



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

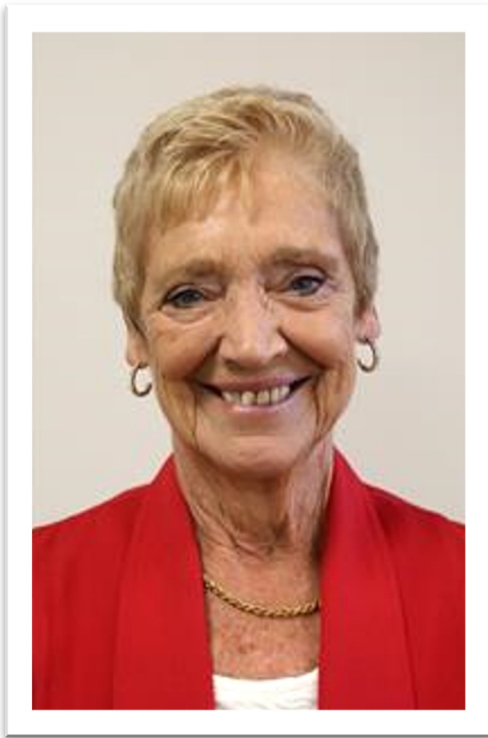
# **Adroddiad Blynyddol Cydraddoldebau Mewn Cyflogaeth 2018/2019**

## **Annual Equalities in Employment Report 2018/19**

**Adroddiad Blynyddol Cydraddoldebau Mewn Cyflogaeth  
Annual Equalities in Employment Report 2018/19**

---

[www.npt.gov.uk](http://www.npt.gov.uk)



## **Introduction**

I am pleased to present to you the Annual Equalities in Employment Report for 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. I hope you find it relevant and informative.

The Council recognises the contribution of all employees who invest their time and play their part to ensure that equality is embedded at all levels throughout the Council, aiming to create an environment that is fair for all.

Equalities in Employment is important to the Council as recognising and embracing diversity can only assist us in improving the services we deliver to our citizens.

**Councillor Doreen Jones**

**Cabinet Member for Corporate Services and Equality**

## EQUALITIES EMPLOYMENT DATA 2018 / 2019

The data in this report covers 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
- 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 31<sup>st</sup> March 2019 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 5,753 employees:



1664 (29%)



4089 (71%)

### Sexual Orientation

Bi-sexual = 13  
 Gay man = 16  
 Gay woman / lesbian = 18  
 Heterosexual / straight = 2016  
 Other = 16  
 Prefer not to say = 3674

### Religion

Buddhist = 6  
 Christian = 1079  
 (all denominations)  
 Hindu = 1  
 Jewish = 2  
 Muslim = 10  
 Sikh = 1  
 No religion = 928  
 Other religion or belief = 55  
 Prefer not to say = 3671

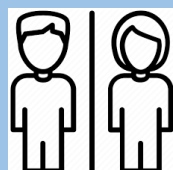
### Average Age



45



44



44

### Race

White British = 5409  
 White Other = 95  
 BAME = 79  
 Prefer not to say = 170

### Disability

Disabled = 141 (2.5%)  
 Not Disabled – 5612 (97.5%)

### Marriage and Civil Partnership

Married = 3124 (54.3%)  
 Civil Partnership = 9 (0.2%)

# Age

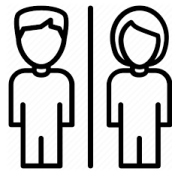
## Average Age



45



44



44

The average age of the workforce is 44.

## Age range



16 – 19

18

29

47

20-24

64

157

221

25-34

299

786

1085

35-44

356

1095

1451

45-54

485

1203

1688

55-64

388

767

1155

65-74

52

48

100

75+

2

4

6

Total

1664

4089

5753

The highest number of employees in our workforce are aged 45-54 years, closely followed by those aged 35-44 years. These figures are consistent with previous years.



There are more women than men in the majority of age brackets except for 65 – 74.

A Succession Planning Toolkit has been developed by the HR Team to assist the Council's senior managers to plan their workforce going forward.

<p><b><u>Recruitment</u></b></p> <table border="1"> <thead> <tr> <th></th> <th><b>Applicants</b></th> <th><b>Shortlisted</b></th> <th><b>Appointed</b></th> </tr> </thead> <tbody> <tr> <td>16-19</td> <td>197</td> <td>63</td> <td>3</td> </tr> <tr> <td>20-24</td> <td>661</td> <td>154</td> <td>4</td> </tr> <tr> <td>25-34</td> <td>1052</td> <td>351</td> <td>29</td> </tr> <tr> <td>35-44</td> <td>810</td> <td>320</td> <td>23</td> </tr> <tr> <td>45-54</td> <td>605</td> <td>248</td> <td>16</td> </tr> <tr> <td>55-64</td> <td>321</td> <td>114</td> <td>9</td> </tr> <tr> <td>65-74</td> <td>26</td> <td>11</td> <td>0</td> </tr> <tr> <td>75+</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		<b>Applicants</b>	<b>Shortlisted</b>	<b>Appointed</b>	16-19	197	63	3	20-24	661	154	4	25-34	1052	351	29	35-44	810	320	23	45-54	605	248	16	55-64	321	114	9	65-74	26	11	0	75+	0	0	0	<p>3672 people applied for 401 jobs with the Council during 2018/19</p> <p>55% of applicants were internal applicants from within the Council's workforce.</p> <p>During this year, external recruitment has been reduced to only specialist and hard to fill posts e.g. qualified social care workers.</p> <p>The Head of Service Workforce Planning Group scrutinise the business cases of all requests to advertise externally.</p> <p>The main emphasis of recruitment activity is for employees 'at risk' of redundancy.</p>
	<b>Applicants</b>	<b>Shortlisted</b>	<b>Appointed</b>																																		
16-19	197	63	3																																		
20-24	661	154	4																																		
25-34	1052	351	29																																		
35-44	810	320	23																																		
45-54	605	248	16																																		
55-64	321	114	9																																		
65-74	26	11	0																																		
75+	0	0	0																																		
<p><b><u>Leavers</u></b></p> <p>16-19 = 1</p> <p>20-24 = 62</p> <p>25-34 = 181</p> <p>35-44 = 170</p> <p>45-54 = 170</p> <p>55-64 = 182</p> <p>65-74 = 60</p> <p>75+ = 3</p>	<p>All employees who resign from the Council's employment are encouraged to complete an exit questionnaire and, if requested, undertake an exit interview with a HR officer. By doing this, services can identify the reasons why people leave and address them, if necessary.</p>																																				

# Disability

*(those who have declared they have a Disability)*

<ul style="list-style-type: none"><li>• Disabled = 141</li><li>• Not Disabled = 5612</li></ul>	<p>2.5% of employees have declared that they have a disability, this has increased from last year (1.4%).</p> <p>The Council has signed up to the Time to Change Wales Employer Pledge and has in place an action plan to provide support to our employees with mental health conditions</p>
<p><b><u>Male Female split</u></b></p>  <p>55</p>  <p>86</p>	<p>The percentage of males and females who have declared a disability is 39% male and 61% female.</p>
<p><b><u>Recruitment</u></b></p> <p>226 (6%) applicants who applied for a post with the Council declared a disability.</p> <p>Out of these 226, 72 were shortlisted for interview.</p> <p>19 were successful and were appointed to the post.</p>	<p>3672 people applied for 401 jobs with the Council during 2018/19.</p> <p>The Council is a Disability Confident Employer (Level 2). As part of this, applicants with a disability are entitled to a guaranteed interview if they meet the essential criteria for the post.</p>
<p><b><u>Leavers</u></b></p> <p>11 leavers were employees who have declared they have a disability.</p>	<p>829 employees left the authority during the period.</p> <p>The number of leavers who have declared a disability is 0.19% of the total workforce which is less than employees who have not declared a disability which is 14.26% of the overall workforce.</p>

## Race

- White British = 5409
- White Other = 95
- BAME = 79
- Prefer not to say = 170

Less than 1% = Irish, Mixed white and black Caribbean, Indian, Mixed White and Black Asian, Black Caribbean, Chinese, Pakistani, White and Asian, Mixed white and black African, Black African, Black other, Arab, Other.

1% of employees identify as Black, Asian and Minority Ethnic (BAME). To set this in the context of the local population, according to the 2011 Census, the proportion of BAME residents with the County Borough equates to 1.9%.

Whilst compared to last year the percentage of BAME employees remains at 1% this year, the actual headcount of employees has increased by 2.

The Council has in place consultation and engagement arrangements with the Neath Port Talbot BAME Forum which represents the BAME communities in Neath Port Talbot

### Male Female split









	Male	Female
White British	1574	3835
White Other	28	67
BAME	29	50
Prefer not to say	33	137

The male/female split of BAME employees is representative of the male / female make-up of the Council i.e. 71% female, 29% male.



<p><b><u>Recruitment</u></b></p> <p>133 applicants (3.6%) identified as BAME during the period.</p> <p>43 were shortlisted for interview.</p> <p>11 were successful and were appointed to the post.</p>	<p>3672 people applied for 401 jobs with the Council during 2018/19.</p> <p>4% of total applicants identified as BAME.</p>
<p><b><u>Leavers</u></b></p> <p>17 BAME employees left the Council during the period.</p>	<p>829 employees left the authority during the period.</p> <p>The number of BAME leavers represents 0.30% of the total workforce.</p>

## Sex

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">               1665 (29%)         </div> <div style="text-align: center;">               4089 (71%)         </div> </div>	<p>The gender profile of the Council is 29% Male and 71% Female. This mirrors the national average for local government.</p>									
<p><b><u>Recruitment</u></b></p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">               1491         </div> <div style="text-align: center;">               2181         </div> </div> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Applicants</td> <td style="width: 30%; text-align: center;">1491</td> <td style="width: 30%; text-align: center;">2181</td> </tr> <tr> <td>Shortlisted</td> <td style="text-align: center;">513</td> <td style="text-align: center;">711</td> </tr> <tr> <td>Appointed</td> <td style="text-align: center;">166</td> <td style="text-align: center;">821</td> </tr> </table>	Applicants	1491	2181	Shortlisted	513	711	Appointed	166	821	<p>3672 people applied for 401 jobs with the Council during 2018/19</p> <p>41% of all applications were made by males and 58% by females.</p> <p>Of all the applicants shortlisted, 42% were males and 58% were females.</p> <p>With 38% of all successful applicants being male and 62% female.</p>
Applicants	1491	2181								
Shortlisted	513	711								
Appointed	166	821								
<p><b><u>Contract Type</u></b></p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">               1454         </div> <div style="text-align: center;">               3230         </div> </div> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Permanent</td> <td style="width: 30%; text-align: center;">1454</td> <td style="width: 30%; text-align: center;">3230</td> </tr> <tr> <td>Fixed Term</td> <td style="text-align: center;">72</td> <td style="text-align: center;">189</td> </tr> <tr> <td>Temporary</td> <td style="text-align: center;">138</td> <td style="text-align: center;">670</td> </tr> </table>	Permanent	1454	3230	Fixed Term	72	189	Temporary	138	670	<p>48% of the workforce works part-time (ie contracted to work less than 37 hours per week)</p> <p>52% of the workforce is full time</p> <p>Part time female employees represent 43% of the total workforce</p> <p>Of all females employed, 40% work full time hours and 60% work part-time hours</p> <p>The smallest proportion of the workforce – 5% - are part time males.</p>
Permanent	1454	3230								
Fixed Term	72	189								
Temporary	138	670								

## Leavers



187



642

The figures in relation to leavers do not include casual workers.

There were 829 leavers during the period.

23% of leavers were male and 77% were female.

## Gender Pay

31<sup>st</sup> March 2019

### All employees (except schools)



**Mean**

£14.20

**Median**

£12.46



£12.90

£11.97

### All employees (including schools)



**Mean**

£16.46

**Median**

£13.19



£14.46

£11.97

The Council's median gender pay gap is 3.93%, whereas the mean is 9.15%.

The Council has signed up to Chwarae Teg's Fair Play Employer Scheme. This involves Chwarae Teg undertaking a gender equality audit of our policies and a survey of our workforce. As a result of this work a Gender Equality Action Plan is to be developed.

## *Religion / Belief*

<ul style="list-style-type: none"> <li>• Buddhist = 6</li> <li>• Christian = 1079 (all denominations)</li> <li>• Hindu = 1</li> <li>• Jewish = 2</li> <li>• Muslim = 10</li> <li>• Sikh = 1</li> <li>• No religion = 928</li> <li>• Other religion or belief = 55</li> <li>• Prefer not to say = 3761</li> </ul>	<p>A wide range of beliefs and non-beliefs are represented within our employee profile.</p> <p>The highest percentage of employees declaring their religion is Christian (all denominations), with 18.8% of employees declaring this.</p> <p>16.13% declared no religion, with 63.81% preferring not to say.</p> <p>Representatives from various faith communities in Neath Port Talbot sit on the Equalities and Community Cohesion Group. This Group is considering holding an awareness raising day for all faiths in the County Borough area.</p> <p>The Council commemorated Holocaust Memorial Day in January 2019.</p>
<p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• Buddhist = 2</li> <li>• Christian = 128 (all denominations)</li> <li>• Hindu = 0</li> <li>• Jewish = 0</li> <li>• Muslim = 0</li> <li>• Sikh = 0</li> <li>• No religion = 195</li> <li>• Other religion or belief = 9</li> <li>• Prefer not to say = 113</li> <li>• Not provided = 3234</li> </ul>	<p>3672 people applied for 401 jobs with the Council during 2018/19.</p> <p>88% of the applicants did not provide information on their religion or belief.</p> <p>Of those applicants who did provide information on their religion or belief, 43% said they had no religion. With 28% stating they were Christian (all denominations).</p>

Data collection in relation to the protected characteristics of sexual orientation and religion/belief only commenced during 2017, therefore available data is still limited.

The introduction of the employee portal aims to increase the numbers of staff disclosing their protected characteristics, however it is important to note that the requirement on employees to report protected characteristics is voluntary and not mandatory.

## *Sexual Orientation*

- Bi-sexual = 13
- Gay man = 16
- Gay woman / lesbian = 18
- Heterosexual / straight = 2016
- Other = 16
- Prefer not to say = 3674

### Leavers

- Bi-sexual = 1
- Gay man = 2
- Gay woman / lesbian = 2
- Heterosexual / straight = 178
- Other = 0
- Prefer not to say = 646

## *Gender Reassignment*

No employees of the Council have declared that their gender is different to that assigned at birth.

The Council has in place a Gender Reassignment Policy to support employees and provide guidance to managers.

## *Marriage and Civil Partnership*

Married = 3124 (54.3%)

Civil Partnership = 9 (0.2%)

An ONS report found that there are increasingly fewer civil partnerships in England and Wales as more same-sex couples chose to marry.

## *Pregnancy and Maternity*

110 employees have taken Maternity leave



29 employees have taken Paternity leave

1 employee has taken Adoption leave

No employees have taken Shared Parental Leave

# Occupational Areas of Work (on 31<sup>st</sup> March 2019)



Note: The percentage refers to the percentage of the Directorate's workforce

Directorate		
Chief Executive's	85 (52%)	79 (48%)
Education, Leisure and Lifelong Learning	581 (18%)	2617 (82%)
Environment	731 (75%)	249 (25%)
Finance and Corporate Services	68 (22%)	247 (78%)
Social Services, Health and Housing	194 (18%)	896 (82%)





# Grade and Pay



## Chief Officers



Salary Range			Total
£129,992 - £139,691	0	1	1
£104,801 - £113,017	0	4	4
£87,210 - £95,931	1	0	1
£72,637 - £79,896	4	10	14
<b>Total</b>	<b>5</b>	<b>15</b>	<b>20</b>

## Local Government Services (Green Book) Employees



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

## Teacher Leadership Groups

		%		%	Total
<b>Deputy Heads / Teachers in Charge</b>					
£39,965 - £83,528	59	65%	32	35%	91



Headteacher Groups	Salary Range		%		%	Total
<b>Group 1</b>	£45,213 - £60,153	8	80%	2	20%	10
<b>Group 2</b>	£47,501 - £64,736	19	70%	8	30%	27
<b>Group 3</b>	£51,234 - £69,673	4	40%	6	60%	10
<b>Group 4</b>	£55,064 - £74,985		0%	1	100%	1
<b>Group 5</b>	£60,755 - £82,701	1	20%	4	80%	5
<b>Group 6</b>	£65,384 - £91,223		0%	2	100%	2
<b>Group 7</b>	£70,370 - £100,568	1	17%	5	83%	6
<b>Total</b>		<b>33</b>	<b>54%</b>	<b>28</b>	<b>46%</b>	<b>61</b>

## Teachers



Salary Range		%		%	Total
£23,720 - £35,008	224	76%	70	24%	294
£36,646 - £39,406	499	76%	159	24%	658
£17,208- £27,216	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

			<b>Total</b>
<b>Salary Range</b>			
£47,035 - £58,727	4	2	6
£59,780 - £66,405	3	3	6



### Educational Psychologist

			<b>Total</b>
<b>Salary Range</b>			
£36,446 - £60,420	10	1	11

### Youth & Community Service Officer

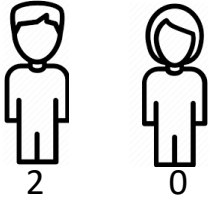
			<b>Total</b>
<b>Salary Range</b>			
£36,040 - £42,016	0	0	0
£43,236 - £46,568	0	1	1

### Youth & Community Workers (Pink Book)

		%		%	<b>Total</b>
<b>Salary Range</b>					
£24,636 - £27,252	18	64%	10	36%	28
£28,275 - £30,597	0	0%	4	100%	4
£32,452 - £35,345	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>

## Employees involved in Grievance Procedures 2018/19

There were 2 grievance cases during this period.



The age range of these employees is:-

45 – 54 = 1

55 – 64 = 1

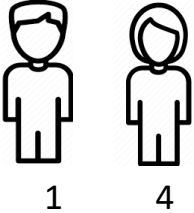
1 of these employees have declared that they are married or in a Civil Partnership = 1

1 employee is a Christian (all denominations) = 1

None of the above were based on the grounds of an individual's protected characteristic.

# Employees who brought a Dignity at Work Complaint 2018/19

There were 5 Dignity at Work complaints during this period.



The age range of these employees are:

25-34 = 2

35-44 = 1

45-54 = 1

55-64 = 1

One of these employees identified as Pakistani, with 4 as white British.

3 of these employees have declared they are married.

3 employees consider themselves to have a disability.

1 of these employees has identified as BAME.

2 are Christian (all denominations) and 2 have stated they have no religion.

None of the above were based on the grounds of an individual's protected characteristic.

# Employees subject to Disciplinary Procedures 2018/19

There were 43 employees subject to formal disciplinary procedures during this period.



24



19

**The age range of these employees is:-**

- 25 – 34 = 11
- 35 – 44 = 6
- 45 – 54 = 19
- 55 – 64 = 6
- 75+ = 1

23 of these employees have declared that they are married or in a civil partnership.

3 of these employees have identified as having a Disability.

1 of these employees have identified as BAME.

2 are Christian (all denominations) and 3 have stated they have no religion.

None of the above were based on the grounds of an individual's protected characteristic.

# Training

The Training and Development Team do not capture data in relation to the protected characteristics of:-

- Gender Re-assignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

## Applicants who have successfully applied for training:-



4159  
(32%)



8791  
(67%)

### Age Range =

- 16-21 = 285 (2%)
- 22-30 = 1653 (13%)
- 31-40 = 2860 (22%)
- 41-50 = 3632 (28%)
- 51-60 = 3659 (28%)
- 61-65 = 768 (6%)
- 65+ = 93 (1%)

Disabled = 497  
 BAME = 47  
 Religion/Belief  
 Buddhist = 10  
 Christian = 2280  
 (all denominations)  
 Hindu = 1  
 Jewish = 6  
 Muslim = 18  
 Sikh = 3  
 No religion = 2344  
 Other religion/belief = 160  
 Prefer not to say = 298  
 Sexual Orientation:  
 Bisexual = 42  
 Gay man = 21  
 Gay woman/lesbian = 68  
 Heterosexual/straight = 4602  
 Other = 38  
 Prefer not to say = 335

Applicants who have successfully completed training:-

11,887 individuals completed training



3933  
(32%)



7954  
(67%)

**Age Range =**

- 16-21 = 271 (2%)
- 22-30 = 1558 (13%)
- 31-40 = 2583 (22%)
- 41-50 = 3330 (28%)
- 51-60 = 3346 (28%)
- 61-65 = 713 (6%)
- 65+ = 86 (1%)

Disabled = 412

BAME = 39

**Religion/Belief:**

(not all individuals who complete training indicate their religious belief)

Buddhist = 1

Christian = 279  
(all denominations)

Hindu = 2

Jewish = 0

Muslim = 1

Sikh = 4

No religion = 2524

Other religion/belief = 15

Prefer not to say = 38

**Sexual Orientation:**

Bisexual = 1

Gay man = 1

Gay woman/lesbian = 7

Heterosexual/straight = 535

Other = 1

Prefer not to say = 48



The HR Learning, Training and Development Team also deliver staff training in line with the Equality Act requirements. Provided below are the relevant training courses and the number of staff who attended.

<b>Course Title</b>	<b>No of staff who attended</b>
Violence Against Women, Domestic Abuse and Sexual Violence	850
WRAP ( <i>Workshop to Raise Awareness of Prevent</i> )	395
Hate Crime (T4T)	6
Dementia Awareness	108
Dyslexia Awareness	5
Human Trafficking	6
Trans and Gender Identity	26
Far-Right Extremism Awareness workshops	89