

## **Annual Equality Review Update of Progress 2017-18**

Cardiff Council produced its second Strategic Equality Plan in April 2016, to meet the Council's public sector equality duties as set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations. The Plan revised and updated the Council's first Strategic Equality Plan and demonstrates its continued commitment to equality.

The Plan set out a number of equality objectives which were developed as a result of a programme of consultation and engagement. These objectives 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 2017-18**

### **Objective 1 – Meet our specific equality duties**

- 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 have carried out a review of our Equality and Diversity Awareness Handbook and Equality Network Leaflet and have made this available to employees.
- We developed a video, in partnership with our Employee Networks and Senior Management, on inclusion and diversity and made this available to all employees as well as using it during induction of new employees.
- We carried out a review of our procurement processes and adopted a Socially Responsible Procurement Policy. The Policy includes a number of commitments towards equality including:
  - Promote diversity, inclusion, equality and fairness; targeting effort towards those in greatest disadvantage to tackle deprivation across the city
  - Encourage suppliers and contractors to have flexible working practices, including LGTB / Gender reassignment friendly work policies that are inclusive in their equality training
- We carried out an Equality Impact Assessment of our budget saving and growth bid proposals
- We produced an annual Equality Review (including employee monitoring data)
- The administration's Capital Ambition document sets out a five-year plan for the city, which identifies tackling poverty and inequality as a main priority

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

- We opened two new community hubs bringing council services to community venues, enabling us to provide advice and support tailored to local community needs
- We worked to make our public spaces as accessible as possible, with 11 of our Green Flag-status parks having Equality of Access audits undertaken
- Cardiff Council's Access Focus Group continued to meet on a regular basis to enable the public to input into addressing accessibility in Cardiff's built environment. The group worked closely with the Central Square regeneration project developers to ensure that accessibility considerations are built into plans
- We continued our work to ensure that we are compliant with the Welsh Language Standards, with regular information communicated to employees across all directorates
- We committed to having SignVideo as a service within each of our 12 community hub buildings and via our main Connect 2 Cardiff phone number. The service (for deaf customers who communicate via British Sign Language) gives a more accessible customer service experience
- Our website received the maximum 4 star rating by the SOCITM Better Connected UK survey for its accessibility and usability

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

- We carried out regular consultations with 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 events in community-based locations across the city
- We became only the second local authority in Wales to sign the British Deaf Association's BSL Charter. As part of this commitment we consulted with the deaf community of Cardiff on a regular basis
- We carried out our annual Ask Cardiff survey giving people living and working in Cardiff the opportunity to share their experiences of public services, their good experiences and where things could be improved
- We ran Employee Voice engagement events in order to hear from our employees on how we can improve our service provision
- We supported our various Equality Employee Networks (BME, Carers, Disability, LGBT and Women), to contribute to policy development

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

- We supported Race Equality First to deliver a multi-protected-characteristic discrimination casework service
- We provide information on our website on hate crimes and hate incidences and how these should be reported
- We hosted the Cardiff Advice Service 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

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

- We continued to work with our partners to promote the ‘Cardiff Commitment’ and its plans to get more of Cardiff’s young people into education, employment and training
- We promoted the Junior Corporate Apprentice scheme providing over 100 apprenticeships and trainee roles across the Council
- We introduced the Bright Start traineeship scheme with looked after children and young people leaving council care in Cardiff, providing training and work placement opportunities across a range of businesses and organisations in Cardiff

We achieved the Disability Confident Employer - Level 2 accreditation for a further 2 years (valid up to 10/12/2019) to ensure that disabled people and those with long-term health conditions have the opportunities to fulfil their potential and realise their aspirations.

- We signed up to the Trade Union Congress 'Dying to Work' Charter to help terminally ill employees be secure in the knowledge that the Council will support them by enabling reasonable working arrangements so that the employee can continue to work with dignity, and without undue financial loss
- We carried out a review of our Carers Policy and made this available to employees.

- We developed a 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 were named the Living Wage for Wales Champion for 2017-18. The award recognised the 'outstanding contribution to the development of the Living Wage in Wales, above and beyond the requirements of accreditation'
- We committed to work towards creating a Child Friendly City. We were the first Welsh Council to do this and the three-year programme will see us collaborate with Unicef's Child Friendly Cities and Communities team to embed children's rights in local governance, policy and practice
- We committed (with our colleagues in the Cardiff Partnership Board) towards creating a Dementia Friendly Cardiff, where people affected by dementia can continue to prosper and enjoy life, safe in the knowledge that the wider community is understanding and supportive of their needs

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

- We promoted our job evaluation toolkit (which enables all job evaluation related processes to be included within one document) to employees
- We promoted to employees the availability of employee training opportunities
- 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

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

- 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 became members 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
- 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
- Our members attended and supported a range of community cultural and religious events

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# Cardiff Council

## Employee Diversity Report 2018

### Contents

Section	Content	Page
1.	Introduction	9
2.	Data Collection Methods	9
3.	The Council's Workforce – Ethnic and Racial Group	11
4.	The Council's Workforce – Gender	17
5.	The Council's Workforce – Age	20
6.	The Council's Workforce – Other Characteristics	21
7.	Applicants for Employment	23
8.	Training Information	24
9.	Disciplinary Information	26
10.	Leaver Information	27
11.	Gender Pay Gap	28



# 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
- 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 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 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 December 2018, the Council employed 13,274 permanent/temporary employees. 12,124 (91.3%) of our 13,274 permanent/temporary employees have agreed to disclose 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	74
Asian British	96
Asian Indian	71
Asian Other	29
Asian Pakistani	68
Black African	87
Black British	95
Black Caribbean	26
Black Other	16
Chinese / Far East	46
Mixed Other	68
Mixed White & Asian	35
Mixed White & Black African	56
Mixed White & Black Caribbean	71
Not Disclosed	1150
Other Ethnicity	35
White British	10247
White English	34
White European	161
White Gypsy/Traveller	1
White Irish	64
White Other	87
White Scottish	10
White Welsh	647
<b>Total</b>	<b>13274</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	2.79%	338	8.00%	2.20%
Black	1.85%	224	2.40%	0.60%
Chinese / Far East	0.38%	46	1.20%	0.40%
Mixed Ethnicity	1.90%	230	2.90%	1.00%
Other	0.29%	35	2.00%	0.50%
White Gypsy / Traveller	0.01%	1	0.20%	0.10%
White Irish	0.53%	64	0.70%	0.50%
White Other	0.72%	87	3.50%	1.80%
White European	1.33%	161		
White British *	90.22%	10938	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 9.78%.

1,150 employees who have not disclosed their ethnicity work in the following Directorates:

Directorates	Total
Economic Development	92
Education & Lifelong Learning - Directorate	53
Education & Lifelong Learning - Schools	803
Governance & Legal Services	2
People & Communities	32
Planning Transport & Environment	104
Resources	22
Social Services	44

**Total****1150**

## Ethnicity of Temporary Workforce - Cardiff Works

In 2018 the Council employed 1,645 people through its temporary employment agency Cardiff Works. Of these, 1,530 (93.01%) disclosed their ethnic origin to the Council, enabling the table below to show the percentage of those employees identifying as White British (84%), or as another ethnicity (16%).

Racial Group	Total	
	No	%
Asian	30	1.96%
Black	161	10.52%
Chinese / Far East	3	0.20%
Mixed Ethnicity	26	1.70%
Other	11	0.72%
White Gypsy / Traveller	0	0.00%
White Irish	2	0.13%
White Other	10	0.65%
White European	0	0.00%
White British	1287	84.12%

## Ethnicity of Permanent/Temporary Workforce by Directorate

The table below shows from an analysis undertaken in December 2018 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	84.52%	15.48%
Education & Lifelong Learning – Directorate	89.49%	10.51%
Education & Lifelong Learning – Schools	91.53%	8.47%
Governance & Legal Services	89.32%	10.68%
People & Communities	85.80%	14.20%
Planning Transport & Environment	94.18%	5.82%
Resources	90.40%	9.60%
Social Services	89.72%	10.28%

Note – based on total 12,124 permanent/temporary employees who have disclosed their ethnicity.

## Gender and Racial Group

The table below shows from an analysis undertaken in December 2018 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	289	85.50%	49	14.50%	338
Black	147	65.63%	77	34.38%	224
Chinese / Far East	39	84.78%	7	15.22%	46
Mixed Ethnicity	158	68.70%	72	31.30%	230
Other	26	74.29%	9	25.71%	35
White Gypsy/Traveller	1	100.00%	0	0.00%	1
White Irish	47	73.44%	17	26.56%	64
White Other	58	66.67%	29	33.33%	87
White European	118	73.29%	43	26.71%	161
White British	7635	69.80%	3303	30.20%	10938

## Racial Group and Pay

The table below displays by Racial Group the grading of the Council's 9,798 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	3	30	81	71	51	26	24	16	4	2	3	2
Black	3	40	24	40	38	21	16	16	6	4	1	0
Chinese / Far East	1	2	13	8	9	3	3	4	2	1	0	0
Mixed Ethnicity	5	18	11	41	44	35	31	16	7	1	1	1
Other	0	4	5	10	1	3	1	1	0	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	8	3	5	5	3	0	1
White Other	2	9	4	13	8	12	6	9	5	1	0	3
White European	4	28	11	23	28	24	10	5	4	1	1	0
White British	89	346	619	1454	1663	1510	891	580	424	174	141	83
Not Disclosed	13	72	63	151	199	159	62	23	16	2	2	3
<b>Total</b>	<b>121</b>	<b>549</b>	<b>832</b>	<b>1817</b>	<b>2051</b>	<b>1801</b>	<b>1047</b>	<b>675</b>	<b>473</b>	<b>190</b>	<b>149</b>	<b>93</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	2.48%	5.46%	9.74%	3.91%	2.49%	1.44%	2.29%	2.37%	0.85%	1.05%	2.01%	2.15%
Black	2.48%	7.29%	2.88%	2.20%	1.85%	1.17%	1.53%	2.37%	1.27%	2.11%	0.67%	0.00%
Chinese / Far East	0.83%	0.36%	1.56%	0.44%	0.44%	0.17%	0.29%	0.59%	0.42%	0.53%	0.00%	0.00%
Mixed Ethnicity	4.13%	3.28%	1.32%	2.26%	2.15%	1.94%	2.96%	2.37%	1.48%	0.53%	0.67%	1.08%
Other	0.00%	0.73%	0.60%	0.55%	0.05%	0.17%	0.10%	0.15%	0.00%	0.53%	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%	0.49%	0.44%	0.29%	0.74%	1.06%	1.58%	0.00%	1.08%
White Other	1.65%	1.64%	0.48%	0.72%	0.39%	0.67%	0.57%	1.33%	1.06%	0.53%	0.00%	3.23%
White European	3.31%	5.10%	1.32%	1.27%	1.37%	1.33%	0.96%	0.74%	0.85%	0.53%	0.67%	0.00%
White British	73.55%	63.02%	74.40%	80.02%	81.08%	83.84%	85.10%	85.93%	89.64%	91.58%	94.63%	89.25%
Not Disclosed	10.74%	13.11%	7.57%	8.31%	9.70%	8.83%	5.92%	3.41%	3.38%	1.05%	1.34%	3.23%

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	32	203	213	363	388	291	156	95	49	16	8	10
White British	89	346	619	1454	1663	1510	891	580	424	174	141	83
<b>Total</b>	<b>121</b>	<b>549</b>	<b>832</b>	<b>1817</b>	<b>2051</b>	<b>1801</b>	<b>1047</b>	<b>675</b>	<b>473</b>	<b>190</b>	<b>149</b>	<b>93</b>

Racial Group	GRADE											
	JNC Y & C	1	2	3	4	5	6	7	8	9	10	OM+
Other	26.45%	36.98%	25.60%	19.98%	18.92%	16.16%	14.90%	14.07%	10.36%	8.42%	5.37%	10.75%
White British	73.55%	63.02%	74.40%	80.02%	81.08%	83.84%	85.10%	85.93%	89.64%	91.58%	94.63%	89.25%



## 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 13,274 strong permanent/temporary workforce includes 9,315 women (70.17% of the overall workforce) and 3,959 men (29.83% 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 6,694 employees working Full Time, with 6,580 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%	6694	50.43%	3579	53.47%	3115	46.53%
90 - 99.99%	184	1.39%	135	73.37%	49	26.63%
80 - 89.99%	1157	8.72%	1010	87.29%	147	12.71%
70 - 79.99%	1556	11.72%	1307	84.00%	249	16.00%
60 - 69.99%	998	7.52%	866	86.77%	132	13.23%
50 - 59.99%	763	5.75%	663	86.89%	100	13.11%
40 - 49.99%	693	5.22%	638	92.06%	55	7.94%
30 - 39.99%	450	3.39%	406	90.22%	44	9.78%
20 - 29.99%	250	1.88%	211	84.40%	39	15.60%
10 - 19.99%	465	3.50%	448	96.34%	17	3.66%
0 - 9.99%	64	0.48%	52	81.25%	12	18.75%

Note Total based on 13,274 permanent/temporary workforce.

## Grade Analysis by Gender

The overall composition of the Council's 13,274 permanent/temporary workforce includes 9,315 women (70.17% of the overall workforce) and 3,959 men (29.83% of the overall workforce).

9,798 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	44	121	63.64%	36.36%
GRADE 1	411	138	549	74.86%	25.14%
GRADE 2	789	43	832	94.83%	5.17%
GRADE 3	1416	401	1817	77.93%	22.07%
GRADE 4	1371	680	2051	66.85%	33.15%
GRADE 5	1180	621	1801	65.52%	34.48%
GRADE 6	620	427	1047	59.22%	40.78%
GRADE 7	313	362	675	46.37%	53.63%
GRADE 8	289	184	473	61.10%	38.90%
GRADE 9	106	84	190	55.79%	44.21%
GRADE 10	79	70	149	53.02%	46.98%
OM+	46	47	93	49.46%	50.54%
<b>Total</b>	<b>6697</b>	<b>3101</b>	<b>9798</b>	<b>68.35%</b>	<b>31.65%</b>

At the management tier of the organisation (the Council's 93 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+	46	47	93	49.46%	50.54%

## 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	647	91.64%	59	8.36%	706
£5,000 - £9,999	1071	88.81%	135	11.19%	1206
£10,000 - £14,999	1712	86.51%	267	13.49%	1979
£15,000 - £19,999	1350	86.15%	217	13.85%	1567
£20,000 - £24,999	580	85.42%	99	14.58%	679
£25,000 - £29,999	153	78.87%	41	21.13%	194
£30,000 - £39,999	209	90.87%	21	9.13%	230
£40,000 - £49,999	14	82.35%	3	17.65%	17
£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	0	0.00%	0	0.00%	0
£15,000 - £19,999	317	47.46%	351	52.54%	668
£20,000 - £24,999	615	41.64%	862	58.36%	1477
£25,000 - £29,999	572	50.00%	572	50.00%	1144
£30,000 - £39,999	1140	58.07%	823	41.93%	1963
£40,000 - £49,999	670	66.14%	343	33.86%	1013
£50,000 - £59,999	142	62.01%	87	37.99%	229
£60,000 - £69,999	89	68.46%	41	31.54%	130
£70,000 +	34	48.57%	36	51.43%	70

Note Total based on 13,274 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	199	33.84%	389	66.16%	588	4.43%
25-34	1063	38.77%	1679	61.23%	2742	20.66%
35-44	1413	42.09%	1944	57.91%	3357	25.29%
45-54	1823	47.13%	2045	52.87%	3868	29.14%
55-64	1432	59.87%	960	40.13%	2392	18.02%
65+	205	62.69%	122	37.31%	327	2.46%

Directorates	Age Group												Total	
	16-24		25-34		35-44		45-54		55-64		65+			
	No	%	No	%	No	%	No	%	No	%	No	%	No	%
ECONOMIC DEVELOPMENT	22	0.17%	122	0.92%	199	1.50%	306	2.31%	293	2.21%	48	0.36%	990	7.46%
EDUCATION & LIFELONG LEARNING - Directorate	6	0.05%	68	0.51%	197	1.48%	246	1.85%	178	1.34%	24	0.18%	719	5.42%
EDUCATION & LIFELONG LEARNING - Schools	389	2.93%	1674	12.61%	1937	14.59%	2037	15.35%	957	7.21%	122	0.92%	7116	53.61%
GOVERNANCE & LEGAL SERVICES	3	0.02%	25	0.19%	21	0.16%	33	0.25%	22	0.17%	1	0.01%	105	0.79%
PEOPLE & COMMUNITIES	73	0.55%	307	2.31%	314	2.37%	341	2.57%	246	1.85%	45	0.34%	1326	9.99%
PLANNING TRANSPORT & ENVIRONMENT	26	0.20%	136	1.02%	215	1.62%	323	2.43%	258	1.94%	39	0.29%	997	7.51%
RESOURCES	46	0.35%	214	1.61%	223	1.68%	267	2.01%	128	0.96%	9	0.07%	887	6.68%
SOCIAL SERVICES	23	0.17%	196	1.48%	251	1.89%	314	2.37%	310	2.34%	39	0.29%	1133	8.54%

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

### Disability

120 of the Council's employees (0.90%) identified as being disabled. 2,660 employees (20.04%) identified as not being disabled, with the remaining 10,494 (79.06%) not disclosing this information.

### Gender Reassignment

8 employees identified as having a Gender Identity other than that which they were assigned at birth. 2,516 employees identified as having the same Gender Identity that they were assigned at birth, 77 preferred not to say, and the remaining 10,672 did not identify their Gender Identity.

### Marriage and Civil Partnership

Employees identified their Marital Status as follows:

Marital Status	Total	
	No	%
Civil Partner	27	0.20%
Dissolved Partnership	2	0.02%
Divorced	229	1.73%
Married	2151	16.20%
Prefer not to say	1	0.01%
Separated	56	0.42%
Single	871	6.56%
Unmarried Partner	325	2.45%
Widowed	23	0.17%
Not Recorded	9589	72.24%

### Pregnancy and Maternity

280 employees began Maternity Leave during 2018, with 52 returning from Maternity Leave during the year. 1 employee resigned following Maternity Leave. 4 employees began Adoption Leave, and 97 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:

Belief	Total	
	No	%
Buddhist	14	0.11%
Christian	1560	11.75%
Hindu	15	0.11%
Jewish	1	0.01%
Muslim	103	0.78%
None	1427	10.75%
Other	135	1.02%
Rastafarian	182	1.37%
Sikh	4	0.03%
Zoroastrian	9	0.07%
Prefer Not To Say	1	0.01%
Not Recorded	9823	74.00%

**Sexual Orientation**

Employees identified their Sexual Orientation as follows:

Sexual Orientation	Total	
	No	%
Bisexual	28	0.21%
Gay	70	0.53%
Heterosexual	3097	23.33%
Lesbian	27	0.20%
Other	22	0.17%
Prefer not to say	136	1.02%
Not Recorded	9894	74.54%

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

For the period 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018, Cardiff received 13,410 applications for vacancies. The information in the following tables excludes applicants for school vacancies. Applications processed directly by schools are not recorded.

Age	No.	%
Not Recorded	1197	8.93%
16-21	905	6.75%
22-26	3295	24.57%
27-33	2741	20.44%
34-40	2036	15.18%
41-50	1847	13.77%
51+	1389	10.36%
<b>Total</b>	<b>13410</b>	

Disability	No.	%
Not Recorded	1323	9.87%
Disabled	694	5.18%
Not Disabled	11393	84.96%
<b>Total</b>	<b>13410</b>	

Racial Group	No.	%
Asian	889	6.63%
Black	493	3.68%
Chinese / Far East	71	0.53%
Mixed Ethnicity	35	0.26%
Other	5	0.04%
White	10703	79.81%
Not Recorded	1214	9.05%
<b>Total</b>	<b>13410</b>	

Gender	No.	%
Not Recorded	745	5.56%
Female	7378	55.02%
Male	5287	39.43%
<b>Total</b>	<b>13410</b>	

Religion or Belief/Non Belief	No.	%
Not Recorded	951	7.09%
Baha'i	1	0.01%
Buddhist	61	0.45%
Christian	3934	29.34%
Hindu	120	0.89%
Jain	3	0.02%
Jewish	10	0.07%
Muslim	838	6.25%
None	6378	47.56%
Other	341	2.54%
Prefer Not To Say	716	5.34%
Rastafarian	2	0.01%
Sikh	54	0.40%
Zoroastrian	1	0.01%
<b>Total</b>	<b>13410</b>	

Sexual Orientation	No.	%
Bisexual	305	2.27%
Gay	344	2.57%
Heterosexual	10592	78.99%
Lesbian	144	1.07%
Not Recorded	1306	9.74%
Other	80	0.60%
Prefer not to say	639	4.77%
<b>Total</b>	<b>13410</b>	

## 8. Training by Protected Characteristics

For the period 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018, 11909 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						Total
	16-24	25-34	35-44	45-54	55-64	65+	
All Training Requests	279	2470	2929	3298	2579	354	11909
Approved	245	2055	2416	2729	2145	297	9887

Training	Age					
	16-24	25-34	35-44	45-54	55-64	65+
All Training Requests	2.34%	20.74%	24.59%	27.69%	21.66%	2.97%
Approved	87.81%	83.20%	82.49%	82.75%	83.17%	83.90%

### By Gender

Training	Gender		Total
	Female	Male	
All Training Requests	7969	3940	11909
Approved	6509	3388	9897

Training	Gender	
	Female	Male
All Training Requests	66.92%	33.08%
Approved	81.68%	85.99%



**By Racial Group**

Training	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	White Irish	White Other	White European	White British	Not Disclosed	Not Recorded	
All Training Requests	314	344	39	318	20	74	77	153	10040	500	30	11909
Approved	261	302	29	271	17	67	69	135	8290	421	25	9887

Training	Racial Group										
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	White Irish	White Other	White European	White British	Not Disclosed	Not Recorded
All Training Requests	2.64%	2.89%	0.33%	2.67%	0.17%	0.62%	0.65%	1.28%	84.31%	4.20%	0.25%
Approved	83.12%	87.79%	74.36%	85.22%	85.00%	90.54%	89.61%	88.24%	82.57%	84.20%	83.33%

## 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> January 2018 to 31<sup>st</sup> December 2018.

### By Age

Disciplinary Outcome	16-24	25-34	35-44	45-54	55-64	65+	Total
Informal	0	4	3	6	0	0	13
No Action	2	10	13	17	15	2	59
Verbal Warning	0	1	4	3	2	0	10
Written Warning	0	4	3	5	3	0	15
Final Written Warning	0	2	1	1	1	0	5
Dismissal - With Notice	0	0	0	1	1	0	2
Dismissal - Without Notice	0	2	2	0	1	1	6
<b>Total</b>	<b>2</b>	<b>23</b>	<b>26</b>	<b>33</b>	<b>23</b>	<b>3</b>	<b>110</b>
	1.82%	20.91%	23.64%	30.00%	20.91%	2.73%	

### By Racial Group

Disciplinary Outcome	Racial Groups							Total
	Asian	Black	Mixed Ethnicity	Not Disclosed	White European	White Other	White British	
Informal	0	0	0	1	0	0	12	13
No Action	2	0	3	8	0	1	45	59
Verbal Warning	0	0	0	1	0	0	9	10
Written Warning	0	0	0	0	0	0	15	15
Final Written Warning	0	0	0	1	0	0	4	5
Dismissal - With Notice	0	0	0	0	0	0	2	2
Dismissal - Without Notice	1	1	0	0	1	0	3	6
<b>Total</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>90</b>	<b>110</b>
	2.73%	0.91%	2.73%	10.00%	0.91%	0.91%	81.82%	

### By Gender

Disciplinary Outcome	Gender		Total
	Female	Male	
Informal	4	9	13
No Action	18	41	59
Verbal Warning	7	3	10
Written Warning	6	9	15
Final Written Warning	2	3	5
Dismissal - With Notice	1	1	2
Dismissal - Without Notice	1	5	6
<b>Total</b>	<b>39</b>	<b>71</b>	<b>110</b>
	35.45%	64.55%	

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> January 2018 to 31<sup>st</sup> December 2018, there were 1764 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	7	3	20
End of Contract	47	112	66	42	21	4	292
Redundancy	0	3	5	14	24	5	51
Resignation	97	310	261	211	119	36	1034
Retirement	0	0	0	2	83	54	139
Termination/Dismissal	3	16	11	28	36	8	102
TUPE Transfer	0	4	5	6	6	1	22
Voluntary Severance	0	6	18	14	57	9	104
<b>Total</b>	<b>147</b>	<b>453</b>	<b>369</b>	<b>322</b>	<b>353</b>	<b>120</b>	<b>1764</b>
	8.33%	25.68%	20.92%	18.25%	20.01%	6.80%	

### By Racial Group

Exit Reasons	Racial Group										Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Not Disclosed	Other	White British	White European	White Irish	White Other	
Death in Service	0	0	0	3	2	0	14	0	0	1	0
End of Contract	8	4	2	6	13	1	236	16	2	4	292
Redundancy	1	1	0	0	11	1	37	0	0	0	51
Resignation	41	25	2	28	71	4	824	25	5	9	1034
Retirement	1	1	0	3	19	0	113	0	1	1	139
Termination/Dismissal	5	2	0	3	12	0	79	1	0	0	102
TUPE Transfer	0	0	0	0	3	0	17	1	0	1	22
Voluntary Severance	1	2	0	0	7	0	91	0	1	2	104
<b>Total</b>	<b>57</b>	<b>35</b>	<b>4</b>	<b>43</b>	<b>138</b>	<b>6</b>	<b>1411</b>	<b>43</b>	<b>9</b>	<b>18</b>	<b>1764</b>
	3.23%	1.98%	0.23%	2.44%	7.82%	0.34%	79.99%	2.44%	0.51%	1.02%	

### By Gender

Exit Reasons	Gender		Total
	Female	Male	
Death in Service	11	9	20
End of Contract	222	70	292
Redundancy	43	8	51
Resignation	773	261	1034
Retirement	103	36	139
Termination/Dismissal	61	41	102
TUPE Transfer	20	2	22

Voluntary Severance	59	45	<b>104</b>
<b>Total</b>	<b>1292</b>	<b>472</b>	<b>1764</b>
	<b>73.24%</b>	<b>26.76%</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 2018.

	<b>Mean Hourly Rate</b>	<b>Median Hourly Rate</b>
<b>Male</b>	13.65	12.32
<b>Female</b>	13.21	11.74
<b>Pay Gap</b>	<b>3.22%</b>	<b>4.71%</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	573	31.80%	1229	68.20%	1802
Q2	780	43.31%	1021	56.69%	1801
Q3	890	49.42%	911	50.58%	1801
Q4	798	44.31%	1003	55.69%	1801
<b>TOTAL</b>	<b>3041</b>	<b>42.21%</b>	<b>4164</b>	<b>57.79%</b>	<b>7205</b>

Note Total includes all council permanent/temporary/casual staff (excluding schools) who were paid in March 2018.