identified, the reasons for the gaps, and the measures that are being to address the gaps in future.

The diagram below details the characteristics that are protected under the Equality Act 2010



In compliance with our duty to publish information the Council produces an annual employment monitoring report which presents a statistical picture of the Council’s workforce from recruitment through to exit.

### **3. The Equalities Employment Information**

The data has been analysed by the protected characteristics of gender, race, disability and age and by specific criteria. The data in relation to these characteristics is of good quality. However, there are gaps in the information that the Council is currently able to collect in relation to the following protected characteristics: gender reassignment, pregnancy and maternity, religion and belief and sexual orientation

The data set out in Appendix 1 is either for the 12 month period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014, or, where appropriate, a snapshot of the workforce on 31<sup>st</sup> March 2014.

The data has been collated from the Vision employee record database, with the exception of recruitment (for which there is a separate database) and training (for which there is limited use of the corporate database).

#### **4. Employment-Related Equality Objectives**

The Council's SEP included the following employment-related objectives:

- expand data collection to all protected characteristics
- develop pay and employment data to better understand the reasons for the pay gap and to identify any actions which may be feasible to close the pay gap.

Under its commitment to developing data in relation to the protected characteristics, and pay and employment data, the Council has established a development project under the Efficiencies Programmes Board. Dedicated resource has been allocated to this project, with the aim of improving the quality of the data held on the integrated HR / Payroll I.T. system, VISION, and to improve the quality of the data that can be extracted from the database. The project plan includes addressing the requirements for complete data collection for equality monitoring purposes.

#### **5. Consultation**

This report will be discussed with all recognised trade unions at meetings of the various collective bargaining groups during the period September to December 2014.

The employment equality objectives will be reviewed in this way. These discussions will be in the context of the Council's Workforce Strategy Collective Agreement 2013-2016, and financial cuts and recruitment freezes and therefore any equality initiatives must be within existing resources, with limited opportunity to change the make-up of the workforce.

#### **6. Recommendation**

It is RECOMMENDED that the enclosed equalities employment information, together with the update on the two employment-related equality objectives, is APPROVED by Members.

## **FOR DECISION**

### **7. Appendices**

Appendix 1 – Equalities Employment Information 2013 - 2014

### **8. Wards Affected**

All

### **9. Officer Contact**

Sheenagh Rees, Principal HR Manager, Principal HR Manager, Email – [s.rees5@npt.gov.uk](mailto:s.rees5@npt.gov.uk) or tel. 01639 763012

**Neath Port Talbot County Borough Council**

**EQUALITIES EMPLOYMENT INFORMATION 2013-2014**

**Introduction**

The data in this report relates to all employees of Neath Port Talbot County Borough Council including those employed by schools, with the exception of voluntary-aided and faith schools.

The Council has, for an extended period of time, collected employment related data for the following protected characteristics:

- Age
- Disability
- Ethnicity
- Gender

Data is analysed against the following criteria:

- People employed by the Council on 31<sup>st</sup> March 2014 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 who have successfully applied for training
- Employees who have completed training
- Employees involved in grievance procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.

The following gaps exist in the data that we are able to collect:

- The protected characteristics: gender reassignment, pregnancy and maternity, religion and belief and sexual orientation.
- Employees who have applied to change position within the authority, identifying how many were successful and how many succeeded in their application – the data relating to recruitment includes internal and external candidates, but is not able to differentiate between the two.
- Employees who applied for training and who were unsuccessful. The Council currently records only applications that are supported by the employee's manager. There is no provision on the corporate training database to record unsupported applications and this matter is being considered by a regional working group advised by the WLGA.
- Employees who are the subject of grievances. Grievances often fail to identify such a person; they may instead relate to a decision/policy rather than another employee.

The Council has recognised that current arrangements for collecting employment data need to be improved. The Council's Efficiency Programme Board has established a priority project to develop the Council's employment database, VISION. This project aims to expand the data collected in relation to the protected characteristics and to improve the quality of the data collated.

## THE PROTECTED CHARACTERISTICS

### AGE

The data shows that in 2013 / 2014 the highest percentage of the workforce is in the age category 45-54, closely followed by those aged 35-44. This is consistent with previous years.

Age Range	% of total workforce	% of total workforce	% of total workforce	Head count
	2011/2012	2012/2013	2013/2014	2013/2014
16-19	1%	1%	1%	42
20-24	5%	6%	5%	364
25-34	20%	19%	18%	1359
35-44	25%	25%	25%	1859
45-54	31%	28%	30%	2222
55-64	18%	19%	19%	1407
65-74	1%	2%	2%	111
75+	0%	0%	0%	6
<b>Total</b>			100%	7370

### DISABILITY

1.6% of employees have identified themselves as having a disability. The numbers of employees identifying themselves as disabled has reduced by a head count of 9 from 2012 / 2013.

Group	% of workforce	% of workforce	% of workforce	Total
	2011/2012	2012/2013	2013 / 2014	2013 / 2014
Disabled	2%	1.7%	1.6%	119
Not Disabled	98%	98.3%	98.4%	7251
Total			100%	7370

The Council continues to be a “Two Ticks” employer. To use the Positive about Disabled People two ticks symbol the Trust must demonstrate its commitment regarding recruitment, training, retention and disability awareness. These commitments are:

- to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
- to discuss with disabled employees, at any time but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities
- to make every effort when employees become disabled to make sure they stay in employment
- to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

## **GENDER**

The gender profile for 2013 / 2014 is 74% female: 26% male. This is higher than the national average for local government, in which women make up 71% of the workforce. In 2012 / 2013 the profile was 71% female: 29% male.

<b>Gender</b>	<b>% of workforce 2012 / 2013</b>	<b>% of workforce 2013 / 2014</b>	<b>Head count 2013 / 2014</b>
Female	71%	74%	5478
Male	29%	26%	1892
<b>Total</b>		<b>100%</b>	<b>7370</b>



## ETHNICITY

The overall proportion of black and minority ethnic (BME) employees in the workforce is 1.1%. To set this in the context of the local population, according to the 2011 Census, the proportion of black and minority ethnic residents within Neath Port Talbot County Borough Council equates to 1.9%.

In 2012 / 2013 the proportion of black and minority ethnic employees was 1.2%. 2013 / 2014 has seen a head count reduction of 8 BME employees.

	2012 / 2013	2013 / 2014
Other Ethnic Group	22	16
Irish	11	9
Mixed White & Black Caribbean	8	6
Indian	5	8
Asian Other	10	12
Black British	0	0
Mixed White & Black Asian	6	4
Black Caribbean	3	3
Bangladeshi	3	4
Chinese	5	4
Pakistani	6	4
White & Asian	3	3
Mixed White & Black African	0	0
Black African	4	4
Black Other	5	6
<b>Sub Total</b>	<b>91</b>	<b>83</b>
White British	6926	6905
White Other	123	108
Prefer Not to Say	261	274
<b>Total</b>	<b>7401</b>	<b>7370</b>

## MEN AND WOMEN AT WORK

### OCCUPATIONAL AREA OF WORK ON 31<sup>ST</sup> MARCH 2014

<b>CHIEF EXECUTIVES</b>	<b>Female</b>	<b>Male</b>
Corporate Strategy	53	16
Corporate Strategy & Democratic Services	69	6
Human Resources	122	6
Total	122	33
<b>% of directorate workforce</b>	<b>85%</b>	<b>15%</b>
<b>31<sup>st</sup> March 2013 comparison</b>	<b>83%</b>	<b>17%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>83%</b>	<b>17%</b>

<b>EDUCATION, LEISURE &amp; LIFELONG LEARNING</b>	<b>Female</b>	<b>Male</b>
Partnerships & Community Development	348	173
Schools	2483	471
Schools Inclusion & Lifelong Learning Development	104	33
Support Services & Commissioning Development	757	71
Total	3692	748
<b>% of directorate workforce</b>	<b>83%</b>	<b>17%</b>
<b>31<sup>st</sup> March 2013 comparison</b>	<b>81%</b>	<b>19%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>83%</b>	<b>17%</b>

<b>ENVIRONMENT</b>	<b>Female</b>	<b>Male</b>
Engineering & Transport	77	106
Planning	26	29
Property & Regeneration	162	87
South Wales Trunk Road Agency	21	85
Streetcare Services	28	423
Total	314	730
<b>% of directorate workforce</b>	<b>30%</b>	<b>70%</b>
<b>31<sup>st</sup> March 2013 comparison</b>	<b>27%</b>	<b>73%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>30%</b>	<b>70%</b>

<b>FINANCE &amp; CORPORATE SERVICES</b>	<b>Female</b>	<b>Male</b>
Financial Services	152	48
ICT	28	76
Legal & Democratic Services & Monitoring	54	25
Total	234	149
<b>% of directorate workforce</b>	<b>61%</b>	<b>39%</b>
31 <sup>st</sup> March 2013 comparison	<b>60%</b>	<b>40%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>62%</b>	<b>38%</b>

<b>SOCIAL SERVICES HEALTH &amp; HOUSING</b>	<b>Female</b>	<b>Male</b>
Business Strategy & Public Protection	150	45
Children & Young People Services	232	68
Community Care & Housing Services	736	128
Total	1118	241
<b>% of directorate workforce</b>	<b>82%</b>	<b>18%</b>
31 <sup>st</sup> March 2013 comparison	<b>80%</b>	<b>20%</b>
<b>31<sup>st</sup> March 2012 comparison</b>	<b>84%</b>	<b>16%</b>

## **GRADE AND PAY**

### **Chief Officers**

Females now make up 24% of the Chief Officer workforce, compared with 14% in 2012 / 2013.

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£122,049 - £134,253	0	1	1
£98,745 - £108,618	0	4	4
£68,439 - £75,279	5	11	16
Total	5	16	21

## LGS (Green Book) Employees

The overall gender distribution of LGS employees is consistent with 2012 / 2013, however the percentage of female employees in grade 1 has increased by 8% and the percentage of female employees in grade 13 has decreased by 5%.

Salary Range	Female	% female	Male	% male	Total
Grade 1	645	99%	14	1%	659
Grade 2	181	60%	120	40%	301
Grade 3	610	69%	277	31%	887
Grade 4	568	78%	159	22%	727
Grade 5	869	73%	328	27%	1197
Grade 6	332	63%	196	37%	528
Grade 7	161	55%	133	45%	294
Grade 8	139	53%	122	47%	261
Grade 9	189	63%	110	37%	299
Grade 10	90	53%	80	47%	170
Grade 11	55	54%	47	46%	102
Grade 12	8	25%	24	75%	32
Grade 13	11	28%	28	72%	39
Foundation Modern Apprentices	7	54%	6	46%	13
<b>Total</b>	<b>3865</b>	<b>70%</b>	<b>1644</b>	<b>30%</b>	<b>5509</b>

## Teacher Leadership Groups

These figures are consistent with 2012 / 2013.

Deputy Heads / Teachers in Charge	Female	%	Male	%	Total
£37,461- £78,298	68	63%	40	37%	108

Headteacher Groups	Salary Range	Female	%	Male	%	Total
Group 1	£42,379- £55,553	10	63%	6	37%	16
Group 2	£44,525- £64,367	25	68%	12	32%	37
Group 3	£48,024- £64,367	4	40%	6	60%	10
Group 4	£51,614- £69,275	2	50%	2	50%	4
Group 5	£56,950- £76,409	0	0%	3	100%	3
Group 6	£61,288- £86,365	0	0%	4	100%	4
Group 7	£65,963- £92,948	1	33%	2	67%	3

## Teachers

Compared with 2012 / 2013 these figures show an increase of 3% in female teachers in the lower qualified pay band, and an increase of 8% in female teachers in the unqualified pay band. The upper pay band remains unchanged.

<b>Salary Range</b>	<b>Female</b>	<b>%</b>	<b>Male</b>	<b>%</b>	<b>Total</b>
£21,588 - £31,552	219	80%	56	20%	275
£34,181 - £36,756	574	76%	178	24%	752
£15,817 - £25,016*	17	81%	4	19%	21
	810	77%	238	23%	1048

\* unqualified teachers

## **Soulbury (Blue Book) Groups**

### **Advisor/Inspector**

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£44,230 - £47,742	-	1	1
£44,230 - £46,614	1	-	1
£45,348 - £48,988	1	-	1
£47,269 - £53,554	2	-	2
£47,742 - £51,246	-	1	1
£47,742 - £53,499	1	-	1
£54,090 - £57,305	1	-	1
<b>Total</b>	6	2	8

### **Educational Psychologist**

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£34,273 - £47,778	5	1	6

### **Youth & Community Service Officer**

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£33,891 - £37,240	-	1	1
£40,659 - £43,791	1	-	1

## Youth & Community Workers (Pink Book)

Salary Range	Female	%	Male	%	Total
£14,283 - £ 36,741	2	25%	6	75%	8
£17,874 - £19,833	7	88%	1	12%	8
£22,713 - £25,125	4	24%	13	76%	17
£25,830 - £27951	2	67%	1	33%	3
£29,646 - £32,289	1	33%	2	67%	3
	16	41%	23	59%	39

## CONTRACT TYPE

The gender profile:

- permanent posts = 72% female: 28% male
- fixed term posts = 79% female: 21% male
- temporary posts = 84% female: 16% male

The overall gender profile of the Council's workforce is 74% female: 26% male. The contract type shows a slightly lower proportion of females are in permanent employment, and an increased proportion are in fixed term and temporary posts compared with the overall gender profile of the workforce. The percentage of females in temporary posts has increased by 6% compared with 2012 / 2013.

Contract Type	Females	Males	Total
Permanent	4027	1586	5613
Fixed Term	381	101	482
Temporary	1065	210	1275
<b>Total</b>	5473	1897	7370

## WORKING PATTERN

- 69% of the Council's workforce is in part time employment, i.e. contracted to work less than 37 hours a week. This is an increase of 6% compared with 2012 / 2013.
- 31% of the workforce is in full time employment. This is a decrease of 6% compared with 2012 / 2013.
- Female part time employees represent over half (58%) of the workforce, an increase of 5% compared with 2012 / 2013.
- This is followed by an equal split of male (16%) and female (16%) full time employees.
- The smallest proportion (10%) of the workforce is male part time employees (no variation on 2012 / 2013).

<b>Gender</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Total</b>
Female	1160	4317	5477
Male	1152	741	1893
<b>Total</b>	2312	5058	7370

## **PEOPLE WHO HAVE APPLIED FOR JOBS WITHIN THE COUNCIL**

5520 people applied for 487 jobs, with 511 appointments made in 2013 / 2014. 24% of applicants were internal applicants from within the Council's existing workforce.

As a result of the Forward Financial Plan, external recruitment has been reduced significantly to specialist and hard to fill posts only. The main emphasis of recruitment at present is redeployment activity for employees 'at risk' of redundancy.

	% of all applicants	% shortlisted	% appointed
Female	67%	72%	34%
BME	3%	2%	0.5%
Disabled	3%	3%	0.19%
Age 16-19	9%	14%	15%
Age 20-24	22%	15%	17%
Age 25-34	28%	16%	16%
Age 35-44	18%	22%	20%
Age 45-54	17%	21%	21%
Age 55-64	6%	12%	11%
Age 65-74	0	0	0
Age 75+	0	0	0



## EMPLOYEES WHO HAVE SUCESSFULLY APPLIED FOR TRAINING

### Training Applications Granted - gender, disability & ethnicity

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	194	83	39	17	233	7	16	2	5
ELLL	1975	75	642	25	2617	41	2	28	1
ENV	210	15	1162	85	1372	28	2	8	1
F&CS	95	55	77	45	172	5	3	0	0
SSHH	4476	83	951	17	5427	177	3	102	2
<b>Total</b>	6950	71	2871	29	9821	231	2	130	1

### Training Applications Granted - age range

Age range	Directorate						
	CEX	ELLL	ENV	FCS	SSHH	Total	%
16-21	1	121	31	1	138	292	3
22-30	25	385	122	17	734	1283	13
31-40	46	670	242	42	1135	2135	22
41-50	92	771	409	42	1817	3131	32
51-60	46	581	464	66	1449	2606	26.6
61-65	23	70	93	4	138	328	3
65+	0	19	11	0	16	46	0.4
<b>Total</b>	233	2617	1372	172	5427	9821	

## EMPLOYEES WHO HAVE SUCCESSFULLY COMPLETED TRAINING

### Employees who completed training - gender, disability & ethnicity

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	158	82	34	18	192	0	0	1	2
ELLL	1902	76	609	24	2511	40	2	28	1
ENV	191	15	1122	85	1313	27	2	8	1
F&CS	80	52	74	48	154	0	0	0	0
SSHH	3829	82	815	18	4644	145	3	84	2
<b>Total</b>	6160	70	2654	30	8814	212	2	121	1

### Employees who completed training - age range

	<b>Directorate</b>						
<b>Age range</b>	<b>CEX</b>	<b>ELLL</b>	<b>ENV</b>	<b>F&amp;CS</b>	<b>SSHH</b>	<b>Total</b>	<b>%</b>
16-21	1	111	31	1	104	248	3
22-30	24	378	118	17	652	1189	13
31-40	38	643	232	39	970	1922	22
41-50	77	757	391	38	1566	2829	32
51-60	35	541	441	58	1223	2298	26.6
61-65	17	62	90	1	115	285	3
65+	0	19	10	0	14	43	0.4
<b>Total</b>	192	2511	1313	154	4644	8814	

### **Applicants who did not complete training - gender, disability & ethnicity**

<b>Directorate</b>	<b>Female</b>	<b>% female</b>	<b>Male</b>	<b>% male</b>	<b>Total</b>	<b>Disabled</b>	<b>% disabled</b>	<b>BME</b>	<b>% BME</b>
CEX	36	88	5	12	41	0	0	1	1
ELLL	73	69	33	31	106	1	1	0	0
ENV	19	32	40	68	59	1	1	0	0
F&CS	15	83	3	17	18	0	0	0	0
SSHH	647	83	136	17	783	32	4	18	2
<b>Total</b>	790	78	217	22	1007	34	3	19	2

### **Applicants who did not complete training - age range**

	<b>Directorate</b>						
<b>Age range</b>	<b>CEX</b>	<b>ELLL</b>	<b>ENV</b>	<b>F&amp;CS</b>	<b>SSHH</b>	<b>Total</b>	<b>%</b>
16-21	0	10	0	0	34	44	4
22-30	1	7	4	2	82	96	10
31-40	8	27	10	3	165	213	21
41-50	15	14	18	2	251	300	30
51-60	11	40	23	10	226	310	31
61-65	6	8	3	1	23	41	3.5
65+	0	0	1	0	2	3	0.5
<b>Total</b>	41	106	59	18	783	1007	

## **EMPLOYEES INVOLVED IN GRIEVANCE PROCEDURES**

<b>Female</b>	<b>Male</b>	<b>Total</b>
14	1	15

<b>Disability</b>	<b>BME</b>
0	0

<b>16-19</b>	<b>20-24</b>	<b>25-34</b>	<b>35-44</b>	<b>45-54</b>	<b>55-64</b>	<b>65-74</b>	<b>75+</b>
-	-	1	3	4	5	2	-

### Harassment at Work Stage 1 Complaints

Nature of complaint:

Bullying	8
Mixed complaints, involving disability, sex and sexual orientation discrimination	1

Complainants:

<b>Female</b>	<b>Male</b>	<b>Total</b>	<b>Disabled</b>	<b>BME</b>
6	3	9	-	-

<b>Age Range</b>				
		41-		
22-30	31-40	50	51-60	Unknown
2	-	3	2	2

### Preferred Option of Complainant

**Option A** - speak directly to the alleged harasser (either on their own or in the company of their Support Officer, TU representative or colleague or manager).

**Option B** - speak to their own immediate manager/supervisor (or his/her manager if it is their own manager/supervisor who is the alleged harasser) who will speak to the alleged harasser on their behalf.

**Option C** - ask their Trade Union representative or colleague to speak to the alleged harasser on their behalf.

**Option D** - take no action but keep a written record of events for future use.

<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>	<b>Stage 2</b>	<b>Unknown</b>
4	3	-	1	-	1

### Harassment at Work Stage 2 Complaints - none

## EMPLOYEES SUBJECT TO DISCIPLINARY PROCEDURES

Female	Male	Total
21	26	47

Disability	BME
NIL	NIL

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
-	2	9	5	14	14	3	-

### EMPLOYEES WHO HAVE LEFT THE COUNCIL'S EMPLOYMENT

The figures below exclude casual workers:

Department	Female	Male	Grand Total
CHEX	16	9	25
ELLL	958	208	1166
ENV	88	169	257
F&CS	40	23	63
SSHH	241	63	304
Grand Total	1343	472	1815

Female	Male	Total	Disabled	BME
1343	472	1815	31	28
74%	26%	100%	2%	2%

### Age range

Department	16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+	Grand Total
CHEX		1	4	6	5	8	1		24
ELLL	13	211	275	225	200	213	28	1	1166
ENV	12	32	40	28	49	80	14	2	257
F&CS		2	14	14	14	19			63
SSHH	3	14	57	67	93	61	9		304
Grand Total	28	260	390	340	361	381	52	3	1815