

## **EQUALITIES EMPLOYMENT DATA 2017 / 2018**

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 31<sup>st</sup> March 2018 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 PROTECTED CHARACTERISTICS

### AGE

The data shows that in 2017/18, 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.

Age Range	% of total workforce	Head count	% of total workforce	Head count
	2016/2017	2016/2017	2017/2018	2017/2018
16-19	0.6%	33	0.7%	42
20-24	4.2%	240	3.8%	221
25-34	18.6%	1070	18.7%	1078
35-44	25.6%	1471	25.1%	1452
45-54	30.7%	1762	29.5%	1703
55-64	18.9%	1086	20.5%	1182
65-74	1.3%	72	1.6%	93
75+	0.1%	4	0.1%	6
<b>Total</b>	<b>100%</b>	<b>5738</b>	<b>100%</b>	<b>5777</b>

### 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 4 since 2016/17.

Group	% of workforce	Total	% of workforce	Total
	2016/17	2016/17	2017/2018	2017/2018
Disabled	1.4%	82	1.4%	78
Not Disabled	98.6%	5656	98.6%	5699
<b>Total</b>	<b>100%</b>	<b>5738</b>	<b>100%</b>	<b>5777</b>

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 2017/2018 is 71% female: 29% male.  
This is the same as the national average for local government.

In both 2014/15 and 2015/16, the profile was 75% female: 25% male.

<b>Gender</b>	<b>% of workforce 2016/2017</b>	<b>Head count 2016/2017</b>	<b>% of workforce 2017/2018</b>	<b>Head count 2017/2018</b>
Female	71%	4087	71%	4111
Male	29%	1651	29%	1666
<b>Total</b>	<b>100%</b>	<b>5738</b>	<b>100%</b>	<b>5777</b>

## ETHNICITY

The overall proportion of black and minority ethnic (BME) employees in the workforce is 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 2017/18, the proportion of black and minority ethnic employees of the total workforce was 1%. This represents an increase in headcount of 3 BME employees since 2016/17 however, the percentage of BME employees represented in the workforce is consistent at 1%.

<b>Ethnic Group</b>	<b>2016/2017</b>	<b>2017/2018</b>
Other Ethnic Group	2	2
Irish	6	7
Mixed White & Black Caribbean	7	8
Indian	4	4
Asian Other	11	11
Black British	0	
Mixed White & Black Asian	3	3
Black Caribbean	4	4
Bangladeshi	6	7
Chinese	5	6
Pakistani	1	1
White & Asian	3	3

Mixed White & Black African	0	0
Black African	3	2
Black Other	3	3
<b>Sub Total</b>	<b>58</b>	<b>61</b>
White British	5340	5378
White Other	102	103
Prefer Not to Say	238	235
<b>Total</b>	<b>5738</b>	<b>5777</b>

## MEN AND WOMEN AT WORK

### OCCUPATIONAL AREA OF WORK ON 31<sup>ST</sup> MARCH 2018

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. This ratio is consistent with the previous year.

<b>CHIEF EXECUTIVES</b>	<b>Female 2016/17</b>	<b>Male 2016/17</b>	<b>Female 2017/18</b>	<b>Male 2017/18</b>
Corporate Strategy & Democratic Services	55	24	55	23
Human Resources	66	13	65	8
Total	121	37	120	31
<b>% of directorate workforce</b>	<b>77%</b>	<b>23%</b>	<b>79%</b>	<b>21%</b>

<b>EDUCATION, LEISURE &amp; LIFELONG LEARNING</b>	<b>Female 2016/17</b>	<b>Male 2016/17</b>	<b>Female 2017/18</b>	<b>Male 2017/18</b>
Schools	1914	417	1928	437
Transformation	90	23	134	54
Participation	618	132	555	88
Total	2622	572	555	88
<b>% of directorate workforce</b>	<b>82%</b>	<b>18%</b>	<b>82%</b>	<b>18%</b>

<b>ENVIRONMENT</b>	<b>Female 2016/17</b>	<b>Male 2016/17</b>	<b>Female 2017/18</b>	<b>Male 2017/18</b>
Engineering & Transport	59	83	57	79
Planning	43	49	47	50
Property & Regeneration	84	61	81	59
South Wales Trunk Road Agency	26	86	33	127
Streetcare Services	26	422	25	407
Total	238	701	243	722
<b>% of directorate workforce</b>	<b>25%</b>	<b>75%</b>	<b>25%</b>	<b>75%</b>

<b>FINANCE &amp; CORPORATE SERVICES</b>	<b>Female 2016/17</b>	<b>Male 2016/17</b>	<b>Female 2017/18</b>	<b>Male 2017/18</b>
Financial Services	135	36	135	32
ICT	27	72	25	69
Legal & Services	50	23	47	26
Total	212	131	207	127
<b>% of directorate workforce</b>	<b>62%</b>	<b>38%</b>	<b>62%</b>	<b>38%</b>

<b>SOCIAL SERVICES HEALTH &amp; HOUSING</b>	<b>Female 2016/17</b>	<b>Male 2016/17</b>	<b>Female 2017/18</b>	<b>Male 2017/18</b>
Commissioning, Support & Direct Services			439	85
Social Work Services			457	103
Western Bay			23	4
Total	890	196	919	192
<b>% of directorate workforce</b>	<b>82%</b>	<b>18%</b>	<b>83%</b>	<b>17%</b>

## **GRADE AND PAY**

### **Chief Officers**

Females now make up 25% of the Chief Officer workforce, compared with 21% in 2016/17 and 14% in 2012/13.

<b>Salary Range</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
£124,502 - £136,952	0	1	1
£102,746 - £110,801	0	4	4
£85,500 - £94,050	1	0	1
£71,213 - £78,329	4	10	14
<b>Total</b>	<b>5</b>	<b>15</b>	<b>20</b>

### **LGS (Green Book) Employees**

The overall gender distribution of LGS employees between grades is consistent with 2016/17, particularly between Grades 1 – 6.

However, changes are shown in the following grades:

- the percentage of female employees at Grade 7 has increased by 5%
- the percentage of female employees at Grade 8 has increased by 7%
- the percentage of female employees has decreased by 8% in Grade 12
- the percentage of female employees has increased by 9% at Grade 13.

<b>Salary Range</b>	<b>Female</b>	<b>% Female</b>	<b>Male</b>	<b>% Male</b>	<b>Total</b>
Grade 1	502	97%	18	3%	520
Grade 2	75	65%	41	35%	116
Grade 3	516	70%	220	30%	736
Grade 4	400	74%	142	26%	542
Grade 5	730	73%	272	27%	1002
Grade 6	310	70%	132	30%	442
Grade 7	169	57%	128	43%	297
Grade 8	129	59%	91	41%	220
Grade 9	199	68%	94	32%	293
Grade 10	71	50%	70	50%	141
Grade 11	61	66%	32	34%	93
Grade 12	7	27%	19	73%	26
Grade 13	12	35%	22	65%	34
Apprentices	13	48%	14	52%	27
Other	19	46%	22	54%	41

Salary Range	Female	% Female	Male	% Male	Total
<b>Total</b>	<b>3213</b>	<b>71%</b>	<b>1317</b>	<b>29%</b>	<b>4530</b>

### Teacher Leadership Groups

There has been an increase in the number of females in this group for this period. In 2016/17, the figure was 63% compared to 65% this year.

Deputy Heads / Teachers in Charge	Female	%	Male	%	Total
£39,374 - £82,293	59	65%	32	35%	91

The overall number of Headteachers has decreased in headcount by 10 in total since 2016/17, by 5 females and 5 males. However, The percentage of females and males has remained constant since 2016/17

Headteacher Groups	Salary Range	Female	%	Male	%	Total
<b>Group 1</b>	£44544 - £58389	8	80%	2	20%	10
<b>Group 2</b>	£46799 - £69330	19	70%	8	30%	27
<b>Group 3</b>	£50476 - £69330	4	40%	6	60%	10
<b>Group 4</b>	£54250 - £72810		0%	1	100%	1
<b>Group 5</b>	£59857 - £80310	1	20%	4	80%	5
<b>Group 6</b>	£64417 - £90773		0%	2	100%	2
<b>Group 7</b>	£69330 - £97692	1	17%	5	83%	6
<b>Total</b>		<b>33</b>	<b>54%</b>	<b>28</b>	<b>46%</b>	<b>61</b>

### Teachers

Compared with 2016/17, these figures show a decrease of 1% in female teachers in the highest pay bands.

Salary Range	Female	%	Male	%	Total
£22,917 - £33,824	224	76%	70	24%	294
£35,927 - £38,633	499	76%	159	24%	658
£16,626 - £26,295	16	62%	10	38%	26
<b>Total</b>	<b>739</b>	<b>76%</b>	<b>239</b>	<b>24%</b>	<b>978</b>

### Soulbury (Blue Book) Groups

#### Advisor/Inspector

Salary Range	Female	Male	Total
£46,112 - £57,575	4	2	6
£58,607 - £65,102	3	3	6

### Educational Psychologist

Salary Range	Female	Male	Total
£35,731 - £59,235	10	1	11

### Youth & Community Service Officer

Salary Range	Female	Male	Total
£35,333 - £41,192	0	0	0
£42,388 - £45,654	0	1	1

### Youth & Community Workers (Pink Book)

Salary Range	Female	%	Male	%	Total
£23,679 - £26,194	18	64%	10	36%	28
£26,929 - £29,141	0	0%	4	100%	4
£30,907 - £33,662	3	100%	0	0%	3
<b>Total</b>	<b>21</b>		<b>14</b>		<b>35</b>
Part Time at various rates	24	63%	14	37%	38
<b>Total</b>	<b>45</b>	<b>62%</b>	<b>28</b>	<b>38%</b>	<b>73</b>

### CONTRACT TYPE

The gender profile:

- permanent posts = 69% female : 31% male
- fixed term posts = 73% female : 27% male
- temporary posts = 83% female : 17% male

The contract type shows a slightly lower proportion of females in permanent employment (69%), with a higher proportion in fixed-term (73%) and temporary posts (83%).

The percentage of females in temporary posts has increased by 2% compared with 2016/17.

Contract Type	Females 2016/17	Males 2016/17	Total 2016/17	Females 2017/18	Males 2017/18	Total 2017/18
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Permanent	3275	1442	4717	3280	1462	4742
Fixed Term	218	71	289	191	72	263
Temporary	594	138	732	640	132	772
<b>Total</b>	<b>4087</b>	<b>1651</b>	<b>5738</b>	<b>4111</b>	<b>1666</b>	<b>5777</b>

## WORKING PATTERN

- 48% of the Council's workforce is in part-time employment, i.e. contracted to work less than 37 hours a week. This is higher than in 2016/17, which was 42%.
- 52% of the workforce is in full-time employment, which is 6% lower than 2016/17.
- Female part-time employees represent 43% of the total workforce, an increase of 6% compared with 2016/17.
- Of those females employed, 40% work full-time hours and 60% 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 2016/17).

<b>Gender</b>	<b>Full Time 2016/17</b>	<b>Part Time 2016/17</b>	<b>Total 2016/17</b>	<b>Full Time 2017/18</b>	<b>Part Time 2017/18</b>	<b>Total 2017/18</b>
Female	1953	2134	4087	1637	2474	4111
Male	1378	273	1651	1375	291	1666
<b>Total</b>	<b>3331</b>	<b>2407</b>	<b>5738</b>	<b>3012</b>	<b>2765</b>	<b>5777</b>

## PEOPLE WHO HAVE APPLIED FOR JOBS WITHIN THE COUNCIL

5,847 people applied for 622\* jobs in 2017/ 2018, with 568# appointments made in 2017/18.

\*including schools adverts

# excluding school appointments as these are administered by schools

50% of applicants were internal applicants from within the Council's existing workforce.

This year, external recruitment has again been reduced to only specialist and hard to fill posts, e.g. qualified social care workers / cleaners / direct services posts. 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
<b>Female</b>	3979	68%	991	25%	88	9%
<b>BME</b>	178	3%	39	22%	5	13%
<b>Disabled</b>	382	6%	77	20%	3	4%
<b>Age 16-19</b>	266	5%	85	32%	10	12%
<b>Age 20-24</b>	983	16.8%	174	18%	14	8%
<b>Age 25-34</b>	1756	30%	390	22%	22	6%
<b>Age 35-44</b>	1173	20%	299	20%	35	12%
<b>Age 45-54</b>	1138	19%	337	30%	3	11%
<b>Age 55 - 64</b>	534	9%	159	30%	14	9%
<b>Age 65 - 74</b>	9	0.2%	5	55%	1	20%
<b>Age 75+</b>	0	0%	0	0%	0	0%

**APPLICANTS WHO HAVE SUCESSFULLY APPLIED FOR  
TRAINING 2017/18**

**Training Applications received - gender, disability & ethnicity**

Compared to 2016/17, the total number of training applications approved for females has increased by 11,311 and applications from males increased by 3,047. The total number of applications approved has increased by 14,054 since last year.

The applications approved for females in our workforce shows a 5% increase from 71% in 2016/17 to 76% in 2017/18. Applications approved for males decreased by 5% from 29% in 2016/17 to 24% in 2017/18.

The overall % of applications from disabled employees has decreased from 2.4% in 2016/17 to 1.9% in 2017/18.

The % of applications approved for disabled employees has increased slightly in each Directorate, except ELLL, which has decreased by 0.5% from 1.2% to 0.6% in 2017/18.

There is an overall decrease of half to 0.9% applications approved for BME applications. However, the total number of applications increased in 2017/18 in each Directorate, except for SSHH.

<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	189	79	49	21	<b>238</b>	6	2.5	4	1.7
ELLL	8732	88	1181	12	<b>9913</b>	64	0.6	56	0.6
ENV	619	20	2546	80	<b>3165</b>	32	1	18	0.6
F&CS	573	79	156	21	<b>729</b>	18	2.5	4	0.5
SSHH	8669	82	1858	18	<b>10527</b>	353	3.4	128	1.2
<b>Total</b>	18782	76	5790	24	<b>24572</b>	473	1.9	210	0.9

**Training Applications Approved - age range**

Of the total number of applications approved, the % of applications analysed by age group shows that the % has remained relatively consistent with the previous year in all age brackets.

Age ranges 16 – 21 years and 22 - 30 years show a slight decrease whilst age ranges 51 – 60 and 61 – 65 show a slight increase.

Age range	Directorate						
	CEX	ELLL	ENV	FCS	SSHH	Total	%
16-21	9	69	91	7	196	<b>372</b>	1.5
22-30	19	1125	353	73	1291	<b>2861</b>	11.6
31-40	50	2318	556	165	2308	<b>5397</b>	22
41-50	85	3020	862	243	2922	<b>7132</b>	29
51-60	63	2697	1074	214	3228	<b>7276</b>	30
61-65	11	547	202	18	512	<b>1290</b>	5
65+	1	137	27	9	70	<b>244</b>	0.9
<b>Total</b>	238	9913	3165	729	10527	<b>24572</b>	

### **APPLICANTS WHO HAVE SUCCESSFULLY COMPLETED TRAINING**

#### **Applicants who completed training - gender, disability & ethnicity**

The total number of applicants who successfully completed training has significantly increased by 13,874 since 2016/17.

The total number of females who successfully completed training has increased since 2016/17 by 6%.

Comparing 2016/17 with 2017/18, the % of disabled applicants who have successfully completed training has decreased by 0.4% to 1.8%.

The % of BME applicants completing training has also decreased from 1.9% to 0.8%.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	173	79	46	21	<b>219</b>	4	1.8	4	1.8
ELLL	8609	88	1159	12	<b>9768</b>	64	0.7	54	0.6
ENV	602	19	2515	81	<b>3117</b>	32	1	18	0.6
F&CS	546	78	155	22	<b>701</b>	18	2.6	4	0.6

SSHH	7443	82	1656	18	<b>9099</b>	300	3.2	116	1.2
<b>Total</b>	17373	76	5531	24	<b>22904</b>	418	1.8	196	0.8

### 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. In both years, the two age categories of 41 – 50 year olds and 51 – 60 year olds show the highest % who completed training.

Age range	Directorate						
	CEX	ELLL	ENV	F&CS	SSHH	Total	%
16-21	8	68	90	6	178	<b>350</b>	2
22-30	18	1109	351	69	1149	<b>2696</b>	12
31-40	46	2296	549	154	1963	<b>5008</b>	22
41-50	78	2952	846	240	2549	<b>6665</b>	29
51-60	57	2668	1058	206	2757	<b>6746</b>	29
61-65	11	544	196	17	444	<b>1212</b>	5
65+	1	131	27	9	59	<b>227</b>	1
<b>Total</b>	219	9768	3117	701	9099	<b>22904</b>	

### APPLICANTS WHO DID NOT COMPLETE TRAINING

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

The overall % of disabled applicants who did not complete training has remained consistent with the previous year. The % of BME applicants who did not complete training has decreased from 2.9% since the previous year.

The % of females who did not complete training has increased by 2% since the previous year.

Directorate	Female	% female	Male	% male	Total	Disabled	% disabled	BME	% BME
CEX	16	84	3	16	<b>19</b>	2	10.5	0	0
ELLL	123	85	22	15	<b>145</b>	0	0	2	1.4
ENV	17	35	31	65	<b>48</b>	0	0	16	33
F&CS	27	96	1	4	<b>28</b>	0	0	0	0

SSHH	1226	86	202	14	<b>1428</b>	53	3.7	0	0
<b>Total</b>	1409	84	259	16	<b>1668</b>	55	3.3	18	1

### **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.

The % in each age range remains relatively consistent with the previous year showing a slight increase in all categories except 22-30 years and 51-60 years. 22 – 30 years shows a decrease of 0.9% and 51- 60 shows a decrease of 1%.

Age range	Directorate						Total	%
	CEX	ELLL	ENV	F&CS	SSHH			
16-21	1	1	1	1	18	<b>22</b>	1	
22-30	1	16	2	4	142	<b>165</b>	10	
31-40	4	22	7	11	345	<b>387</b>	23	
41-50	7	68	16	3	373	<b>467</b>	28	
51-60	6	29	16	7	474	<b>532</b>	32	
61-65	0	3	6	1	68	<b>78</b>	5	
65+	0	6	0	0	11	<b>17</b>	1	
<b>Total</b>	19	145	48	28	1428	<b>1668</b>		

### **EMPLOYEES INVOLVED IN GRIEVANCE PROCEDURES 2017/18**

#### **Grievance Cases:**

The number of grievance cases has increased in 2017/18.

	Female	Male	Total
<b>2016/2017</b>	<b>1</b>	<b>4</b>	<b>5</b>
<b>2017/2018</b>	<b>4</b>	<b>4</b>	<b>8</b>

Disability	BME
<b>1</b>	<b>0</b>

## Age Groups

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
1	0	2	3	2	0	0	0

## Dignity at Work Complaints

There were 2 dignity at work complaints in 2017/18.

## EMPLOYEES SUBJECT TO DISCIPLINARY PROCEDURES

### Disciplinary Cases:

The number of employees subject to disciplinary procedures has increased from 39 employees in 2015/16 to 75 in 2017/18.

	Female	Male	Total
2016/2017	36	17	53
2017/2018	47	28	75

Disability	BME
1	0

## Age Groups

16-19	20-24	25-34	35-44	45-54	55-64	65-74	75+
0	4	9	11	30	20	1	0

## EMPLOYEES WHO HAVE LEFT THE COUNCIL'S EMPLOYMENT

The figures below exclude casual workers:

Of the 704 leavers in 2017/18, 10 were disabled employees and 17 BME employees. Of the 704, the number of females leaving compared to males was significantly higher, which is consistent with previous years.

	Female	Male	Total	Disabled	BME
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<b>2016/17</b>	514	153	<b>667</b>	8	7
<b>2017/18</b>	501	203	<b>704</b>	10	17

The age group with the highest number of leavers was 25 - 34 year olds, whereas, in previous years, the age group was 55 – 64 year olds.

<b>Age Range</b>	<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>
<b>2016/17</b>	5	45	129	123	127	193	44	1
<b>2017/18</b>	8	55	173	131	145	161	31	0

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

	<b>Female</b>	<b>Male</b>	<b>Total</b>	<b>Disabled</b>	<b>BME</b>
<b>2016/17</b>	76	48	<b>124</b>	3	0
<b>2017/18</b>	64	25	<b>89</b>	0	0

The age group with the highest amount of leavers is 20 – 24 years, which is the same as the previous year.

<b>Age Range</b>	<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>
<b>2016/17</b>	14	29	25	10	21	15	10	0
<b>2017/18</b>	15	26	17	12	9	5	5	0