



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Adroddiad Blynyddol Cydraddoldebau Mewn Cyflogaeth 2021/2022

Annual Equalities in Employment Report 2021/2022

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Annual Equalities in Employment Report 2021/22**

www.npt.gov.uk

EQUALITIES EMPLOYMENT DATA 2021 / 2022

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 2022 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
- Training courses provided in line with the Equality Act 2010 requirements

Overview of the Council

The Council employs 6,385 employees:



1889 (30%)



4496 (70%)

Sexual Orientation

Bi-sexual = 38
 Gay man = 23
 Gay woman / lesbian = 37
 Heterosexual / straight = 3531
 Other = 34
 Prefer not to say = 2722

Religion

Buddhist = 12
 Christian = 1805
 (all denominations)
 Hindu = 1
 Jewish = 3
 Muslim = 13
 Sikh = 0
 No religion = 1731
 Other religion or belief = 86
 Prefer not to say = 2734

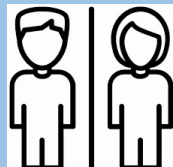
Average Age



45



44



44

Race

White British = 6004
 White Other = 122
 BAME = 103
 Prefer not to say = 156

Disability

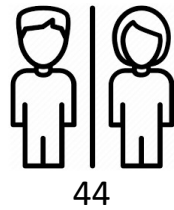
Disabled = 196 (3%)
 Not Disabled – 6189 (97%)

Marriage and Civil Partnership

Married = 3335 (52%)
 Civil Partnership = 13 (0.2%)

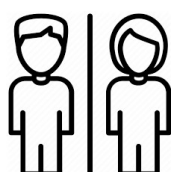
Age

Average Age



The average age of the workforce is 44 years . This is consistent with previous years.

Age range



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 the age categories as our workforce is predominantly female.

In order to support our services plan for retirements, identify business critical posts and have arrangements in place for hard to fill posts, comprehensive resources and mandatory training courses have been run by the Future of Work Team during October/ November 2022 to ensure all of our Services has an up to date Succession Plan in place as this has been identified as a key workforce priority..

16 - 24	129	222	351	5%
25 - 34	342	815	1157	18%
35 - 44	398	1179	1577	25%
45 - 54	477	1301	1778	28%
55 - 64	471	871	1342	21%
65+	72	108	180	3%
Total	6385			

<u>Recruitment</u>			
	Applicants	Shortlisted	Appointed
16—24	1002	233	92
25—34	1786	476	181
35—44	1221	411	165
45—54	976	349	140
55—65	586	198	45
65+	62	18	6

5633 people applied for 762 jobs with the Council during 2021/22 with 629 appointments made.

24% 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, since the pandemic, we have been advertising all of our posts internally and externally simultaneously. Therefore this year, 76% of applications were from external applicants.

The Council's recruitment web pages and web recruitment module were amended and updated to enhance the applicants experience when applying for roles within the Council.

<u>Leavers</u>	
16 - 24	72
25 - 34	102
35 - 44	69
45 - 54	83
55 - 64	124
65 +	44

494 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 has been digitalised to encourage more employees to access and complete. This feedback is important to improve things going forward and is key to recruitment and retention.

Disability

(those who have declared they have a Disability)

- Disabled = 196
- Not Disabled = 6189

3.1% of employees have declared that they have a disability, this has decreased slightly from last year where we reported that 3.3% 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 have retained our Disability Confident accreditation (see Appendix 1).

To further support our employees we have jointly developed with our trade union colleagues a Reasonable Adjustment Disability Passport. This will assist both new starters and employees moving jobs have discussions regarding reasonable adjustments.

Male Female split



75



121

The percentage of males and females who have declared a disability is 38% male and 62% female. This is representative of the make up of the workforce.

Recruitment

449 (8%) applicants who applied for a post with the Council declared a disability.

Out of these 449, 98 (22%) were shortlisted for interview.

34 (35%) of those shortlisted 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 essential criteria for a job vacancy and to consider them on their merit. .

Leavers

21 leavers declared they have a disability.

494 employees left the authority during the period.

The number of leavers who have declared a disability is 4.3% of the total number of leavers across the authority.

The number of leavers who declared a disability is 0.33% of the total workforce.

Race

- White British = 6006
- White Other = 122
- BAME = 103
- Prefer not to say = 154

1.6% = 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.

1.6% 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%. Please note that although a census was completed in 2021, the data in relation to ethnicity has not yet been released.

Compared to last year the percentage of BAME employees has increased slightly to 1.5%. The actual headcount of employees has increased by 12.

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.

We have established an Ethnic Minority Employee Network to provide a safe, confidential environment to network, socialise, question, challenge and receive support and advice in relation to race equality.

Male Female split

		
White British	1772	4234
White Other	42	80
BAME	38	65
Prefer not to say	37	117

The male/female split of BAME employees is 63% female and 37% male.

This is slightly different to the male/female split of the Council (30% male, 70% female.)

We will be developing an Anti-Racism Action Plan in conjunction with our trade union colleagues and employees who are part of our Ethnic Minority Employee Network.

Recruitment

286 applicants (5%) identified as BAME

38 were shortlisted for interview (2.3%)

9 were successful and were appointed to the post (1.4%)

5633 people applied for 762 jobs with the Council during 2021/22.

There has been an increase in the number of applicants who identify as BAME this year. The number of applicants has increased over the last 3 years as follows:-

2019—2020 = 104

2020—2021 = 273

2021—2022 = 286

This should mean that the number shortlisted has also increased, whilst this was the case in 2020/21, this year the number has reduced:-

2019—2020 = 34

2020—2021 = 88

2021—2022 = 38

Disappointingly, the number appointed has also reduced since last year:-

2019—2020 = 7







2020—2021 = 14

2021—2022 = 9

In order to improve diversity in our workforce, we are working with the NPT Community Association to see how we can encourage more individuals from the BAME community to apply for our vacancies. We have received valuable feedback from the Association on what we can do going forward and have actioned some of these points. We are also going to participate in a jobs fair organised by the Association to encourage ethnic minorities to apply for roles within the Council.

	<p>Alongside this, we are hoping that utilising the anonymised application forms as part of our recruitment process will make a difference to the number of shortlisted and appointed applicants with protected characteristics.</p> <p>The outcome of this will be reported in next years report.</p>
<p><u>Leavers</u></p> <p>10 BAME employees left the Council during the period.</p>	<p>494 employees left the authority during the period.</p> <p>The number of BAME leavers represents 2% of total leavers</p> <p>The number of BAME leavers represents 0.16 % of the total workforce.</p>

Sex

<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  1889 (30%) </div> <div style="text-align: center;">  4496 (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;">  1878 </div> <div style="text-align: center;">  3755 </div> </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Applicants</td> <td style="width: 30%; text-align: center;">1878</td> <td style="width: 30%; text-align: center;">3755</td> </tr> <tr> <td>Shortlisted</td> <td style="text-align: center;">539</td> <td style="text-align: center;">1146</td> </tr> <tr> <td>Appointed</td> <td style="text-align: center;">199</td> <td style="text-align: center;">430</td> </tr> </table>	Applicants	1878	3755	Shortlisted	539	1146	Appointed	199	430	<p>5633 people applied for 762 jobs with the Council during 2021/22.</p> <p>33% of all applications were made by males and 67% females. This represents a slight increase in the number of females applying for jobs (65% last year).</p> <p>The number of females shortlisted has slightly decreased this year with 32% male and 68% females being shortlisted (69% last year).</p> <p>32% of all successful applicants were male and 68% female. The number of females appointed has slightly increased this year (where it was 31% male and 67% female)</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. We are hoping anonymised application forms will support gender balance in recruitment.</p>
Applicants	1878	3755								
Shortlisted	539	1146								
Appointed	199	430								
<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;">  1566 </div> <div style="text-align: center;">  3616 </div> </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Permanent</td> <td style="width: 30%; text-align: center;">1566</td> <td style="width: 30%; text-align: center;">3616</td> </tr> <tr> <td>Fixed Term</td> <td style="text-align: center;">145</td> <td style="text-align: center;">326</td> </tr> <tr> <td>Temporary</td> <td style="text-align: center;">195</td> <td style="text-align: center;">725</td> </tr> </table>	Permanent	1566	3616	Fixed Term	145	326	Temporary	195	725	<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, 29% of full time employees are female and 24% are males. Whereas part time females make up 41.5% of the total workforce and 5.5% of part time employees are males.</p>
Permanent	1566	3616								
Fixed Term	145	326								
Temporary	195	725								

Leavers



169



325

There were 494 leavers during the period.
34% of the total leavers were male and 66% were female.
As a percentage of the workforce, 2.65% leavers are male and 5.1% are female.

Gender Pay

31st March 2021

All employees (excluding schools)



Mean
£15.02

Median
£13.20



£14.03

£12.69

All employees (including schools)



Mean
£17.39

Median
£14.01



£15.71

£12.69

The HR Team has been implementing a new HR/Payroll system. 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 2022. This will be available by the end of December 2023.

The information here is in relation to the Gender Pay Gap 2021.

The Council's median gender pay gap for 2021 is 3.86%, whereas the mean is 6.59%.

Our mean gender pay gap in 2021 has decreased from 7.2% in 2020 to 6.59% in 2021. This means that there is now less of a difference in women's average hourly rate compared to men's since 2020.

In 2020 a female employee earned 93p for every £1 earned by a male employee whereas in 2021, a female earns 94p 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 = 1805 • (all denominations) • Hindu = 1 • Jewish = 3 • Muslim = 13 • No religion = 1731 • Other religion or belief = 86 • Prefer not to say = 2734 	<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 28.3% of employees declaring this.</p> <p>27% declared no religion, with 43% 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 = 35 • Christian = 1776 • (all denominations) • Hindu = 33 • Jewish = 3 • Muslim = 63 • Sikh = 3 • No religion = 3359 • Other religion or belief = 102 • Prefer not to say/not provided = 259 	<p>5633 people applied for 762 jobs with the Council during 2021/22.</p> <p>60% of all applicants stated that they had no religion. With 32% stating they were Christian (all denominations).</p>

Sexual Orientation

- Bi-sexual = 38
- Gay man = 23
- Gay woman / lesbian = 37
- Heterosexual / straight = 3531
- Other = 34
- Prefer not to say = 2722

Recruitment

- Bi-sexual = 139
- Gay man = 55
- Gay woman / lesbian = 91
- Heterosexual / straight = 4919
- Other = 40
- Prefer not to say = 389

Leavers

- Bi-sexual = 2
- Gay man = 3
- Gay woman / lesbian = 4
- Heterosexual / straight = 217
- Other = 2
- Prefer not to say = 266

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.

The HR Learning, Training and Development team also run awareness raising training courses .

494 employees left the Council over the period.

Marriage and Civil Partnership

Married = 3335

Civil Partnership = 13

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

116 employees have taken Maternity leave



20 employees have taken Paternity leave

2 employees have taken Adoption leave

1 employee has taken Shared Parental Leave

Occupational Areas of Work (on 31st March 2022)



Note: The percentage refers to the percentage of each Directorate's workforce.
Where an employee has two jobs in different Directorates, this is counted twice.

Directorate		
Chief Executive's	157 (34%)	305 (66%)
Education, Leisure and Lifelong Learning	648 (18%)	2932(82%)
Environment & Regeneration	887 (70%)	387 (30%)
Social Services, Health and Housing	204 (19%)	889 (81%)



Grade and Pay

Chief Officers



Females now make up 39% of the Chief Officer workforce, compared to 37% last year



Salary Range			Total
£135,090 - £148,599 (Chief Exec)	1		1
£111,485 - £120,224 (Director)	1	2	3
£90,451 - £99,730 (CFO)		1	1
£77,269 - £84,991 (HOS)	5	8	13
Total	7	11	18

Local Government Services (Green Book) Employees



Salary Range		%		%	Total
Grade 1	738	94%	43	6%	781
Grade 2	102	52%	94	48%	196
Grade 3	597	72%	227	28%	824
Grade 4	418	71%	167	29%	585
Grade 5	832	73%	307	27%	1139
Grade 6	393	74%	139	26%	532
Grade 7	285	60%	190	40%	475
Grade 8	149	59%	105	41%	254
Grade 9	206	69%	94	31%	300
Grade 10	109	57%	82	43%	191
Grade 11	61	60%	41	40%	102
Grade 12	8	38%	13	62%	21
Grade 13	22	47%	25	53%	47
Apprentices	8	57%	6	43%	14
Other	3	16%	16	84%	19
Total	3931	72%	1549	28%	5480

Teacher Leadership Groups

Deputy Heads / Teachers in Charge		%		%	Total
£42,934 - £89,731	66	63%	39	37%	105



Headteacher Salary Pay point 2019		%		%	Total
£48,571 - £64,620	6	86%	1	14%	7
£51,029 - £69,544	22	69%	10	31%	32
£55,038 - £74,847	9	64%	5	36%	14
£59,153 - £80,553	1	48%	2	52%	3
£65,266 - £88,841	1	4%	2	96%	3
£70,240 - £97,996	1	25%	3	75%	4
£75,596 - £108,035	2	26%	3	74%	5
Total	42	62%	26	38%	68

Teachers



Salary Range		%		%	Total
£27,491 - £37,974 (Main Scale)	239	75.0%	80	25.0%	319
£39,368- £42,333 (UPS 1-3)	567	77%	173	23%	740
£18,487 - £29,238 (Unqualified)	18	64.0%	10	36.0%	28
Total	824	76%	263	24%	1,087

Soulbury (Blue Book) Groups

Advisor/Inspector

Salary Range			Total
£42,168 - £44,758 (5 – 7)	1	0	1
£50,158 - £55,553 (11 – 15)	3	1	4
£60,668 - £73,215 (19 – 30)	4	3	7
Total	8	4	12



Educational Psychologist

Salary Range			Total
£30,694 - £34,448 (Assistant)	2	0	2
£38,865 - £57,544 (Scale A)	11	0	11
£48,727 - £64,431 (Scale B)	1	0	1
Total	14	0	14

Youth & Community Service Officer

Salary Range			Total
£46,107 - £49,660 (7 – 10)	0	1	1

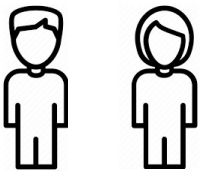
Youth & Community Workers (Pink Book)

Salary Range		%		%	Total
£25,313 - £28,001 (13 – 16)	26	70%	11	30%	37
£28,787 - £31,152 (17 – 20)	1	25%	3	75%	4
£33,039 - £35,985 (22 – 25)	3	60%	2	40%	5
Total	30	65%	16	35%	46
Part Time at various rates	23	58%	17	43%	40
Total	53	61%	33	39%	86

Employees involved in Grievance Procedures 2021/22

There were 4 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.



2

2

The age range of these employees is:-

- 16—24—0
- 25—34—1
- 35—44—1
- 45—54—1
- 55—64—1
- 65+ - 0

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

0 employee considers themselves to have a disability

The religion/belief is shown below:-

Muslim—1

No religion—1

Prefer not to say—2

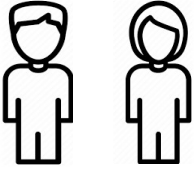
The sexual Orientation of these employees are:-

Heterosexual / straight — 1 Other—1 Prefer not to say—2

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

Employees who brought a Dignity at Work Complaint 2021/22

There were 2 Dignity at Work complaints during this period.



1

1

The age range of these employees are:

- 16—24—0
- 25—34—1
- 35—44—1
- 45—54—0
- 55—64—0
- 65+ - 0

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

0 of these employees have identified as having a Disability

The religion/belief is shown below:-

- No Religion— 2

The sexual orientation of these employees is:

- Heterosexual / straight—2

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

Employees subject to Disciplinary Procedures 2021/22

There were 13 employees subject to formal disciplinary procedures during this period.



4



9

The age range of these employees is:-

- 16—24—0
- 25—34—3
- 35—44—5
- 45—54—1
- 55—64—3
- 65+ - 1

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

0 of these employees have identified as having a Disability.

The religion/belief is shown below:-

Christian —2

No religion—3

Other Religion or Belief—2

Prefer not to say—6

The sexual Orientation of these employees are:-

Heterosexual / straight — 7

Prefer not to say—6

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

Training

The HR Learning, 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:-

11,849 individuals successfully applied for training.

10,372 of these are employees of the Council. The data below is in respect of employees of the Council



2727
(26%)



7643
(74%)

2 prefer not
not to say

Age Range =

16-24 = 322 (3%)
25—34 = 1610 (15%)
35—44 = 2347 (23%)
45—54 = 3404 (33%)
55—64 = 2500 (24%)
65+ = 189 (2%)

Disabled = 412 (4%)

BAME = 121 (1.2%)

Religion/Belief

Buddhist = 28
Christian = 3220
(all denominations)
Hindu = 2
Jewish = 8
Muslim = 24
Sikh = 0
No religion = 3132
Other religion/belief = 257
Prefer not to say = 359
Not recorded = 3342

Sexual Orientation:

Bisexual = 62
Gay man = 27
Gay woman/lesbian = 139
Heterosexual/straight = 6416
Other = 63
Prefer not to say = 321
Not recorded = 3344

Applicants who have successfully completed training:-

10,599 applicants successfully completed training.

9,316 of these are employees of the Council. The data below is in respect of employees of the Council.



2531
(27%)

6783
(73%)

2 prefer not to say

Age Range:

16-24 = 307 (3%)

25—34 = 1482 (16%)

35—44 = 2087 (22%)

45—54 = 3024 (33%)

55—64 = 2247 (24%)

65+ = 169 (2%)

Disabled = 374 (4%)

BAME = 120 (1.3%)

Religion/Belief

Buddhist = 10

Christian = 2879

(all denominations)

Hindu = 1

Jewish = 8

Muslim = 24

Sikh = 0

No religion = 2878

Other religion/belief = 246

Prefer not to say = 325

Not recorded = 2945

Sexual Orientation:

Bisexual = 60

Gay man = 23

Gay woman/lesbian = 128

Heterosexual/straight = 5802

Other = 59

Prefer not to say = 298

Not recorded = 2946

The HR Learning, Training and Development Team also provide staff training in line with the Equality Act requirements. Provided below are the relevant e-learning training courses and the number of employees who completed these courses.

Course Title	No of employees who
Equalities in the Workplace	56
Unconscious Bias	27
Violence Against Women, Domestic Abuse and Sexual Violence	554
WRAP (Workshop to Raise Awareness of Prevent)	286
Safeguarding Adults	546
Safeguarding Children	179
Dementia Awareness	146