Appendix 1

EQUALITIES EMPLOYMENT DATA 2016 / 2017

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

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 31st March 2017 by protected characteristic
- Men and women employed, broken down by:
 - Occupational area
 - o Grade and pay
 - o 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
- Applicants who have successfully applied for training
- Applicants who have completed training
- Employees involved in grievance procedures
- Employees subject to disciplinary procedures
- Employees who have left the Council's employment.

THE PROTECTED CHARACTERISTICS

AGE

The data shows that in 2016 / 17, the highest percentage of the workforce is represented by the age category 45-54 years, closely followed by those aged 35-44 years. This is consistent with previous years.

A D	% of total	Head count	% of total	Head count
Age Range	workforce		workforce	
	2015/16	2015/2016	2016/2017	2016/2017
16-19	0.7%	47	0.6%	33
20-24	4%	272	4.2%	240
25-34	18%	1196	18.6%	1070
35-44	25%	1653	25.6%	1471
45-54	31%	2059	30.7%	1762
55-64	19%	1259	18.9%	1086
65-74	1.5%	107	1.3%	72
75+	0.8%	5	0.1%	4
Total	100%	6598	100%	5738

DISABILITY

1.4% of employees have identified themselves as having a disability. The numbers of employees identifying themselves as disabled has reduced by a head count of 8 since 2015/16.

	% of		% of	
Group	workforce	Total	workforce	Total
	2015/16	2015/16	2016/17	2016/17
Disabled	1.4%	90	1.4%	82
Not Disabled	98.6%	6508	98.6%	5656
Total	100%	6598	100%	5738

The Council is a Disability Confident employer. The Disability Confident Scheme encourages employers to become more confident so they employ and retain disabled people, increase understanding of disability and the benefits of employing or retaining disabled people in order to make a substantial contribution towards halving the disability employment gap.

GENDER

The gender profile for 2016/2017 is 71% female: 29% male. This is the same as the national average for local government.

In 2013 / 2014 the profile was 71% female: 29% male and 2014/15, 74% female: 26% males.

Gender	% of			
	workforce	Head count	% of workforce	Head count
	2015 / 2016	2015 / 2016	2016/2017	2016/2017
Female	74.6%	4922	71%	4087
Male	25.4%	1676	29%	1651
Total	100%	6598	100%	5738

ETHNICITY

The overall proportion of black and minority ethnic (BME) employees in the workforce is 1.01% compared to 0.92% in 2015/16.

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%.

This represents a decrease in headcount of 3 BME employees since 2015/16, however, the percentage of BME employees represented in the workforce is consistent at around 1%.

	2015 / 2016	2016/2017
Other Ethnic Group	1	2
Irish	6	6
Mixed White & Black	7	7
Caribbean		
Indian	7	4
Asian Other	13	11
Black British	0	0
Mixed White & Black	2	3
Asian		
Black Caribbean	4	4
Bangladeshi	3	6
Chinese	6	5
Pakistani	2	1

White & Asian	3	3
Mixed White & Black	0	0
African		
Black African	3	3
Black Other	4	3
Sub Total	61	58
White British	6170	5340
White Other	93	102
Prefer Not to Say	274	238
Total	6598	5738

MEN AND WOMEN AT WORK

OCCUPATIONAL AREA OF WORK ON <u>31ST MARCH 2017</u>

The gender split shows a significantly higher percentage of males employed in the Environment Directorate compared to females. All other Directorates show a higher percentage of females.

	Female	Male	Female	Male
CHIEF EXECUTIVES	2015/16	2015/16	2016/17	2016/17
Corporate Strategy & Democratic Services	54	28	55	24
Human Resources	70	9	66	13
Total	124	37	121	37
% of directorate workforce	77%	23%	77%	23%

EDUCATION, LEISURE &	Female	Male	Female	Male
LIFELONG LEARNING	2015/16	2015/16	2016/17	2016/17
Schools	2319	450	1914	417
Transformation	107	28	90	23
Participation	917	150	618	132
Total	3343	628	2622	572
% of directorate workforce	84%	16%	82%	18%

	Female	Male	Female	Male
ENVIRONMENT	2015/16	2015/16	2016/17	2016/17
Engineering & Transport	71	88	59	83
Planning	40	46	43	49
Property & Regeneration	95	60	84	61
South Wales Trunk Road Agency	21	77	26	86
Streetcare Services	18	422	26	422
Total	245	693	238	701
% of directorate workforce	26%	74%	25%	75%

FINANCE & CORPORATE	Female	Male	Female	Male
SERVICES	2015/16	2015/16	2016/17	2016/17
Financial Services	140	38	135	36
ICT	28	69	27	72
Legal & Democratic Services &				
Monitoring	50	23	50	23
Total	218	130	212	131
% of directorate workforce	63%	37%	62%	38%

SOCIAL SERVICES HEALTH &	Female	Male	Female	Male
HOUSING	2015/16	2015/16	2016/17	2016/17
Children & Young People Services	232	77	244	82
Commissioning & Support Services	149	41	135	42
Community Care & Commissioning				
Services	173	45	489	68
Integrated Community Services	438	25	22	4
Total	992	188	890	196
% of directorate workforce	84%	16%	82%	18%

GRADE AND PAY

Chief Officers

Females now make up 22% of the Chief Officer workforce, compared with 25% in 2014/15 and 14% in 2012 / 2013.

Salary Range	Female	Male	Total
£123,269 - £135,596	0	1	1
£101,729 - £109,704	0	3	3
£70,508 - £77,553	4	10	14
Total	4	14	18

LGS (Green Book) Employees

The overall gender distribution of LGS employees between grades is consistent with $2015 \, / \, 2016$.

The total number of modern apprenticeships has decreased from 27 to 14. The % of females has increased by 34%.

		%		%	
Salary Range	Female	Female	Male	Male	Total
Grade 1	515	97%	15	3%	530
Grade 2	79	65%	42	35%	121
Grade 3	504	69%	226	31%	730
Grade 4	407	76%	132	24%	539
Grade 5	762	74%	274	26%	1036
Grade 6	308	69%	136	31%	444
Grade 7	146	52%	135	48%	281
Grade 8	106	52%	96	48%	202
Grade 9	189	68%	91	32%	280
Grade 10	78	53%	68	47%	146
Grade 11	55	64%	31	36%	86
Grade 12	8	35%	15	65%	23
Grade 13	8	26%	23	74%	31
Foundation Modern					
Apprentices	10	71%	4	29%	14
Other	14	44%	18	56%	32
Total	3189	71%	1306	29%	4495

Teacher Leadership Groups

These figures are consistent with 2015 / 2016.

Deputy Heads / Teachers in Charge	Female	%	Male	%	Total
£38,984- £81,478	61	63%	36	37%	97

The percentage of females in Headteacher Group 3 has decreased by 67%, however, it has increased by 17% in Group 7compared to 2015/16.

Headteacher						
Groups	Salary Range	Female	%	Male	%	Total
Group 1	£44,102-£57,810	7	70%	3	30%	10
Group 2	£46,335-£66,982	21	66%	11	34%	32
Group 3	£49,976- £66,982	4	50%	4	50%	8
Group 4	£53,712-£72,089	0	0	2	100%	2
Group 5	£59,264- £79,514	1	33	2	67%	3
Group 6	£63,779-£89,874	0	0	1	100%	1
Group 7	£68,643-£96,724	1	17%	5	83%	6
Total		34	55%	28	45%	62

Teachers

Compared with 2015 / 2016, these figures show a decrease of 1% in female teachers in the highest pay band and an increase of 1% in female teachers in the middle pay band.

Salary Range	Female	%	Male	%	Total
£22,467 - £33,160	213	77%	63	23%	276
£35,571 - £38,250	508	77%	152	23%	660
£16,461 - £26,034	18	62%	11	38%	29
Total	739	77%	226	23%	965

Soulbury (Blue Book) Groups

Advisor/Inspector

Salary Range	Female	Male	Total
£45,655 - £55,223	3	2	5
£57,005 - £59,152	3	3	6

Educational Psychologist

Salary Range	Female	Male	Total
£35,377 - £49,317	8	1	9

Youth & Community Service Officer

Salary Range	Female	Male	Total
£34,893 - £38,440	0	0	0
£41,969 - £45,202	0	1	1

Youth & Community Workers (Pink Book)

Salary Range	Female	%	Male	%	Total
£18,450 - £20,472	0	0	0	0	0
£23,445 - £25,935	12	60%	8	40%	20
£26,662 - £28,852	1	20%	4	80%	5
£30,601 - £33,329	4	100%	0	0	4
Total	17		12		29
Part time at various					
rates	29	60%	22	40%	51

CONTRACT TYPE

The gender profile:

• permanent posts = 69% female : 31% male • fixed term posts = 75% female : 25% male

• temporary posts = 81% female : 19% male

This broadly mirrors the overall gender profile of the Council's workforce (71% female: 29% male).

The contract type shows a slightly lower proportion of females are in permanent employment (69%), and a higher proportion are in fixed term (75%) and temporary posts (81%) compared with the overall gender profile of the workforce.

	Females	Males	Total	Females	Males	Total
Contract Type	2015/16	2015/16	2015/16	2016/17	2016/17	2016/17
Permanent	3716	1400	5116	3275	1442	4717
Fixed Term	329	79	408	218	71	289
Temporary	877	197	1074	594	138	732
Total	4922	1676	6598	4087	1651	5738

WORKING PATTERN

- 42% of the Council's workforce is in part-time employment, i.e. contracted to work less than 37 hours a week. This has decreased from 69% in the previous year.
- 58% of the workforce is in full-time employment. This has increased from 31% in the previous year.
- Female part-time employees represent 37% of the total workforce, a decrease of 23% compared with 2015 / 2016.
- Of those females employed, 48% work full-time hours and 52% work part-time hours.
- 83% of male employees work full-time hours and 17% part-time hours.
- The smallest proportion (5%) of the workforce are male part-time employees (no variation from 2015/16).

Gender	Full Time 2015/16	Part Time 2015/16	Total 2015/16	Full Time 2016/17	Part Time 2016/17	Total 2016/17
Female	987	3927	4922	1953	2134	4087
Male	1040	644	1676	1378	273	1651
Total	2027	4571	6598	3331	2407	5738

PEOPLE WHO HAVE APPLIED FOR JOBS WITHIN THE COUNCIL

4,105 people applied for **498** jobs in 2016/2017, with **404** appointments made in 2016/17.

27% of applicants were internal applicants from within the Council's existing workforce.

This year, external recruitment has again been reduced significantly to only specialist and hard to fill posts, eg qualified social care workers. The main emphasis of recruitment at present is redeployment activity for employees 'at risk' of redundancy.

The data provided below has not changed significantly since last year due to the limited number of employees being recruited externally. Therefore, the profile of applicants will remain relatively consistent.

	Applicants	% of all applicants	Shortlisted	% shortlisted	Appointed	% appointed
Female	2827	69%	661	23%	64	10%
BME	169	4%	29	17%	3	10%
Disabled	210	5%	36	17%	0	0%
Age 16-19	300	7%	60	20%	8	13%
Age 20-24	787	19%	161	20.5%	9	5.5%
Age 25-34	1208	29%	263	22%	23	9%
Age 35-44	799	19.5%	207	26%	16	8%
Age 45-54	716	17.5%	216	30%	24	11%
Age 55 - 64	295	7%	96	32.5%	9	9%
Age 65 - 74	3	0.07%	0	0%	0	0%
Age 75+	0	0%	0	0%	0	0%

APPLICANTS WHO HAVE SUCESSFULLY APPLIED FOR TRAINING 2016/17

Training Applications received - gender, disability & ethnicity

Compared to 2015/16, the total number of training applications approved for females has decreased by 3,364 and applications from males decreased by 751.

However, the overall percentage of applications approved divided by gender is comparable with the previous year. The % approved for females has decreased by 3% since the previous year.

The % of applications approved for disabled employees has increased slightly in all Directorates, except F&CS, which has decreased significantly by 13.6%.

The total % of applications approved for BME employees has increased by 0.7% since the previous year. In SSHH, the % has increased by 1.2%.

		%		%			%		%
Directorate	Female	female	Male	male	Total	Disabled	disabled	BME	BME
CEX	398	80	97	20	495	6	1.2	3	0.6
ELLL	1489	85	264	15	1753	21	1.2	20	1.1
ENV	272	17	1346	83	1618	14	0.9	10	0.6
F&CS	51	57	39	43	90	1	1.1	0	0
SSHH	5261	80	1301	20	6562	207	3.2	179	2.7
Total	7471	71	3047	29	10518	249	2.4	212	2

Training Applications Approved - age range

The total number of applications approved has decreased by 4,115 since last year.

Of the total number of applications approved, the % of applications analysed by age group shows a slight % increase in all age groups, with the exception of age groups 22 - 30 and 41 - 50 years where there is a slight decrease.

	Direct	Directorate								
Age range	CEX	ELLL	ENV	FCS	SSHH	Total	%			
16-21	20	24	87	11	101	243	2.3			
22-30	34	230	166	4	925	1359	13			
31-40	97	427	273	29	1497	2323	22.1			
41-50	188	568	422	11	1924	3113	29.6			
51-60	131	424	533	30	1871	2989	28.4			

61-65	23	65	117	4	212	421	4
65+	2	15	20	1	32	70	0.7
Total	495	1753	1618	90	6562	10518	

APPLICANTS WHO HAVE SUCCESSFULLY COMPLETED TRAINING

Applicants who completed training - gender, disability & ethnicity

The total number of females and males who successfully completed training has decreased since 2015/16, but the overall percentage divided by gender is comparable to the previous year, with the % of females decreasing by 2.5% since the previous year.

Comparing 2015/16 with 2016/17, the % of disabled employees who have successfully completed training has stayed the same at 2.2%, whereas the % of BME successfully completing training has from 1.5% from 1.2%.

		%		%			%		%
Directorate	Female	female	Male	male	Total	Disabled	disabled	BME	BME
CEX	369	80	93	20	462	6	1.3	3	0.6
ELLL	1456	85	247	15	1703	19	1.1	17	1
ENV	264	17	1319	83	1583	14	0.9	10	0.6
F&CS	51	57	39	43	90	1	1.1	0	0
SSHH	4350	79	1142	21	5492	168	3.1	147	2.7
Total	6490	70	2840	30	9330	208	2.2	177	1.9

Applicants who completed training - age range

The distribution of the % of employees who have completed training by age range remains comparable to the previous year where in both years, the two age categories of 41 - 50 year olds and 51 - 60 year olds show the highest % who completed training.

The % of employees who completed training in age group 16 - 21 year olds has increased by 0.7% with an increase of 1% for 61 - 65 year olds.

	Directorate						
Age range	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	19	24	86	11	97	237	2.5
22-30	33	227	164	4	801	1229	13.1
31-40	85	411	266	28	1227	2017	21.6
41-50	174	554	411	10	1645	2794	30
51-60	126	407	522	29	1517	2601	27.9
61-65	23	65	114	4	179	385	4.1
65+	2	15	20	1	26	64	0.7
Total	462	1703	1583	87	5492	9327	

APPLICANTS WHO DID NOT COMPLETE TRAINING

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

The overall % of disabled applicants and BME applicants who did not complete training have both slightly increased since the previous year. The % of disabled applicants by 0.5% and BME applicants by 0.8%.

The % of females who did not complete training has decreased by 5.5% since 2015/16.

		%		%			%		%
Directorate	Female	female	Male	male	Total	Disabled	disabled	BME	BME
CEX	20	61	13	39	33	0	0	0	0
ELLL	33	66	17	34	50	2	4	3	6
ENV	8	23	27	77	35	0	0	0	0
F&CS	2	67	1	33	3	0	0	0	0
SSHH	911	85	159	15	1070	35	3.3	32	3
Total	974	82	217	18	1191	37	3.1	35	2.9

Applicants who did not complete training - age range

The applicants with the highest % who did not complete training fall in the same age groups as 2016/17 i.e. age groups 41 - 50 years and 51 - 60 years. Age group 31 - 40 years shows the largest % increase of 5.8% compared to the previous year.

The age categories 22 - 30 years, 31 - 40 years, 51 - 60 years and 65 and over showed an increase in the % of those who did not complete training, whilst age categories 16 - 21 years, 41 - 50 years, 51- 60 years and 61 - 65 years showed a decrease compared to 2016/17.

	Directo	rate					
Age range	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	0	0	1	0	3	4	0.3
22-30	0	3	2	0	125	130	10.9
31-40	8	16	7	1	270	302	25.4
41-50	12	14	11	1	279	317	26.6
51-60	10	17	11	1	354	393	33
61-65	3	0	3	0	33	39	3.3
65+	0	0	0	0	6	6	0.50
Total	33	50	35	3	1070	1191	

EMPLOYEES INVOLVED IN GRIEVANCE PROCEDURES 2016/17

Grievance Cases:

The number of grievance cases has decreased in 2016/17.

	Female	Male	Total
2015/2016	10	5	15
2016/2017	1	4	5

Compared to 2016/17, the number of grievances submitted by disabled employees has decreased from 1 to 0, whereas grievances from BME employees remains at nil.

Disability	BME
0	0

In 2015/2016 and 2016/2017, the same age group of 45-54 year olds submitted the highest number of grievances.

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
0	0	0	0	3	2	0	0

Dignity at Work Complaints

There were no dignity at work complaints in 2016/17. This was also the case in 2015/16.

EMPLOYEES SUBJECT TO DISCIPLINARY PROCEDURES

Disciplinary Cases:

The number of employees subject to disciplinary procedures has increased from 39 employees in 2015/16 to 53 in 2016/17.

	Female	Male	Total
2015/2016	30	9	39
2016/2017	36	17	53

Disability	BME
1	1

Of the 53 employees subject to disciplinary action, there was one disabled employee and one BME employee.

The same age group, 45-54 years, shows the highest number of employees subject to disciplinary procedures this year and last year.

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75 +
0	1	17	10	19	6	0	0

EMPLOYEES WHO HAVE LEFT THE COUNCIL'S EMPLOYMENT

The figures below exclude casual workers:

Of the 667 leavers in 2016/17, 8 were disabled employees and 7 BME employees. Of the 677, the number of females leaving compared to males was significantly higher, which is the same as 2015/16.

Female	Male	Total	Disabled	BME
2015/16	2015/16	2015/16	2015/16	2015/16
722	244	966	16	12
2016/17	2016/17	2016/17	2016/17	2016/17
514	153	667	8	7

The age group with the highest number of leavers was 55 - 64 year olds, which is the same age group as the previous year.

Age Range 2015/16							
16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
14	94	200	175	195	257	31	0
Age Ra	nge 201	6/17					
5	45	129	123	127	193	44	1

The figures below include casual workers, who are classed as 'leavers' at the end of each assignment:

Female	Male	Total	Disabled	BME
76	48	124	3	0

The age group with the highest amount of leavers is 20 - 24 years, compared to 25 - 34 years in the previous year.

Age Range 2015/16							
16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
7	56	104	65	66	37	14	0
Age Range 2016/17							
14	29	25	10	21	15	10	0