



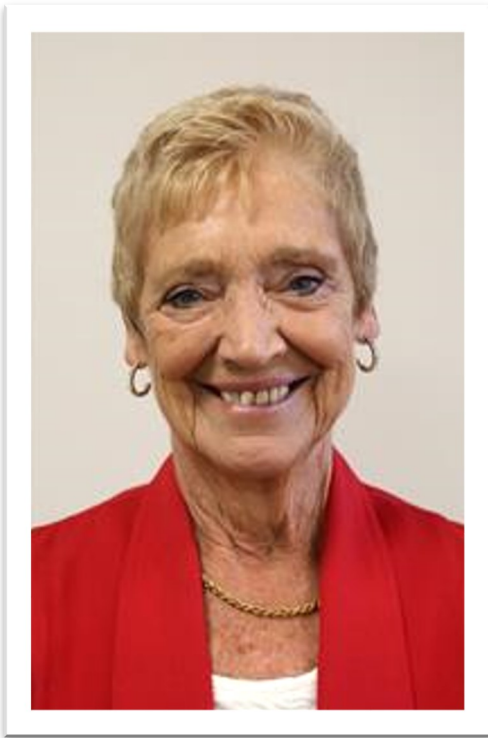
Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Adroddiad Blynyddol Cydraddoldebau Mewn Cyflogaeth 2020/2021

Annual Equalities in Employment Report 2020/2021

Adroddiad Blynyddol Cydraddoldebau Mewn Cyflogaeth
Annual Equalities in Employment Report 2019/20

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Introduction

I am pleased to present to you the Annual Equalities in Employment Report for 1st April 2020 to 31st March 2021. 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 2020 / 2021

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 2021 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 6,124 employees:



1823 (30%)



4301 (70%)

Sexual Orientation

Bi-sexual = 28

Gay man = 18

Gay woman / lesbian = 28

Heterosexual / straight = 2962

Other = 30

Prefer not to say = 2989

Religion

Buddhist = 9

Christian = 1596

(all denominations)

Hindu = 1

Jewish = 3

Muslim = 16

Sikh = 0

No religion = 1364

Other religion or belief = 70

Prefer not to say = 2996

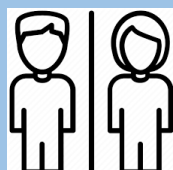
Average Age



46



45



45

Race

White British = 5717

White Other = 116

BAME = 93

Prefer not to say = 129

Disability

Disabled = 171 (2.8%)

Not Disabled – 5884 (97.2%)

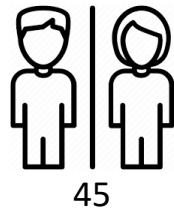
Marriage and Civil Partnership

Married = 3286 (54.3%)

Civil Partnership = 10 (0.2%)



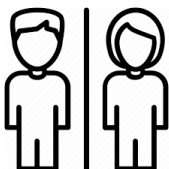
Age

Average Age



The average age of the workforce is 45 years . This is consistent with previous years.

Age range

			
16—21	24	51	75 (1%)
22—30	252	471	723 (12%)
31—40	348	997	1345 (22%)
41—50	411	1235	1645 (27%)
51—60	552	1160	1712 (28%)
61—65	165	305	470 (8%)
65+	71	82	153 (2%)
Total	6124		

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.

There are more women than men in all of age categories.

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

Further work will be done on succession planning going forward, which will include workshops for Accountable Managers, as this has been identified as a key workforce priority..

Recruitment

	Applicants	Shortlisted	Appointed
16—21	224	37	19
22—30	1264	193	101
31—40	953	198	86
41—50	709	178	94
51—60	605	173	86
61—65	118	19	8
65+	38	13	7

3911 people applied for 355 jobs with the Council during 2020/21 with 401 appointments made.

28% of applicants were internal applicants from within the Council's workforce.

In previous years, the main emphasis of recruitment activity was in relation to employees who are 'at risk' of redundancy. However, during this period, the number of employees 'at risk' of redundancy and on our prior consideration register had reduced significantly from previous years. Therefore this year, 72% of applications were from external applicants .

Leavers

16—21	8
22—30	75
31—40	91
41—50	53
51—60	89
61—65	64
65+	36

416 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.

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.

The exit interview questionnaire will be digitalised going forward making it easier for leavers to receive and complete.

Disability

(those who have declared they have a Disability)

- Disabled = 201
- Not Disabled = 5923

3.3% of employees have declared that they have a disability, this has increased slightly from last year where we reported that 2.8% of employees declared that they had a disability.

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.

We will be developing, jointly with our trade union colleagues a Disability Passport going forward to assist both new starters and employees moving jobs have discussions regarding reasonable adjustments.

Male Female split



71

130

The percentage of males and females who have declared a disability is 38% male and 62% female.

Recruitment

318 (8%) applicants who applied for a post with the Council declared a disability.

Out of these 318, 177 were shortlisted for interview.

34 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, where we guarantee to interview all disabled applicants who meet the criteria for a job vacancy and to consider them on their merit. .

Leavers

16 leavers declared they have a disability.

416 employees left the authority during the period.

The number of leavers who have declared a disability is 3.85% of the total number of leavers across the authority.

The number of leavers who declared a disability is 0.26% of the total workforce.

Race

- White British = 5805
- White Other = 118
- BAME = 91
- Prefer not to say = 110

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.

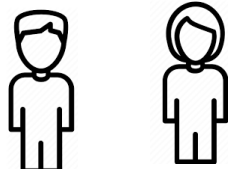
1.5% of employees identify as Black, Asian and Minority Ethnic (BAME).

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 1.5% 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	1721	4084
White Other	44	74
BAME	32	59
Prefer not to say	26	84







The male/female split of BAME employees is 65% female and 35% male.

Compared to the male/female split of the Council (30% male, 70% female). It is positive to note that the percentage of BAME males is slightly higher than the male workforce. .

We will be developing an Anti-Racism Action Plan in conjunction with our trade union colleagues and employees.

<p><u>Recruitment</u></p> <p>273 applicants (7%) identified as BAME</p> <p>88 were shortlisted for interview (11%)</p> <p>14 were successful and were appointed to the post (3.5%)</p>	<p>3911 people applied for 355 jobs with the Council during 2018/19.</p> <p>There has been an increase in the number of applicants who identify as BAME this year. The number of applicants has more than doubled (104 last year—273 this year)</p> <p>This has meant that the number shortlisted and has increased (34 last year—88 this year) and the number appointed has doubled (7 last year—14 this year).</p> <p>However, as a percentage of all applicants there is still work to be done.</p> <p>We will tap into the intelligence obtained from the Race Equality Action Plan, when developed and we will also consult with the NPT Community Association to see how we can encourage more individuals from the BAME community to apply for our vacancies.</p>
<p><u>Leavers</u></p> <p>13 BAME employees left the Council during the period.</p>	<p>416 employees left the authority during the period.</p> <p>The number of BAME leavers represents 3.13% of total leavers</p> <p>The number of BAME leavers represents 0.21% of the total workforce.</p>

Sex

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  1823 (30%) </div> <div style="text-align: center;">  4301 (70%) </div> </div>	<p>The gender profile of the Council is 30% Male and 70% Female. This mirrors the national average for local government and is consistent with previous years.</p>									
<p><u>Recruitment</u></p> <div style="display: flex; justify-content: space-around; align-items: center; margin-bottom: 10px;"> <div style="text-align: center;">  1384 </div> <div style="text-align: center;">  2527 </div> </div> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Applicants</td> <td style="width: 35%; text-align: center;">1384</td> <td style="width: 35%; text-align: center;">2527</td> </tr> <tr> <td>Shortlisted</td> <td style="text-align: center;">222</td> <td style="text-align: center;">493</td> </tr> <tr> <td>Appointed</td> <td style="text-align: center;">121</td> <td style="text-align: center;">265</td> </tr> </table>	Applicants	1384	2527	Shortlisted	222	493	Appointed	121	265	<p>3911 people applied for 355 jobs with the Council during 2020/21.</p> <p>35% of all applications were made by males and 65% females. This represents an increase in the number of females applying for jobs (56% last year)</p> <p>As a result of the above, the number of females shortlisted has increased this year with 31% male and 69% females being shortlisted (63% last year).</p> <p>Out of these, 31% of all successful applicants were male and 69% female, which is consistent with last year.</p> <p>Our gender equality action plan contains action in relation to encouraging females to apply for posts and other strategies in the recruitment process.</p>
Applicants	1384	2527								
Shortlisted	222	493								
Appointed	121	265								
<p><u>Contract Type</u></p> <div style="display: flex; justify-content: space-around; align-items: center; margin-bottom: 10px;"> <div style="text-align: center;">  1600 </div> <div style="text-align: center;">  3593 </div> </div> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Permanent</td> <td style="width: 35%; text-align: center;">1600</td> <td style="width: 35%; text-align: center;">3593</td> </tr> <tr> <td>Fixed Term</td> <td style="text-align: center;">123</td> <td style="text-align: center;">259</td> </tr> <tr> <td>Temporary</td> <td style="text-align: center;">100</td> <td style="text-align: center;">449</td> </tr> </table>	Permanent	1600	3593	Fixed Term	123	259	Temporary	100	449	<p>47% of the workforce works part-time (ie contracted to work less than 37 hours per week)</p> <p>53% of the workforce is full time</p> <p>Of the total workforce, 28% of full time employees are female and 24% are males. Whereas part time females make up 42% of the total workforce and 5% of part time employees are males.</p>
Permanent	1600	3593								
Fixed Term	123	259								
Temporary	100	449								

Leavers



120



296

There were 416 leavers during the period.

27% of leavers were male and 73% were female of total leavers

2.5% leavers of the total workforce are male and 6.8% leavers are female.

Gender Pay

31st March 2020

All employees (excluding schools)



Mean

£14.59

Median

£12.79



£13.54

£12.35

All employees (including schools)



Mean

£16.75

Median

£13.63



£14.87

£12.33

The HR Team is currently embarking on developing and implementing a new HR/ Payroll system (virtually due to the pandemic). This has meant that some of our data work has had to be prioritised and as such we have been unable to report on our Gender Pay Gap for 31st March 2021. This will be available by the end of March 2022.

The information here is in relation to the Gender Pay Gap 2020.

The Council's median gender pay gap for 2020 is 3.44%, whereas the mean is 7.2%.

Our mean gender pay gap in 2020 has decreased in comparison to 2019. This means that there is now less of a difference in women's average hourly rate compared to men's since 2019.

In 2019 a female employee earned 91p for every £1 earned by a male employee whereas in 2020, females earned 93p for every £1 earned by a male.

The Council has signed up to Chwarae Teg's Fair Play Employer Scheme for a third year to assist us with strategies to reduce our gender pay gap.

Religion / Belief

<ul style="list-style-type: none">• Buddhist = 12• Christian = 1824 (all denominations)• Hindu = 1• Jewish = 3• Muslim = 16• No religion = 1608• Other religion or belief = 90• Prefer not to say = 2570	<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 26.4% of employees declaring this.</p> <p>22.5% declared no religion, with 49.5% preferring not to say.</p> <p>Representatives from various faith communities in Neath Port Talbot sit on the Equalities and Community Cohesion Group.</p>
<p><u>Recruitment</u></p> <ul style="list-style-type: none">• Buddhist = 18• Christian = 1249 (all denominations)• Hindu = 41• Jewish = 4• Muslim = 87• Sikh = 8• No religion = 2237• Other religion or belief = 83• Prefer not to say/not provided = 184	<p>3911 people applied for 355 jobs with the Council during 2020/21.</p> <p>56% of all applicants stated that they had no religion. With 32% stating they were Christian (all denominations).</p>

Sexual Orientation

- Bi-sexual = 34
- Gay man = 25
- Gay woman / lesbian = 37
- Heterosexual / straight = 3444
- Other = 39
- Prefer not to say = 2545

Recruitment

- Bi-sexual = 61
- Gay man = 62
- Gay woman / lesbian = 58
- Heterosexual / straight = 3393
- Other = 7
- Prefer not to say = 330

Leavers

- Bi-sexual = 0
- Gay man = 2
- Gay woman / lesbian = 1
- Heterosexual / straight = 178
- Other = 1
- Prefer not to say = 234

Gender Reassignment

One employees of the Council has declared that their gender is different to that assigned at birth.

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

The training team is also running awareness raising training courses .

416 employees left the Council over the period.

Marriage and Civil Partnership

Married = 3284

Civil Partnership = 102

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

92 employees have taken Maternity leave

23 employees have taken Paternity leave



2 employee has taken Adoption leave

No employees have taken Shared Parental Leave

Occupational Areas of Work

(on 31st March 2020)



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

Directorate		
Chief Executive's	49 (26%)	141 (74%)
Education, Leisure and Lifelong Learning	617 (18%)	2791 (82%)
Environment	850 (71%)	347 (29%)
Finance and Corporate Services	107 (39%)	164 (61%)
Social Services, Health and Housing	200 (19%)	858 (81%)



Grade and Pay

Chief Officers



Females now make up 37% of the Chief Officer workforce, compared to 28% last year



Salary Range			Total
£133,094 - £146,403 (Chief Exec)	1		1
£109,837 - £118,447 (Director)	1	4	5
£76,127 - £83,735 (HOS)	5	8	13
Total	7	12	19

Local Government Services (Green Book) Employees



Salary Range		%		%	Total
Grade 1	505	95%	23	5%	528
Grade 2	63	57%	50	43%	113
Grade 3	527	72%	217	28%	744
Grade 4	352	67%	165	33%	517
Grade 5	757	73%	302	27%	1059
Grade 6	338	71%	144	29%	482
Grade 7	256	58%	188	42%	444
Grade 8	132	58%	97	42%	229
Grade 9	207	70%	96	30%	303
Grade 10	98	58%	77	42%	175
Grade 11	60	62%	39	38%	99
Grade 12	10	43%	14	57%	24
Grade 13	22	46%	27	54%	49
Apprentices	6	75%	2	25%	8
Other	2	11%	16	89%	18
Total	3335	70	1457	30%	4792

Teacher Leadership Groups

Deputy Heads / Teachers in Charge		%		%	Total
£42,195 - £89,731	66	61%	38	39%	104



Headteacher Salary Pay point 2019		%		%	Total
£47,735 - £63,508	7	83%	1	17%	8
£50,151 - £68,347	19	51%	11	49%	30
£54,091 - £73,559	8	47%	5	53%	13
£58,135 - £79,167	1	48%	2	52%	3
£64,143 - £87,313	1	4%	2	96%	3
£69,031 - £96,310	1	25%	3	75%	4
£74,295 - £106,176	2	26%	3	74%	5
Total	39	48%	27	52%	66

Teachers



Salary Range		%		%	Total
£27,018 - £37,320 (Main	199	74%	69	25%	268
£38,690 - £41,604 (ups 1-3)	581	77%	177	23%	758
£18,169 - £28,735	16	67%	8	33%	24
Total	796	76%	254	24%	1050

Soulbury (Blue Book) Groups

Advisor/Inspector

Salary Range			Total
£41,443 - £43,988 (5 – 7)	1	0	1
£49,295 - £54,598 (11 – 15)	3	1	4
£59,625 - £70,777 (19 – 29)	3	4	7
Total	7	5	12



Educational Psychologist

Salary Range			Total
£30,166 - £33,856 (Assistant)	1	0	1
£38,197 - £56,554 (Scale A)	10	0	10
£47,889 - £63,323 (Scale B)	2	0	2
Total	13	0	13

Youth & Community Service Officer

Salary Range			Total
£45,314 - £48,806 (7 – 10)	0	1	1

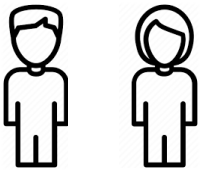
Youth & Community Workers (Pink Book)

Salary Range		%		%	Total
£25,513 - £28,001 (13 – 16)	21	66%	11	34%	32
£28,787 - £31,152 (17 – 20)	1	33%	2	67%	3
£33,039 - £35,985 (22 – 25)	3	60%	2	40%	5
Total	25		15		40
Part Time at various rates	13	48%	14	52%	27
Total	38		29		67

Employees involved in Grievance Procedures 2020/21

There were 10 grievance cases during this period.

During 2019/20, we reviewed our internal grievance policy in consultation with our trade unions. The Policy goes beyond best practice and support a focus on speaking up, early intervention and, where possible, addressing issues through informal channels, while still leaving the ability to pursue more significant issues through formal channels, where appropriate to do so.



5

5

The age range of these employees is:-

15—21—1

22—30—2

31—40—1

41—50—2

51—60—4

61—65—0

65+ - 0

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

1 employee considers themselves to have a disability

The religion/belief is shown below:-

Christian—1

Muslim—1

No religion—4

Prefer not to say—1

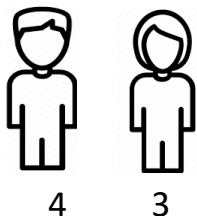
The sexual Orientation of these employees are:-

Bisexual—1 Heterosexual / straight — 6 Prefer not to say—3

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

Employees who brought a Dignity at Work Complaint 2020/21

There were 7 Dignity at Work complaints during this period.



The age range of these employees are:

16—21—1

22—30—2

31—40—1

41—50—2

51—60—1

The religion/belief is shown below:-

Muslim—1

No religion—4

Prefer not to say - 2

The sexual orientation of these employees is: Heterosexual / straight—6 ; Prefer not to say - 1

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

Employees subject to Disciplinary Procedures 2020/21

There were 36 employees subject to formal disciplinary procedures during this period.



24



12

The age range of these employees is:-

- 16 - 21 = 2
- 22—30 = 7
- 31—40 = 13
- 41—50 = 4
- 51—60 = 6
- 61—65 = 3
- 65+ = 1

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

2 of these employees have identified as having a Disability.





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
- Pregnancy and Maternity

Applicants who have successfully applied for training:-

 (22%)  (78%)	<p>Disabled = 730 (internal and external)</p> <p>BAME = 173 (internal and external)</p> <p>Married = 6239</p> <p>Civil Partnership = 50</p> <p>Single = 4379</p> <p>Widowed = 74</p> <p>Divorced = 795</p> <p>Partnered = 1032</p> <p>Prefer not to say = 156</p> <p>Religion/Belief</p> <p>Buddhist = 13</p> <p>Christian = 4229 (all denominations)</p> <p>Hindu = 3</p> <p>Jewish = 4</p> <p>Muslim = 32</p> <p>Sikh = 0</p> <p>No religion = 4029</p> <p>Other religion/belief = 217</p> <p>Prefer not to say = 568</p> <p>Not recorded = 3630</p>
<p>Internal Employees</p>  3526 (28%)  9199 (72%)	
<p>Age Range =</p> <ul style="list-style-type: none"> • 16-21 = 22 (1.8%) • 22-30 = 1808 (14.2%) • 31-40 = 2929 (23%) • 41-50 = 3351 (26%) • 51—60 = 3372 (27%) • 61—65 = 873 (7%) • 65+ = 165 (1%) 	

Sexual Orientation:

Bisexual = 56

Gay man = 53

Gay woman/lesbian = 109

Heterosexual/straight = 8290

Other = 52

Prefer not to say = 533

Not recorded = 3632

Applicants who have successfully completed training:-

12,363 employees completed training



3477

(28%)



8886

(72%)

Age Range =

- 16-21= 222 (2%)
- 22—30 = 1772 (14%)
- 31—40 = 2844 (33%)
- 41—50 = 3258 (26%)
- 51—60 = 3275 (27%)
- 61—65 = 834 (7%)
- 65+ = 158 (1%)

Married or Civil Partnership

Married = 6058

Civil Partnership = 49

Disabled = 718

BAME = 167

Religion/Belief:

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

Buddhist = 10

Christian = 4136

(all denominations)

Hindu = 3

Jewish = 4

Muslim = 30

Sikh = 0

No religion = 3937

Other religion/belief = 212

Prefer not to say = 553

Not recorded by employee = 3478

Sexual Orientation:

Bisexual = 54

Gay man = 51

Gay woman/lesbian = 109

Heterosexual/straight = 8095

Other = 52

Prefer not to say = 522

Not recorded by employee = 3480

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.

Course Title	No of staff who attended
Violence Against Women, Domestic Abuse and Sexual Violence	761
Dispraxia Awareness	25
Wrap (Workshop To Raise Awareness Of Prevent)	208
Equalities in the Workplace	35
Dementia Awareness	22
Autism Awareness	113
ADHD Awareness	53
Dyslexia Awareness	26
Equalities In The Workplace	35
Transgender Awareness	23
Small Steps Extreme / Far Right Awareness	19
Men and Gender Equality Training	6
Hate Crime	34
Equalities and Unconscious Bias	22
Neurodiversity in the Workplace	2
Royal National Institute for the Blind—Lego Training	4
Safeguarding Children and Adults at Risk of Exploitation	54
NHS Safeguarding Children	292