**Cardiff Council**

**Employee Diversity Report 2018**

**Contents**

Section Content Page

1. Introduction 2

2. Data Collection Methods 2

3. The Council’s Workforce – Ethnic and Racial Group 4

4. The Council’s Workforce – Gender 9

5. The Council’s Workforce – Age 12

6. The Council’s Workforce – Other Characteristics 13

7. Applicants for Employment 15

8. Training Information 17

9. Disciplinary Information 19

10. Leaver Information 20

11. Gender Pay Gap 21

**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:

1. **DigiGov**, the main HR Database managing employee information
2. **Tribal**, the recruitment system
3. **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 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:

|  |  |
| --- | --- |
| **Ethnic Group** | **Number** |
| 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 |
| **Total** | **13274** |

**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.

|  |  |  |
| --- | --- | --- |
|  | **Employees** | **2011 Census %** |
| **Racial Group** | % | 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%).

|  |  |
| --- | --- |
|  | **Total** |
| **Racial Group** | **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** |  |
| **No.** | **%** | **No.** | **%** | **Total** |
| 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 |
|  **Total** | **121** | **549** | **832** | **1817** | **2051** | **1801** | **1047** | **675** | **473** | **190** | **149** | **93** |

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 |
| **Total** | **121** | **549** | **832** | **1817** | **2051** | **1801** | **1047** | **675** | **473** | **190** | **149** | **93** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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% |
| **Total** | **6697** | **3101** | **9798** | **68.35%** | **31.65%** |

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% |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Age Group** |  |  |
| **Directorates** | **16-24** | **25-34** | **35-44** | **45-54** | **55-64** | **65+** | **Total** |
| **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 1st January 2018 to 31st 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.** | **%** |  | **Disability** | **No.** | **%** |
| Not Recorded | 1197 | 8.93% |  | Not Recorded | 1323 | 9.87% |
| 16-21 | 905 | 6.75% |  | Disabled | 694 | 5.18% |
| 22-26 | 3295 | 24.57% |  | Not Disabled | 11393 | 84.96% |
| 27-33 | 2741 | 20.44% |  | **Total** | **13410** |  |
| 34-40 | 2036 | 15.18% |  |  |  |  |
| 41-50 | 1847 | 13.77% |  |  |  |  |
| 51+ | 1389 | 10.36% |  |  |  |  |
| **Total** | **13410** |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Racial Group** | **No.** | **%** |  | **Gender** | **No.** | **%** |
| Asian | 889 | 6.63% |  | Not Recorded | 745 | 5.56% |
| Black | 493 | 3.68% |  | Female | 7378 | 55.02% |
| Chinese / Far East | 71 | 0.53% |  | Male | 5287 | 39.43% |
| Mixed Ethnicity  | 35 | 0.26% |  | **Total** | **13410** |  |
| Other  | 5 | 0.04% |  |  |  |  |
| White | 10703 | 79.81% |  |  |  |  |
| Not Recorded | 1214 | 9.05% |  |  |  |  |
| **Total** | **13410** |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Religion or Belief/Non Belief** | **No.** | **%** |  | **Gender** | **No.** | **%** |
| Not Recorded | 951 | 7.09% |  | Not Recorded | 745 | 5.56% |
| Baha'i | 1 | 0.01% |  | Female | 7378 | 55.02% |
| Buddhist | 61 | 0.45% |  | Male | 5287 | 39.43% |
| Christian | 3934 | 29.34% |  | **Total** | **13410** |   |
| 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% |  |  |  |  |
| **Total** | **13410** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **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% |
| **Total** | **13410** |  |

**8. Training by Protected Characteristics**

For the period 1st January 2018 to 31st 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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  | **Age** |  |
| **Training** | **16-24** | **25-34** | **35-44** | **45-54** | **55-64** | **65+** |  **Total** |
| All Training Requests | 279 | 2470 | 2929 | 3298 | 2579 | 354 | 11909 |
| Approved | 245 | 2055 | 2416 | 2729 | 2145 | 297 | 9887 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Age** |  |
| **Training** | **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**

|  |  |  |
| --- | --- | --- |
|  | **Gender** |  |
| **Training** | **Female** | **Male** | **Total** |
| All Training Requests | 7969 | 3940 | 11909 |
| Approved | 6509 | 3388 | 9897 |
|  |  |  |  |
|  |  |  |  |
|  | **Gender** |  |
| **Training** | **Female** | **Male** |  |
| All Training Requests | 66.92% | 33.08% |  |
| Approved | 81.68% | 85.99% |  |

**By Racial Group**

|  |  |  |
| --- | --- | --- |
|  | **Racial Group** |  |
| **Training** | **Asian** | **Black** | **Chinese / Far East** | **Mixed Ethnicity** | **Other** | **White Irish** | **White Other** | **White European** | **White British** | **Not Disclosed** | **Not Recorded** | **Total** |
| 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 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Racial Group** |  |
| **Training** | **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 1st January 2018 to 31st 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** |
| **Total** | **2** | **23** | **26** | **33** | **23** | **3** | **110** |
|  | **1.82%** | **20.91%** | **23.64%** | **30.00%** | **20.91%** | **2.73%** |  |

**By Racial Group**

|  |  |  |
| --- | --- | --- |
|  | **Racial Groups** |  |
| **Disciplinary Outcome** | **Asian** | **Black** | **Mixed Ethnicity**  | **Not Disclosed**  | **White European**  | **White Other** | **White British**  | **Total** |
| 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** |
| **Total** | 3 | 1 | 3 | 11 | 1 | 1 | 90 | **110** |
|  | **2.73%** | **0.91%** | **2.73%** | **10.00%** | **0.91%** | **0.91%** | **81.82%** |  |

**By Gender**

|  |  |  |
| --- | --- | --- |
|  | **Gender** |  |
| **Disciplinary Outcome** | **Female** | **Male** | **Total** |
| 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** |
| **Total** | 39 | 71 | **110** |
|  | **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 1st January 2018 to 31st December 2018, there were 1764 leavers. The information in the following tables includes all council leavers which includes schools.

|  |  |  |
| --- | --- | --- |
| **By Age** | **Age Range** |  |
| **Exit Reasons** | **16-24** | **25-34** | **35-44** | **45-54** | **55-64** | **65+** | **Total** |
| 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** |
| **Total** | **147** | **453** | **369** | **322** | **353** | **120** | **1764** |
|  | **8.33%** | **25.68%** | **20.92%** | **18.25%** | **20.01%** | **6.80%** |  |

**By Racial Group**

|  |  |  |
| --- | --- | --- |
|  | **Racial Group** |  |
| **Exit Reasons** | **Asian** | **Black** | **Chinese / Far East** | **Mixed Ethnicity**  | **Not Disclosed**  | **Other**  | **White British**  | **White European**  | **White Irish**  | **White Other** | **Total** |
| 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** |
| **Total** | **57** | **35** | **4** | **43** | **138** | **6** | **1411** | **43** | **9** | **18** | **1764** |
|  | **3.23%** | **1.98%** | **0.23%** | **2.44%** | **7.82%** | **0.34%** | **79.99%** | **2.44%** | **0.51%** | **1.02%** |  |

|  |  |  |
| --- | --- | --- |
| **By Gender** | **Gender** |  |
| **Exit Reasons** | **Female** | **Male** | **Total** |
| 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 | **104** |
| **Total** | **1292** | **472** | **1764** |
|  | **73.24%** | **26.76%** |  |

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 31st March 2018.

|  |  |  |
| --- | --- | --- |
|  | **Mean Hourly Rate** | **Median Hourly Rate** |
| **Male** | 13.65 | 12.32 |
| **Female** | 13.21 | 11.74 |
| **Pay Gap** | **3.22%** | **4.71%** |

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quartiles** | **No of Male** | **%** | **No of Female** | **%** | **Total** |
| 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 |
| **TOTAL** | **3041** | **42.21%** | **4164** | **57.79%** | **7205** |

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