

**Cardiff Council**

**Strategic Equality Plan and Equality Objectives**

**Annual Report 2018-19**

**Policy, Performance & Partnerships**

**Mae'r ddogfen hon ar gael yn Gymraeg. Mae fformatau eraill ar gael ar gais.**

**This document is available in Welsh. Other formats are available on request.**

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## **Foreword by Cabinet Member for Finance, Modernisation and Performance**

As portfolio holder for Equalities within Cardiff Council, I am delighted to present this year's Annual Report on Cardiff Council's Strategic Equality Plan and our Equality Objectives, covering the period between 1 April 2018 and 31 March 2019. This is the 3rd Annual Report on our Equality Objectives and Strategic Equality Plan for 2016-2020.

Our Strategic Equality Plan sets out our commitment and objectives within this area, but it does not stand alone, it links closely with our overarching vision for a fairer and more equal Cardiff, as set out in our Capital Ambition strategy.

During 2018-19, Cardiff Council continued our strategic work to advance equality of opportunity in the face of increasing demand for quality public services, the pressures of ongoing austerity, and work to prepare for the UK's exit from the European Union.

This year's Annual Report demonstrates the sustained progress we are making against the Equality Objectives we identified in 2016. From our efforts in getting young people into employment and training, reviewing our practices as a major employer to improve representation in our workforce, to our city's participation in the Home Office's refugee resettlement scheme, our commitment to creating an inclusive, welcoming and open city is clear.

I look forward to continuing this important work in the year ahead and developing our Strategic Equality Objectives for 2020 onwards in partnership with our communities and partners across the city.

Cllr Chris Weaver

Cabinet Member for Finance, Modernisation & Performance

## **Introduction**

In April 2016 Cardiff Council published its Strategic Equality Plan (SEP), identifying 7 Equality Objectives that the authority would measure itself against over the next four years. The objectives built on the work that had been delivered in previous Strategic Equality Plan.

As stipulated within the Welsh specific duties of the Equality Act (2010), Local Authorities are required to produce an Annual Report and publish it within 12 months of the end of the financial year. These reports outline the progress the authority has made, over a 12 month period, against the Strategic Equality Objectives identified in our Strategic Equality Plan. As well as providing this summary, the report is accompanied by equalities monitoring data for Cardiff Council's employees, enabling us to gauge the extent to which we are representative of the community we serve.

The Strategic Equality Plan sets out our equality objectives, which were developed as a result of a programme of consultation and engagement with residents from protected characteristic groups, to ensure their experiences shape our priorities and inform what we do as a council, in both service design and delivery.

**The Equality Objectives for 2016-2020 are:**

1. Meet our specific equality duties and build equality into everything we do
2. Support wider access to Council information and environments and participation in Council services
3. Support wider citizen consultation and engagement with the Council and the decisions it makes
4. Support people to challenge unfair treatment
5. Provide support to those who may experience barriers to achieving their full potential
6. Address identified pay gaps around protected characteristics in our workforce
7. Build strong and cohesive communities where people feel safe and able to celebrate Cardiff's diversity

# Progress made against objectives in 2018-19

## Objective 1 – Meet our specific equality duties

### This year we....

- We carried out a review of our Equal Opportunities Policy Statement.
- We developed a range of equality training packages and have made these available to employees,
- We carried out a review of our Sexual Orientation Policy and made this available to employees.
- We developed a Violence against Women, Domestic Abuse and Sexual Violence Policy with New Employees Guide on Violence against Women and have made these available to all employees.
- We carried out a review of our Equality and Diversity Awareness Handbook and have made this available to all employees.
- We carried out an Equality Impact Assessment process on our budget saving and growth bid proposals.
- We produced an annual Equality Review (including employee monitoring data).

## **Objective 2 – Support wider access to Council information and environments and participation in Council services**

### **This year we....**

- We provided council services at community Hubs, enabling service users to access advice and support tailored to meet local community needs.
- We developed and update the Outdoor Cardiff website to include information about parks and green spaces (including year round activities).
- Cardiff Council's Access Focus Group met on a regular basis to enable the public to input into addressing accessibility in Cardiff's built environment.
- We worked to ensure that we are compliant with the Welsh Language Standards, with regular information communicated to employees across all directorates.
- We refurbished our training academy rooms to make them more accessible for disabled employees.
- We carried out adaptations to schools to provide accessible environments for disabled pupils and staff.
- We provided disabled facilities grants to enable disabled people to remain independent within their homes.
- In partnership with GLL leisure centres, we provided sessions for disabled and women only groups to participate in leisure activities.
- We provided a mobile library service and housebound library service for those unable to access their local library.
- Building control worked with partners including Cardiff University, the Capital Quarter, Hoteliers, St Davids Hall, Central Square Developments and

Principality Stadium to ensure access considerations were built into work programmes.

- We carried out a review of our Reasonable Adjustments guidance merging this with our Attendance and Wellbeing Policy to support adjustments for employees in the workplace.



### **Objective 3 – Support wider citizen consultation and engagement with the Council and the decisions it makes**

#### **This year we...**

- We consulted and engaged with citizens and service users via Cardiff's Citizens Panel, Cardiff Access Focus Group, the Youth Council, Cardiff 50+ Forums, Cardiff DEAF Club and our Third Sector Partners. We also carried out numerous consultations and engagement events in community-based locations across the city, running targeted initiatives to reach young people, BAME residents and residents of the Southern Arc.
- We worked towards meeting our commitment to the British Deaf Association's BSL Charter. As part of this commitment we consulted with the deaf community of Cardiff on a regular basis through regular forums.
- We carried out our annual Ask Cardiff survey giving people living and working in Cardiff the opportunity to share their experiences of public services, both in terms of positive experiences and where things could be improved.
- We supported our Equality Employee Networks (BAME, Carers, Disability, LGBT and Women), to contribute to policy development.
- We supported Cardiff 3<sup>rd</sup> Sector Council and Diverse Cymru to undertake consultation and engagement with underrepresented groups.
- We commissioned digital stories to enable Children's Service users to tell us about their experiences of receiving services and the impact these have had in their lives.

## **Objective 4 – Support people to challenge unfair treatment**

### **This year we...**

- We provided Equality Awareness training for our employees.
- We provided information on our website on hate crimes and hate incidences and how these should be reported.
- We hosted advice services within a number of our community hubs.
- We promoted our Resolution Policy to employees, which replaced our Grievance and Bullying and Harassment policies.
- We provided advice and guidance on challenging unfair treatment to employees and service users via telephone enquiries and our web and intranet sites.
- We developed a framework for senior manager and member engagement with our employee networks.

## **Objective 5 – Provide support to those who may experience barriers to achieving their full potential**

### **This year we....**

- We worked with our partners to promote the ‘Cardiff Commitment’ and its ambition to get more of Cardiff’s young people into education, employment and training.
- We promoted the Junior Corporate Apprentice scheme to young people across the city, providing apprenticeships and trainee roles across the Council.
- We carried out a Homelessness Review and published a 4 year Homelessness Strategy to help prevent homelessness and meet the housing needs of vulnerable citizens.
- We provided training and work placement opportunities for looked after children and young people leaving council care via the Bright Start traineeship scheme.
- We carried out a review of our Recruitment and Selection Policy to ensure our processes are fair and unbiased for applicants in preparation for the launch of our new online recruitment portal.
- Our Independent Living Services visiting team worked with service users in order to maximise services and benefits that would enable independent living within their own homes.
- We promoted the roll out of the 30 hour free childcare offer across Cardiff.
- We carried out a review of our Carers Policy and made this available to employees
- We are a Disability Confident Employer (Level 2 accreditation) working to ensure disabled people and those with long-term health conditions have the opportunities to fulfil their potential and realise their aspirations.

- We promoted our Health and Wellbeing Directory as a one stop shop of support and information services on a wide range of Health and Wellbeing topics and made this available to employees.
- We worked with partners to promote Cardiff as a Living Wage City and provided support to organisations who wished to become Living Wage accredited employers.
- We developed a Child Friendly City Strategy to promote children's rights in everything we do.
- We worked with our colleagues in the Cardiff Partnership Board to make Cardiff a Dementia Friendly City where people affected by dementia can continue to prosper and enjoy life, with the wider community being understanding and supportive of their needs.

## **Objective 6 – Address identified pay gaps around Protected Characteristics in our workforce**

### **This year we....**

- We promoted our Job Evaluation Toolkit (which enables all job evaluation related processes to be included within one document) to employees.
- We reviewed and promoted our Pay Policy and made this available on our website and to all employees.
- We became a signatory of the Race at Work Charter in order to demonstrate our commitment to tackling barriers ethnic minorities face in recruitment and progression.
- We provided a wide range of new paid apprenticeships and training opportunities across the council.
- We promoted and enhanced apprenticeship qualifications opportunities for all employees in order to promote vocational training.
- We updated the living wage for the lowest paid council employees.
- We worked with our employee networks to identify support needed for under-represented groups to progress within the Council.
- We advertised our jobs externally, as well as internally, to support our efforts to create a workforce representative of the communities we serve.

## **Objective 7 – Build strong and cohesive communities where people feel safe and able to celebrate Cardiff’s diversity**

### **This year we...**

- We supported Pride Cymru and Pride weekend and worked with its organisers to ensure that the city centre was available to host the Pride weekend.
- We continued our membership of Stonewall’s Diversity Champions programme and submitted an application to their Workplace Equality Index.
- We continue to implement Welsh Government’s National Community Cohesion Strategy and delivery plan, including a range of activities to support residents from different backgrounds to meet through sports, culture and arts and promote the wellbeing of marginalised groups such as refugees and asylum seekers.
- We promoted the awareness of domestic violence and signposted support for our employees.
- We participated in the ‘Walk a mile in her shoes’ campaign to raise awareness of domestic violence and the support available across the city.
- We included questions within the Ask Cardiff Survey asking how safe people feel in their local areas and their perceptions of crime.
- We promoted a cultural calendar of events and religious festivals with staff via internal communications.
- We celebrated a range of diversity events and promoted these via internal our communications.

- We held intergenerational events in order for older and younger people to learn from each other's experiences and connect in meaningful ways.
- Our members attended and supported a range of community cultural and religious events

For further information regarding any of the initiatives mentioned in this annual report, please contact:

Equality Team  
Room 401  
County Hall  
Cardiff Bay  
CF10 4UW  
Phone: 029 2087 2536 / 3262

E-mail: [equalityteam@cardiff.gov.uk](mailto:equalityteam@cardiff.gov.uk)



# **Appendix 1**

## **Cardiff Council**

### **Employee Diversity Report 2019**

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# 1. Introduction

Each year HR People Services (HRPS) develops an Equality Report based on the statutory requirement for provision of equality data. From analysis of the data, actions are developed for the following year.

Monitoring of progress on the actions is the responsibility of the Operational Manager, HRPS, actions progress and barriers are then submitted to the HRPS Management Team. This allows the Council to show due regard to the General Duty of the Equality Act 2010.

- The Council recognise the pivotal role they play regarding the General Duties of the Equality Act 2010. As an example of this,
  - We work to **eliminate discrimination, harassment and victimisation** through the employee policies and procedures that HRPS develop and review to ensure that every employee is treated with dignity and respect.
  - We **Advance equality of opportunity** through the recruitment and selection process. Training and promotional opportunities are advertised to all employees and a process is in place to supporting managers and employees to implement reasonable adjustments. The Single Status Collective Agreement has also ensured equal pay for equal work, closing the gender pay gap and encouraging a transparent system.
  - We **Foster good relations** by supporting five employee equality networks to raise awareness of equality matters and provide additional support and training to employees.

# 2. Data Collection Methods

The Council manages employee data through three operating systems:

- a) **DigiGov**, the main HR Database managing employee information
- b) **Tribal**, the recruitment system. (Replaced in October 2019 by **Talentlink**)
- c) **SAP**, the payroll system.

All employees who are paid by the Council have a record on DigiGov and which they can use to manage their own personal data, including their equality monitoring data. The Council can run reports from DigiGov, enabling HRPS to respond to the changing demands of the workforce.

The legacy Tribal recruitment system manages job applications and includes an equality monitoring form, helping HRPS manage the application process for vacant posts and ensure the process is fair and transparent. Data is taken from the legacy Tribal system to complete the employee monitoring section on applicants applying by protected characteristic groups. HRPS are currently developing a new recruitment system and will use this as an opportunity to further enhance the Council's commitment to equal opportunities.

When successful applicants are offered employment they are sent a contract of employment and an equality monitoring form. Once the successful applicant completes and returns the equality monitoring form, their data is entered onto DigiGOV by HRPS.

We continue to improve the ability of our systems to record equalities data. We also encourage employees to access their DigiGOV record to add additional equalities information to assist with the Council's monitoring

### 3. The Council's Workforce - Analysis by Ethnic and Racial Group

At 31 March 2019, the Council employed 13,343 permanent/temporary employees. 12,285 (92.07%) of our 13,343 permanent/temporary employees have agreed to disclosed their ethnicity to the Council, enabling the following analysis.

#### Overall Composition by Ethnic Group

The composition of these employees by the ethnicity categories used in the 2011 Census is as follows:

<b>Ethnic Group</b>	<b>Number</b>
Asian Bangladeshi	111
Asian British	102
Asian Indian	72
Asian Other	26
Asian Pakistani	69
Black African	90
Black British	99
Black Caribbean	24
Black Other	16
Chinese / Far East	45
Mixed Other	69
Mixed Race White & Asian	36
Mixed Race White & Black African	54
Mixed Race White & Black Caribbean	71
Not Disclosed	1058
Other Ethnicity	37
White British	10310
White English	33
White European	159
White Gypsy/Traveller	1
White Irish	63
White Other	88
White Scottish	10
White Welsh	700
<b>TOTAL</b>	<b>13343</b>

## Composition by Racial Group, and Comparison with 2011 Census

The table below combines the ethnic groups above into broader Racial Group.

The various Asian, Black, Mixed and Other ethnic groups are combined into individual overall Racial Group. However, due to the numerical significance of the various White ethnic groups, these have been displayed individually. The White British, White Welsh, White Scottish ethnic groups are combined into an overall White British category, while the White Irish, White European, White Gypsy/ Traveller and White Other categories are reported separately.

This allows us to display the ethnic group of all of our employees who do not identify with a White British ethnicity. The table below compares the composition of our workforce by Racial Group to the overall population of Cardiff and of Wales.

Racial Group	Employees		2011 Census %	
	%	No.	Cardiff	Wales
Asian	3.09%	380	8.00%	2.20%
Black	1.86%	229	2.40%	0.60%
Chinese / Far East	0.37%	45	1.20%	0.40%
Mixed Ethnicity	1.87%	230	2.90%	1.00%
Other	0.30%	37	2.00%	0.50%
White Gypsy / Traveller	0.01%	1	0.20%	0.10%
White Irish	0.51%	63	0.70%	0.50%
White Other	0.72%	88	3.50%	1.80%
White European	1.29%	159		
White British *	89.97%	11052	80.00%	93.20%

\* Includes White English, White Scottish and White Welsh

The table shows that the percentage of people identifying with an ethnicity in a Racial Group other than White British is 10.03%.

1,058 employees who have not disclosed their ethnicity work in the following Directorates:

Directorates	Total
ECONOMIC DEVELOPMENT	84
EDUCATION & LIFELONG LEARNING - CENTRAL	46
EDUCATION & LIFELONG LEARNING - SCHOOLS	744
GOVERNANCE & LEGAL SERVICES	1
HOUSING & COMMUNITIES	27
PLANNING TRANSPORT & ENVIRONMENT	101
RESOURCES	20
SOCIAL SERVICES	35
<b>TOTAL</b>	<b>1058</b>

## Ethnicity of Temporary Workforce - Cardiff Works

Between 01/04/2018 – 31/03/2019 the Council employed 722 people through its temporary employment agency Cardiff Works. Of these, 613 (84.90%) disclosed their ethnic origin to the Council, enabling the table below to show the percentage of those employees identifying as White British (71.33%), or as another ethnicity (13.57%).

Racial Groups	No	%
Asian	30	4.16%
Black	23	3.19%
Chinese / Far East	3	0.42%
Mixed Ethnicity	20	2.77%
Not Disclosed	109	15.10%
Other	4	0.55%
White European	8	1.11%
White Irish	3	0.42%
White British	515	71.33%
White Other	7	0.97%
<b>Total</b>	<b>722</b>	<b>100.00%</b>

## Ethnicity of Permanent/Temporary Workforce by Directorate

The table below shows from an analysis undertaken on 31<sup>st</sup> March 2019 the variety in the composition of the permanent/temporary employees identifying as “White British” and those who do not, within the Council’s seven organisational Directorates (Education and Lifelong Learning is broken down into schools-based and centrally employed Directorate posts).

Directorates	White British	Other Racial Group
ECONOMIC DEVELOPMENT	76.78%	23.22%
EDUCATION & LIFELONG LEARNING - CENTRAL	83.80%	16.20%
EDUCATION & LIFELONG LEARNING - SCHOOLS	81.69%	18.31%
GOVERNANCE & LEGAL SERVICES	89.32%	10.68%
HOUSING & COMMUNITIES	84.38%	15.62%
PERFORMANCE & PARTNERSHIPS	93.24%	6.76%
PLANNING TRANSPORT & ENVIRONMENT	84.44%	15.56%
RESOURCES	87.29%	12.71%
SOCIAL SERVICES	86.77%	13.23%

Note – based on total 12,285 permanent/temporary employees who have disclosed their ethnicity.

## Gender and Racial Group

The table below shows from an analysis undertaken in March 2019 the proportion of the employees in each racial group working for the Council, according to their gender.

Racial Group	Female		Male		Total
	No.	%	No.	%	
Asian	318	83.68%	62	16.32%	380
Black	149	65.07%	80	34.93%	229
Chinese / Far East	38	84.44%	7	15.56%	45
Mixed Ethnicity	157	68.26%	73	31.74%	230
Other	27	72.97%	10	27.03%	37
White Gypsy/Traveller	1	100.00%	0	0.00%	1
White Irish	45	71.43%	18	28.57%	63
White Other	60	68.18%	28	31.82%	88
White European	115	72.33%	44	27.67%	159
White British	7699	69.66%	3354	30.34%	11053

## Racial Group and Pay

The table below displays by Racial Group the grading of the Council's 9,889 employees permanent/temporary workforce (almost all employees excluding teachers and those in school settings who are not part of the Council's collective agreement) who have been graded in accordance with the Council's Job Evaluation scheme. Grade 1 is the lowest paid grade, and OM+ group (includes Operational Managers, Assistant Directors, and Directors).

Racial Group	GRADE											
	JNC Y & C	1	2	3	4	5	6	7	8	9	10	OM+
Asian	4	31	85	79	59	33	24	16	3	2	3	2
Black	4	39	23	40	37	25	16	17	6	4	1	0
Chinese / Far East	1	2	13	6	9	2	4	4	3	1	0	0
Mixed Ethnicity	4	18	10	42	43	34	30	20	8	1	1	1
Other	0	4	4	9	2	4	1	1	1	1	0	0
White Gypsy/Traveller	0	0	0	1	0	0	0	0	0	0	0	0
White Irish	1	0	1	5	10	6	3	4	5	3	0	1
White Other	1	8	5	14	8	14	6	7	4	1	1	3
White European	3	27	10	28	23	28	10	5	3	1	1	0
White British	90	343	655	1434	1643	1574	933	607	422	167	141	86
Not Disclosed	12	71	62	135	180	151	59	19	11	2	2	2
<b>Total</b>	<b>120</b>	<b>543</b>	<b>868</b>	<b>1793</b>	<b>2014</b>	<b>1871</b>	<b>1086</b>	<b>700</b>	<b>466</b>	<b>183</b>	<b>150</b>	<b>95</b>

The table below displays the same data by percentage:

Racial Group	GRADE											
	JNC Y & C	1	2	3	4	5	6	7	8	9	10	OM+
Asian	3.33%	5.71%	9.79%	4.41%	2.93%	1.76%	2.21%	2.29%	0.64%	1.09%	2.00%	2.11%
Black	3.33%	7.18%	2.65%	2.23%	1.84%	1.34%	1.47%	2.43%	1.29%	2.19%	0.67%	0.00%
Chinese / Far East	0.83%	0.37%	1.50%	0.33%	0.45%	0.11%	0.37%	0.57%	0.64%	0.55%	0.00%	0.00%
Mixed Ethnicity	3.33%	3.31%	1.15%	2.34%	2.14%	1.82%	2.76%	2.86%	1.72%	0.55%	0.67%	1.05%
Other	0.00%	0.74%	0.46%	0.50%	0.10%	0.21%	0.09%	0.14%	0.21%	0.55%	0.00%	0.00%
White Gypsy/Traveller	0.00%	0.00%	0.00%	0.06%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
White Irish	0.83%	0.00%	0.12%	0.28%	0.50%	0.32%	0.28%	0.57%	1.07%	1.64%	0.00%	1.05%
White Other	0.83%	1.47%	0.58%	0.78%	0.40%	0.75%	0.55%	1.00%	0.86%	0.55%	0.67%	3.16%
White European	2.50%	4.97%	1.15%	1.56%	1.14%	1.50%	0.92%	0.71%	0.64%	0.55%	0.67%	0.00%
White British	75.00%	63.17%	75.46%	79.98%	81.58%	84.13%	85.91%	86.71%	90.56%	91.26%	94.00%	90.53%
Not Disclosed	10.00%	13.08%	7.14%	7.53%	8.94%	8.07%	5.43%	2.71%	2.36%	1.09%	1.33%	2.11%

As some of the sample sizes in the chart above are small, for ease of analysis the two tables below display the same data (first by number and then by percentage), aggregating all of the Racial Group other than White British into "Other":

Racial Group	GRADE											
	JNC Y & C	1	2	3	4	5	6	7	8	9	10	OM+
Other	30	200	213	359	371	297	153	93	44	16	9	9
White British	90	343	655	1434	1643	1574	933	607	422	167	141	86
<b>Total</b>	<b>120</b>	<b>543</b>	<b>868</b>	<b>1793</b>	<b>2014</b>	<b>1871</b>	<b>1086</b>	<b>700</b>	<b>466</b>	<b>183</b>	<b>150</b>	<b>95</b>

Racial Group	GRADE											
	JNC Y & C	1	2	3	4	5	6	7	8	9	10	OM+
Other	25.00%	36.83%	24.54%	20.02%	18.42%	15.87%	14.09%	13.29%	9.44%	8.74%	6.00%	9.47%
White British	75.00%	63.17%	75.46%	79.98%	81.58%	84.13%	85.91%	86.71%	90.56%	91.26%	94.00%	90.53%



## 4. The Council's Permanent/Temporary Workforce - Analysis by Gender

### Analysis of Full and Part-time Working by Gender

The overall composition of the Council's 13,343 strong permanent/temporary workforce includes 9,337 women (69.98% of the overall workforce) and 4,006 men (30.02% of the overall workforce).

As a large organisation delivering very large range of functions and services, the Council has complex and varied working patterns. If a definition of "Full-time" is taken to mean an employee who works 37 hours per week, it is possible to distinguish Full-time from Part-time employees, but within the category of Part-time employees there is a huge variety of working patterns. Part time employees work less than 37 hours per week, and includes those employees who work less than a 52 week year, for example, school term times.

The table below breaks down the total employees by Full Time Equivalent (where 100% = 37 hours over 52 weeks), indicating the number and the percentage of employees, further broken down by gender. The table shows 7,159 employees working Full Time, with 6,184 employees working Part-time, and ten Part-Time categories ranging by decile (ranges of 10% of full-time working, from 0 – 10%, to 90 – 99.99%).

FTE Range	Number of employees	% of overall workforce	Female		Male	
			No.	%	No.	%
100%	7159	53.65%	3946	55.12%	3213	44.88%
90 - 99.99%	502	3.76%	427	85.06%	75	14.94%
80 - 89.99%	1866	13.98%	1613	86.44%	253	13.56%
70 - 79.99%	474	3.55%	393	82.91%	81	17.09%
60 - 69.99%	843	6.32%	714	84.70%	129	15.30%
50 - 59.99%	854	6.40%	756	88.52%	98	11.48%
40 - 49.99%	638	4.78%	577	90.44%	61	9.56%
30 - 39.99%	254	1.90%	228	89.76%	26	10.24%
20 - 29.99%	385	2.89%	340	88.31%	45	11.69%
10 - 19.99%	314	2.35%	300	95.54%	14	4.46%
0 - 9.99%	54	0.40%	43	79.63%	11	20.37%

Note Total based on 13,343 permanent/temporary workforce.

## Grade Analysis by Gender

The overall composition of the Council's 13,343 strong permanent/temporary workforce includes 9,337 women (69.98% of the overall workforce) and 4,006 men (30.02% of the overall workforce).

9,889 of these employees (almost all employees excluding teachers and those in school settings who are not part of the council's collective agreement) have been graded in accordance with the Council's Job Evaluation scheme, and the grades of these male and female employees are as follows:

GRADE	Number			Percentage	
	Female	Male	Total	Female	Male
JNC Y & C	77	43	120	64.17%	35.83%
GRADE 1	404	139	543	74.40%	25.60%
GRADE 2	818	50	868	94.24%	5.76%
GRADE 3	1386	407	1793	77.30%	22.70%
GRADE 4	1372	642	2014	68.12%	31.88%
GRADE 5	1209	662	1871	64.62%	35.38%
GRADE 6	651	435	1086	59.94%	40.06%
GRADE 7	323	377	700	46.14%	53.86%
GRADE 8	280	186	466	60.09%	39.91%
GRADE 9	101	82	183	55.19%	44.81%
GRADE 10	78	72	150	52.00%	48.00%
OM+	48	47	95	50.53%	49.47%
<b>Total</b>	<b>6747</b>	<b>3142</b>	<b>9889</b>	<b>68.23%</b>	<b>31.77%</b>

At the management tier of the organisation (the Council's 95 Operational Managers, Heads of Service, Chief Officers, Assistant Directors, Directors and Chief Executive), the gender balance is:

GRADE	Number			Percentage	
	Female	Male	Total	Female	Male
OM+	48	47	95	50.53%	49.47%

## Gross Pay Analysis by Gender

The table below shows the gross pay by male and female employees, in bands of £5,000 and £10,000. This analysis includes all Council employees, including those working in schools. The levels of take home pay reflect the fact that women are more represented amongst Part-time employees.

Gross Annual Earnings	Part Time				
	Female		Male		Total
	No	%	No	%	
£1 - £4,999	675	91.71%	61	8.29%	736
£5,000 - £9,999	1068	88.48%	139	11.52%	1207
£10,000 - £14,999	1667	86.06%	270	13.94%	1937
£15,000 - £19,999	1180	86.70%	181	13.30%	1361
£20,000 - £24,999	455	84.26%	85	15.74%	540
£25,000 - £29,999	134	82.21%	29	17.79%	163
£30,000 - £39,999	197	89.95%	22	10.05%	219
£40,000 - £49,999	15	78.95%	4	21.05%	19
£50,000 - £59,999	0	0.00%	2	100.00%	2
£60,000 - £69,999	0	0.00%	0	0.00%	0
£70,000 +	0	0.00%	0	0.00%	0

Gross Annual Earnings	Full Time				
	Female		Male		Total
	No	%	No	%	
£1 - £4,999	0	0.00%	0	0.00%	0
£5,000 - £9,999	0	0.00%	0	0.00%	0
£10,000 - £14,999	19	79.17%	5	20.83%	24
£15,000 - £19,999	504	56.19%	393	43.81%	897
£20,000 - £24,999	753	44.85%	926	55.15%	1679
£25,000 - £29,999	603	51.49%	568	48.51%	1171
£30,000 - £39,999	1128	57.91%	820	42.09%	1948
£40,000 - £49,999	672	66.34%	341	33.66%	1013
£50,000 - £59,999	145	62.50%	87	37.50%	232
£60,000 - £69,999	86	68.80%	39	31.20%	125
£70,000 +	36	51.43%	34	48.57%	70

Note Total based on 13,343 permanent/temporary workforce.

## 5. The Council's Permanent/Temporary Workforce - Analysis by Age

The first table below shows the age distribution of the Council's employees across Directorates and for those employed in schools. The second table shows the age distribution by Directorates:

Age Group	Council (less schools)		School Employees		Total	
	No	%	No	%	No	%
16-24	227	37.52%	378	62.48%	605	4.53%
25-34	1081	39.04%	1688	60.96%	2769	20.75%
35-44	1436	42.83%	1917	57.17%	3353	25.13%
45-54	1815	47.13%	2036	52.87%	3851	28.86%
55-64	1446	59.56%	982	40.44%	2428	18.20%
65+	205	60.83%	132	39.17%	337	2.53%

Directorates	Age Group												Total	
	16-24		25-34		35-44		45-54		55-64		65+			
	No	%	No	%	No	%	No	%	No	%	No	%	No	%
ECONOMIC DEVELOPMENT	25	0.19%	118	0.88%	190	1.42%	300	2.25%	287	2.15%	49	0.37%	969	7.26%
EDUCATION & LIFELONG LEARNING - CENTRAL	8	0.06%	67	0.50%	199	1.49%	243	1.82%	174	1.30%	25	0.19%	716	5.37%
EDUCATION & LIFELONG LEARNING - SCHOOLS	378	2.83%	1688	12.65%	1917	14.37%	2036	15.26%	982	7.36%	132	0.99%	7133	53.46%
GOVERNANCE & LEGAL SERVICES	6	0.04%	25	0.19%	17	0.13%	31	0.23%	23	0.17%	1	0.01%	103	0.77%
HOUSING & COMMUNITIES	85	0.64%	320	2.40%	342	2.56%	343	2.57%	251	1.88%	42	0.31%	1383	10.36%
PERFORMANCE & PARTNERSHIPS	1	0.01%	17	0.13%	25	0.19%	22	0.16%	8	0.06%	1	0.01%	74	0.55%
PLANNING TRANSPORT & ENVIRONMENT	25	0.19%	132	0.99%	216	1.62%	318	2.38%	266	1.99%	39	0.29%	996	7.46%
RESOURCES	52	0.39%	204	1.53%	198	1.48%	248	1.86%	124	0.93%	9	0.07%	835	6.26%
SOCIAL SERVICES	25	0.19%	198	1.48%	249	1.87%	310	2.32%	313	2.35%	39	0.29%	1134	8.50%

## 6. The Council's Permanent/Temporary Workforce – Analysis by Other Protected Characteristics

### Disability

171 of the Council's employees (1.28%) identified as being disabled. 3,228 employees (24.19%) identified as not being disabled, with the remaining 9,944 (74.53%) not disclosing this information.

### Gender Reassignment

8 employees identified as having a Gender Identity other than that which they were assigned at birth. 3,574 employees identified as having the same Gender Identity that they were assigned at birth, 111 preferred not to say, and the remaining 9,650 did not identify their Gender Identity.

### Marriage and Civil Partnership

Employees identified their Marital Status as follows:

<b>Marital Status</b>	<b>No</b>	<b>%</b>
Civil Partner	28	0.21%
Dissolved Partnership	2	0.01%
Divorced	264	1.98%
Married	2479	18.58%
Not Recorded	8999	67.44%
Prefer Not To Say	49	0.37%
Separated	66	0.49%
Single	1004	7.52%
Unmarried Partner	420	3.15%
Widowed	32	0.24%
<b>Total</b>	<b>13343</b>	<b>100.00%</b>

### Pregnancy and Maternity

314 employees began Maternity Leave during 2018, with 38 returning from Maternity Leave during the year. No one resigned following Maternity Leave. 6 employees began Adoption Leave, and 109 took Maternity/Paternity Support Leave. There was no Shared Parental Leave.

**Religion or Belief (including lack of belief)**

Employees identified their Religion or Belief (including Lack of Belief) as follows:

<b>Belief</b>	<b>No</b>	<b>%</b>
Buddhist	18	0.13%
Christian	1818	13.63%
Hindu	20	0.15%
Jewish	0	0.00%
Muslim	124	0.93%
None	1735	13.00%
Not Recorded	9162	68.67%
Other	162	1.21%
Prefer Not To Say	289	2.17%
Rastafarian	4	0.03%
Sikh	10	0.07%
Zoroastrian	1	0.01%
<b>Total</b>	<b>13343</b>	<b>100.00%</b>

**Sexual Orientation**

Employees identified their Sexual Orientation as follows:

<b>Sexual Orientation</b>	<b>No</b>	<b>%</b>
Bisexual	39	0.29%
Gay	78	0.58%
Heterosexual	3718	27.86%
Lesbian	35	0.26%
Not Recorded	9190	68.88%
Other	31	0.23%
Prefer Not To Say	252	1.89%
<b>Total</b>	<b>13343</b>	<b>100.00%</b>

## 7. “Applicants” to the Council by Protected Characteristics

For the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, Cardiff received 15,928 applications for vacancies. The information in the following tables excludes applicants for school vacancies. Applications processed directly by schools are not recorded.

Age	No	%
16-21	482	3.03%
22-26	3173	19.92%
27-33	3927	24.65%
34-40	2621	16.46%
41-50	2407	15.11%
50+	2095	13.15%
Not Recorded	1223	7.68%
<b>Total</b>	<b>15928</b>	

Disability	No	%
Disabled	853	5.36%
Not Disabled	13558	85.12%
Not Recorded	1517	9.52%
<b>Total</b>	<b>15928</b>	

Racial Group	No.	%
Asian	1055	6.62%
Black	607	3.81%
Chinese / Far East	94	0.59%
Mixed Ethnicity	48	0.30%
Other	5	0.03%
White	12741	79.99%
Not Recorded	1378	8.65%
<b>Total</b>	<b>15928</b>	

Gender	No	%
Female	8662	54.38%
Male	6469	40.62%
Not Recorded	797	5.00%
<b>Total</b>	<b>15928</b>	

Religion or Belief/Non Belief	No.	%
Baha'i	1	0.00%
Buddhist	63	0.40%
Christian	4610	28.94%
Hindu	154	0.97%
Jain	6	0.04%
Jewish	13	0.08%
Muslim	1011	6.35%
None	7691	48.29%
Other	363	2.28%
Prefer Not To Say	890	5.59%
Rastafarian	2	0.01%
Sikh	62	0.39%
Zoroastrian	1	0.00%
Not Recorded	1061	6.66%
<b>Total</b>	<b>15928</b>	

Sexual Orientation	No.	%
Bisexual	381	2.39%
Gay	462	2.90%
Heterosexual	12622	79.24%
Lesbian	157	0.99%
Other	108	0.68%
Prefer Not To Say	774	4.86%
Not Recorded	1424	8.94%
<b>Total</b>	<b>15928</b>	

## 8. Training by Protected Characteristics

For the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, 11,902 training requests were submitted. The information in the following tables does not include school employees as training records are held by individual schools, not the Council.

### By Age

Training	Age Range						Total
	16-24	25-34	35-44	45-54	55-64	65+	
All Training Requests	240	2314	3034	3173	2701	440	11902
Approved	221	1918	2469	2647	2261	381	9897

Training	Age Range					
	16-24	25-34	35-44	45-54	55-64	65+
All Training Requests	2.02%	19.44%	25.49%	26.66%	22.69%	3.70%
Approved	92.08%	82.89%	81.38%	83.42%	83.71%	86.59%

### By Gender

Training	Gender		
	Female	Male	Total
All Training Requests	8013	3889	11902
Approved	6585	3312	9897

Training	Gender	
	Female	Male
All Training Requests	67.32%	32.68%
Approved	82.18%	85.16%



**By Racial Group**

Training	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	Prefer Not To Say	White British	White European	White Irish	White Other	Not Recorded	
All Training Requests	346	335	57	370	26	28	9952	158	81	89	460	11902
Approved	287	299	47	312	23	22	8223	138	72	79	395	9897

Training	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	Prefer Not To Say	White British	White European	White Irish	White Other	Not Recorded	
All Training Requests	2.91%	2.81%	0.48%	3.11%	0.22%	0.24%	83.62%	1.33%	0.68%	0.75%	3.86%	100.00%
Approved	82.95%	89.25%	82.46%	84.32%	88.46%	78.57%	82.63%	87.34%	88.89%	88.76%	85.87%	83.15%

## 9. Disciplinary Information by Protected Characteristics

The disciplinary information is for Council based employees and excludes school employees. The data is based on cases closed during the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

### By Age

Disciplinary Outcome	Age Range						Total
	16-24	25-34	35-44	45-54	55-64	65+	
Informal	0	4	5	3	5	0	17
No Action	1	8	17	17	16	2	61
Verbal Warning	0	1	0	1	0	0	2
Written Warning	0	3	6	6	10	0	25
Final Written Warning	1	1	2	1	2	1	8
Dismissal - With Notice	0	0	0	0	1	0	1
Dismissal - Without Notice	0	1	1	0	1	0	3
<b>Total</b>	<b>2</b>	<b>18</b>	<b>31</b>	<b>28</b>	<b>35</b>	<b>3</b>	<b>117</b>
	1.71%	15.38%	26.50%	23.93%	29.91%	2.56%	

### By Racial Group

Disciplinary Outcome	Racial Groups							Total
	Asian	Black	Mixed Ethnicity	Not Disclosed	White European	White British	White Other	
Informal	0	0	0	0	0	17	0	17
No Action	1	1	3	8	0	47	1	61
Verbal Warning	0	0	0	0	0	2	0	2
Written Warning	0	1	0	0	0	24	0	25
Final Written Warning	0	0	0	0	0	8	0	8
Dismissal - With Notice	0	0	0	0	0	1	0	1
Dismissal - Without Notice	1	0	0	0	0	2	0	3
<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>101</b>	<b>1</b>	<b>117</b>
	1.71%	1.71%	2.56%	6.84%	0.00%	86.32%	0.85%	

### By Gender

Disciplinary Outcome	Gender		Total
	Female	Male	
Informal	7	10	17
No Action	14	47	61
Verbal Warning	0	2	2
Written Warning	13	12	25
Final Written Warning	3	5	8
Dismissal - With Notice	0	1	1
Dismissal - Without Notice	0	3	3
<b>Total</b>	<b>37</b>	<b>80</b>	<b>117</b>

31.62%

68.38%

Levels of data on disciplinary procedures by Disability, Marriage and Civil Partnership, Religion or Belief, or Sexual Orientation do not permit significant analysis.

## 10. Leaver Information by Protected Characteristics

For the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, there were 2,394 leavers. The information in the following tables includes all council leavers which includes schools.

By Age	Age Range						Total
	16-24	25-34	35-44	45-54	55-64	65+	
Exit Reasons							
Death in Service	0	2	3	5	8	4	22
End of Contract	92	198	115	106	71	13	595
Redundancy	0	4	3	15	28	5	55
Resignation	72	360	293	242	125	44	1136
Retirement	0	0	0	1	75	67	143
Termination/Dismissal	20	54	51	59	64	37	285
TUPE Transfer	0	3	3	9	8	2	25
Voluntary Severance	0	6	23	12	69	23	133
<b>Total</b>	<b>184</b>	<b>627</b>	<b>491</b>	<b>449</b>	<b>448</b>	<b>195</b>	<b>2394</b>
	<b>7.69%</b>	<b>26.19%</b>	<b>20.51%</b>	<b>18.76%</b>	<b>18.71%</b>	<b>8.15%</b>	

By Racial Group	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	White British	White European	White Gypsy /Traveller	White Irish	White Other	Not Recorded	
Exit Reasons												
Death in Service	0	0	0	3	0	17	0	0	0	1	1	22
End of Contract	19	11	5	13	3	475	21	0	4	7	37	595
Redundancy	1	1	0	0	1	40	0	0	0	0	12	55
Resignation	46	26	2	38	5	904	28	0	8	7	72	1136
Retirement	0	2	0	2	0	117	0	0	1	2	19	143
Termination/Dismissal	10	2	1	5	0	226	4	1	1	1	34	285
TUPE Transfer	0	0	0	0	0	20	1	0	0	1	3	25
Voluntary Severance	0	2	0	1	0	112	1	0	1	4	12	133
<b>Total</b>	<b>76</b>	<b>44</b>	<b>8</b>	<b>62</b>	<b>9</b>	<b>1911</b>	<b>55</b>	<b>1</b>	<b>15</b>	<b>23</b>	<b>190</b>	<b>2394</b>
	<b>3.17%</b>	<b>1.84%</b>	<b>0.33%</b>	<b>2.59%</b>	<b>0.38%</b>	<b>79.82%</b>	<b>2.30%</b>	<b>0.04%</b>	<b>0.63%</b>	<b>0.96%</b>	<b>7.94%</b>	

By Gender	Gender		
	Female	Male	Total
Reason			
Death in Service	12	10	22
End of Contract	441	154	595
Redundancy	46	9	55
Resignation	836	300	1136
Retirement	104	39	143
Termination/Dismissal	194	91	285

TUPE Transfer	23	2	25
Voluntary Severance	75	58	133
<b>Total</b>	<b>1731</b>	<b>663</b>	<b>2394</b>
	<b>72.31%</b>	<b>27.69%</b>	

Levels of leaver information by Disability, Marriage and Civil Partnership, Religion or Belief, or Sexual Orientation do not permit significant analysis.

## 11. Gender Pay Gap

The table below display the differences in the average pay between men and women as at 31<sup>st</sup> March 2019.

	<b>Mean Hourly Rate</b>	<b>Median Hourly Rate</b>
<b>Male</b>	14.16	12.78
<b>Female</b>	13.96	12.37
<b>Pay Gap</b>	<b>1.41%</b>	<b>3.21%</b>

The mean average involves adding up all of the hourly rates and dividing the result by how many numbers were in the list.

The median average involved listing all of the hourly rates in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.

The quartile table below shows the proportions of male and female full-pay relevant employees in four quartile pay bands, which is done by dividing the workforce into four equal parts. If there a number of employees on the exact same hourly rate of pay crossing two of the quartiles, males and females are split as evenly as possible across the quartiles.

<b>Quartiles</b>	<b>No of Male</b>	<b>%</b>	<b>No of Female</b>	<b>%</b>	<b>Total</b>
Q1	571	31.46%	1244	68.54%	1815
Q2	799	44.02%	1016	55.98%	1815
Q3	888	48.93%	927	51.07%	1815
Q4	782	43.11%	1032	56.89%	1814
<b>TOTAL</b>	<b>3040</b>	<b>41.88%</b>	<b>4219</b>	<b>58.12%</b>	<b>7259</b>

Note Total includes all council permanent/temporary/casual staff (excluding schools) who were paid in March 2019.