

Cardiff Council

Strategic Equality Plan and Equality Objectives

Annual Report 2019-20

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 the Cabinet Member with responsibility for Cardiff Council's Equalities portfolio I am pleased to introduce the progress report on the Council's Strategic Equality Plan for 2016-2020. This report sets out the Council's equality objectives for this period and provides analysis on our action to deliver them. This report covers the period 1st April 2019 to 31st October 2020 and is the fourth and final Annual Report on our Equality Objectives and Strategic Equality Plan for 2016-2020. At the end of this report, we also provide the Council's workforce profile and gender and ethnicity pay gaps for 2021.

In ordinary times, our Annual Reports provide an update against a twelve-month period, however due to pandemic, local authorities were given special dispensation to delay the production of their new Strategic Equality Plans by six months. We chose to take the opportunity to delay the production of our new Strategic Equality Objectives, which have now been published in our new Equality and Inclusion Strategy 2020-2024, to ensure that they reflected the new landscape created by COVID-19. With clear evidence of the pandemic's disproportionate impact on particular population groups, we were keen to ensure our new objectives were focused on and responsive to the impact of the pandemic and the recovery challenges it presented our city. As a result of this we are reporting on the period 31st March until 31st October in this final report against our previous Strategic Equality Plan.

The purpose of our Strategic Equality Plan is to set out our commitment and objectives to advance equality in our city, both through action focusing internally on our own organisation and our role as a major employer, but also in the broader sense of the Council's place-making role.

During this reporting period, public services faced unprecedented challenges in supporting the response to the COVID-19 pandemic. This report covers both pre-pandemic activity to deliver our objectives and early response work at the onset of the pandemic to ensure critical safety nets for vulnerable residents. Councils have been at the forefront of pandemic response, moving at pace and using innovative approaches to support communities and keep services running. The Covid-19 pandemic has exposed the extent of structural inequality across Cardiff and Wales and has led to a redoubling of our efforts to tackle the causes of inequality.

Our new Equality and Inclusion Strategy 2020-2024, published in October 2020, takes our equality work further, integrating our equality objectives into all major aspects of our Capital Ambition Strategy and Corporate Plan. This provides a robust framework for future delivery and will ensure relentless focus on the things which matter most in delivering meaningful change to create a more equal city.

Cllr Chris Weaver

Cabinet Member for Finance, Modernisation & Performance

Introduction

This report concludes our Strategic Equality Plan 2016 -2020 and due to the Coronavirus pandemic, this report covers the period April 2019 – October 2020.

Our Strategic Equality Plan 2016-20 contained seven Equality Objectives which were developed following a programme of consultation and engagement events held with citizens and representatives from protected characteristic groups. Participants had the opportunity to provide their views and help shape the equality objectives we set for the four year period.

This report outlines the progress the Council has made in achieving these objectives during this reporting period, as required by the Specific Duties of the Equality Act 2010. Attached to this report is our Employee Equality Monitoring Data for 2021, which helps to inform our representative workforce efforts and ensures transparency and accountability in meeting this objective.

The Coronavirus pandemic presented us with new, urgent, and complex problems. We have met these challenges through unprecedented joint working across public services and adapting the way we work to ensure continuation of service delivery for our most vulnerable communities.

The impact of the pandemic hit those already living with social and economic disadvantage the hardest. The pandemic has both highlighted and exacerbated the inequalities many of our communities' face. It also meant adapting some Council services to ensure that they could continue to be delivered safely. Council staff have worked above and beyond their roles to ensure our most vulnerable citizens were supported during this time. This report provides a summary of the performance of key activities and projects that the Council has focused on during the reporting period to deliver them and good practice stories that provide an overview of how the Council has worked in partnership with our statutory, voluntary and community partners, and engaged with our residents to deliver equality initiatives that support work on improving service outcomes for diverse communities in the city.

Our Equality Objectives for the 2016-2020 period were:

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 2019-20

Objective 1 – Meet our specific equality duties

Equality Training

A range of equality training packages have been commissioned by Cardiff Council Academy and are available to all employees. They include:

- British Sign Language (Levels 1 – 2)
- Deaf Awareness
- Disability and Equality
- Equality Awareness
- Equality Impact Assessment Training
- Sexual Orientation and Gender Identity Workshop
- Visual Impairment Awareness

All of the training is available through a regular programme which is promoted to all Council staff and subject to regular review and evaluation to ensure it is up to date and useful to employees.

We also provided bespoke Equality training session to particular service areas, such as our Procurement Team and dedicated training sessions for schools and the education workforce.

Policy Work

- In collaboration with our LGBT+ Network, we promoted our Sexual Orientation Policy. The policy reinforces our commitment to ending prejudice and discrimination on the grounds of sexual orientation or identity.
- Work also continued to improve our position on Stonewall's Workplace Equality Index.
- We promoted our Violence against Women, Domestic Abuse and Sexual Violence Policy to ensure all employees are aware of and can recognise signs of domestic abuse and sexual violence. Awareness of the policy was communicated to all employees via electronic messaging, team meetings, and the Women's Network. In addition to this, all employees were required to complete an e-learning module: Women, Domestic Abuse and Sexual Violence.

Developing our new Strategic Equality Plan ‘Equality and Inclusion Strategy 2020-2024’

In preparation for our new Equality and Inclusion Plan (2020-24), we carried out an internal evaluation of our Strategic Equality Plan for the 2016-20 period to enable a comprehensive review of our objectives, our achievement to date and understand where we should focus in setting our future priorities.

Establishing our evidence base regarding equality in Cardiff was the starting point in the development of our Strategic Equality Objectives for the Equality and Inclusion Strategy 2020-2024. This sought to identify the most significant issues currently facing people with different protected characteristics or experiencing socioeconomic disadvantage in our city.

Our initial draft Strategic Equality Objectives were informed by a comprehensive review of our local, national, and UK-wide evidence base and an assessment of our organisation’s work and activities, including our role as a major employer in Cardiff, our service delivery and our policy development.

Our analysis was also informed by reviewing the steps we have already taken to meet our Strategic Equality Objectives 2016-2020 and to meet other specific duties relevant to equality. We also conducted a benchmarking exercise which assessed our current equalities work against the Local Government Association’s Equality Framework.¹

Evidence and practice review Our proposed Strategic Equality Objectives were developed through a comprehensive evidence review and benchmarking exercise which assessed our current equalities work against the Local Government Association’s Equality Framework.

To develop our initial evidence base to inform our proposed objectives, we completed:

- Analysis of equalities legislative requirements
- Analysis of local policy priorities and their contribution to making Cardiff a fairer and more equal city
- Assessment of our current equalities work against the Local Government Association’s Equality Framework
- Review of national and local datasets relevant to protected characteristic groups and socioeconomic disadvantage
- Analysis of past Council consultation responses on equalities issues

¹ Equality Framework for Local Government | Local Government Association

- Analysis of our performance against benchmarking equality schemes such as the Stonewall Equality Index
- Review of recent research and publications from representative bodies and advocacy groups representing those with protected characteristics or to address poverty in Wales or the UK

The consultation process

Cardiff residents, council staff and organisations representing protected characteristic groups and other communities of interest, including those on low incomes, were invited to feed in evidence and ideas regarding our proposed objectives and their delivery.

Consultation exercises included a number of stakeholder focus groups with groups of residents with a range of protected characteristics, the inclusion of our proposed Strategic Equality Objectives in the Fair City Survey 2020 in both hard copy and online survey formats, 1-2-1's with service area's nominated equality leads and the Fair City Seminar, which invited experts on poverty, the Socioeconomic Duty and the Public Sector Equality Duty to engage with council departments and broader stakeholders to contribute to the development of our vision for 2020-2024.

In addition, we consulted with the Corporate Policy Team, including officers responsible for the Council's Corporate Plan and Well-being Plan to ensure continuity and the integration of our equalities duties across key Council and partnership strategies. This ensured that our Equality and Inclusion Strategy 2020 2024 captured major initiatives across directorates and identified their contribution to delivering our equality duties throughout the strategy.

Fair City Survey 2020

The Fair City 2020 survey outlined our proposed Strategic Equality Objectives for 2020-2024 and invited residents' views on priorities for their delivery. This survey was available online, in a bilingual format, during February and March 2020. A dedicated council web page hosted the survey and explained the context for the consultation: www.cardiff.gov.uk/faircitysurvey Print copies of the survey booklet were available in council and partner venues across the city during this period. Promotional posters were displayed across the council's 19 city-wide Hubs and Libraries to raise awareness of the consultation. The survey was promoted to council staff via our 'Staff Information' bulletin, which goes to 8,182 email addresses across the council. A communication campaign was conducted via social media to promote the survey. Cardiff Council's Twitter and Facebook accounts have a combined audience of 89,000 followers (78k Twitter, 11k Facebook).

Targeted fieldwork was undertaken at the following 10 key high street locations across the city: Adamsdown, Butetown, Cathays, Ely, Gabalfa, Grangetown, Pentwyn, Splott, Llanrumney, Trowbridge. These are areas which have an evidenced lower response rate in previous consultations.

All consultation literature and questionnaires were produced by Cardiff Research Centre.

Fair City Seminar

We delivered an engagement event on January 14th 2020 to consult on our draft Strategic Equality Objectives with nominated equality leads from across the council and external stakeholders representing protected characteristic groups and communities of interest.

The event welcomed expert speakers from Bevan Foundation, the Welsh Government to set the context of the introduction of the Socioeconomic Duty in Wales and Stonewall. Our speakers also supported roundtable discussions regarding our Strategic Equality Objectives and their delivery.

The Seminar welcomed 70 delegates from a range of service areas including social services, housing, economic development and procurement.

Find out more about our consultation process in our Consultation Report.

Equality Impact Assessments

Cardiff Council uses Equality Impact Assessments (EIAs) as a way to evaluate our proposals to see whether they have the potential to affect people differently and support our decision-making process.

Their purpose is to identify and address any existing or potential inequalities to make what we do as fair as possible. We provide a robust training programme, awareness raising and 1-2-1 advice to all Council service areas to support them in screening proposals and completing high quality Equality Impact Assessments where they are required.

We relaunched our programme of Equality Impact Assessment training and guidance in 2019 and reached over 100 Council officers during this reporting period. Our training and guidance seek to ensure that the Council's equality analysis is:

- is timely, relevant and used to inform decisions;
- leads to clear actions and measures for success;
- includes methodology for cumulative impact assessments and budget setting;
- considers other relevant groups which are not explicitly protected by the Equality Act 2010

Feedback from our EIA training shows that our workforce has:

- Increased confidence in carrying out Equality Impact Assessments
- Gained a better understanding of equalities groups in Cardiff
- More knowledge of where to find relevant data and evidence
- More insight into how proposals can affect different groups

All of our Budget Saving Proposals and Growth Bid Proposals were also subject to Equality Impact Assessments, with the completed assessments published on the Council website.

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

Access to Services

We continued with our Community Hub Programme with the aim of enabling Cardiff residents to access the services they need in their own local communities.

Hubs provide joined up services and closer working between Cardiff Council and its partners, with each Hub providing a range of core Council services and a number of specialist Council and partner services in the heart of community areas enabling service users greater access to services.

The onset of the pandemic represented an unprecedented challenge for Cardiff Council, affecting almost every aspect of service delivery. The Council have worked tirelessly to ensure the continued delivery of key frontline services for the city's most vulnerable people.

In order to meet the needs of our most vulnerable service users we provided a range of council services at community Hubs, enabling service users to access advice and support tailored to meet local community needs. Due to COVID-19 from March 2020 onwards, HUB services were prioritised to meet the needs of the most vulnerable.

We provided a mobile library service and housebound library service for those unable to access their local library. This service proved invaluable in meeting the needs of those isolating or shielding from COVID-19.

We developed a new Cardiff Family Support and Advice Service as part of Early Help, enabling children, young people and their families to access information, advice and assistance tailored to meet their needs.

We developed our Cardiff Parenting offer to provide a city-wide menu of parenting programmes for families with children 0-18 years Cardiff. Cardiff Parenting deliver a variety of services for Parents and families across Cardiff with crèche facilities available.

These services include:

- Gro Brain
- Parent Nurturing Programme
- Strengthening Families and
- Parents First (Psychology-led 1:1 Parenting support).

We also piloted a new approach to locality working with communities to develop a targeted approach to tackling crime and to empower local people to improve the area in which they live.

We recruited Family Help Disability Advisers to provide specialist support for families with a disabled child or for children with or additional needs and worked with the Health Board to offer Primary Mental Health Specialists to provide support for children and young people with emotional mental health needs. Advisers ensure that families of children and young people with disabilities or additional needs are kept up to date with information that is both relevant and beneficial to them.

Welsh Language Provision

Cardiff Council, like all other relevant public bodies in Wales, have a statutory duty to comply with the Welsh Language Standards which explain how we should use the Welsh language in different situations. The 'Welsh Language Standards' ensure that the Welsh language is treated no less favourably than English in all Council services.

In order to ensure all areas of the Council are compliant and bilingual, Cardiff Council continues to provide regular information which is communicated to all employees across all directorates through regular staff information emails and via the Council employee intranet site

We also continue to implement the actions identified within our Bilingual Cardiff Language Strategy. The Bilingual Cardiff Strategy includes ambitious and far-reaching actions and targets to support the use of Welsh within Cardiff's communities. These actions support Cymraeg 2050 and allow the Council to move closer to its vision of Cardiff as a truly bilingual capital city.

Access to information

Providing accessible information helps to improve access to services, promote social inclusion and enable people to make more informed choices about things that impact on their lives. The provision of accessible information aids communication with service users, supports effective engagement activity, and can reduce inequalities and barriers, helping people to achieve their full potential.

In this reporting period, we developed a Cardiff Family Support and Advice website as part of Early Help, to include information about the services and the support available for professionals working with families, parents/carers and children and young people

We also produced Child Friendly' versions of strategic documents to inform children and young people of decisions being made

We developed and updated the Outdoor Cardiff website to include information about parks and green spaces (including year-round activities).

Physical Access

Cardiff Council recognises the importance of physical access to buildings and environments in enabling people to engage in day-to-day activities and enabling them to meet their full potential. Making public spaces and facilities physically accessible for disabled people also makes them more accessible for everyone.

To make our environments more accessible, in this reporting period, we carried out adaptations to schools to provide accessible environments for disabled pupils and staff. This work also included Cardiff schools producing Disability Access Plans which look towards ensuring that there is physical access to schools and that pupils have access to the curriculum and information about their education.

This reporting period, we also continued to provide Disabled Facilities Grants to enable disabled people to remain independent within their homes. The Disabled Facilities Grant scheme aims to give individuals better freedom of movement in and around their home by helping toward the cost of adapting homes to meet the needs of disabled occupants.

We also worked in partnership with GLL leisure centres, to provide sessions for disabled people and women-only groups designed to enable all city residents with the opportunity to participate in leisure activities where they can feel comfortable and supported.

Our Building Control Team worked with a range of partners to ensure access considerations were built into work programmes. A number of key projects saw practical completion including Plots 2 and 3 of Central Square for Cardiff University and the BBC, both vital in terms of access to learning and media. Plot 4, the new mixed-use development for the Transport Interchange, Offices and Private Rented Sector units, began in earnest and promises to deliver significant enhancements to the city's transport network, ensuring greater access to public services, employment and enjoyment of the city's cultural and events offer.

Increasing access to democracy

This reporting period, we provided information to electors on voter registration in preparation for the UK Parliamentary Election and the final European Parliamentary Election.

We ensured our voting processes were accessible as possible, both at polling stations and through postal voting methods, enabling electors to take part in the democratic process.

We also continued to support Cardiff Youth Council to ensure that the voices of younger people were heard as part of our decision-making processes.

Cardiff Youth Council is Cardiff's official network for young people aged 11-25 that supports young people to be advocates for positive change across the city. Throughout this reporting period, the Youth Council continued to meet monthly and worked on priorities set out by young people from across the city with an aim to make Cardiff a better place for young people to live, work and play.

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

Citizen Engagement

Numerous consultation and engagement events were held across the city during this reporting period for a wide range of Council and partnership initiatives. Prior to COVID-19, many events were held in community-based locations allowing good access to local people. We were able to reach people through partners including, Cardiff's Citizens Panel, the Youth Council, Cardiff 50+ Forums, Cardiff Deaf Club and our many Third Sector Partners. We also carried out targeted initiatives to engage with young people, Black, Asian and Ethnic Minority residents and residents of the Southern Arc of Cardiff.

We continued to meet our pledge under the British Deaf Association's, British Sign Language Charter. As part of this commitment we held bi-monthly meetings with the local Deaf community, where people had the opportunity to tell us of their experiences of our services, and offer ideas for improvement

People living and working in Cardiff were invited to voice their views on Council services via our annual Ask Cardiff survey. The data the survey gathers is key in helping to shape our services and learning what people really think, both in terms of positive experiences and where things could be improved.

We worked with our Equality Employee Networks, namely, the Black, Asian and Minority Ethnic Network, the Carers Network, the Disability Network, the LGBT+ Network and the Women's Network, to ensure all networks were able to contribute to Council policy development and relevant standards, e.g., Stonewalls Workplace Equality Index, Disability Confident Employer.

To gain an understanding of our clients' experiences of our Children's Services, we commissioned a Digital Stories project. This enabled our users to give us feedback and have a voice in the shaping of future services and decisions that impact on their lives.

Consultation was carried out in regard to the recommissioning of domiciliary care which provided the opportunity to explore new approaches to delivery with providers. Care Inspectorate Wales (CIW) noted in their annual performance letter that domiciliary care, which is the cornerstone of any system of social care, is well developed in Cardiff with over 50 providers providing care and support.

Our Child Friendly Strategy was launched in 2018, with UNICEF accreditation on track for 2021.

Working with our partners, we continued to make a city where the voices, needs, priorities and rights of children and young people are at the heart of public policies and decisions.

Objective 4 – Support people to challenge unfair treatment

Improving signposting for hate crime support services and encouraging reporting

Hate crime may be physical or verbal attacks, threats or insults that are motivated by the victim's Age, Disability, Ethnicity, Religious Belief or Non-Belief, Sex or Gender Identity or Sexual Orientation. They can be any criminal action that is perceived by the victim or any other person as being motivated by prejudice and hatred.

In order to help increase the reporting of hate crime and in doing help to reduce incidences we provided information on our website on hate crimes and hate incidents and how these should be reported.

With our public service board partners, we put in place community safety incident reporting arrangements so that partners working in the city's communities can help spot the signs of danger or abuse. Areas of focus to date have been the homeless, safeguarding public spaces including anti-social behaviour, domestic violence and abuse and vulnerable migrant groups.

Employee Training

We continue to raise awareness of our public sector equality duties across the organisation, in particular the need to have due regard to eliminating unlawful discrimination, promoting equality of opportunity and of promoting good relations.

Our regular Equality Awareness training ensures that these duties are widely understood by all staff and provides clear examples of various types of discrimination, both direct and indirect, along with harassment and victimisation to enable staff to recognise these behaviours and provides guidance on how to report them.

Our Equality Impact Assessment training programme also contributes to awareness across the organisation, ensuring that our policy development processes take into account equality considerations and minimises negative impact for service users.

Advice and Guidance

Empowering employees to challenge unfair treatment is essential to creating and maintaining a working environment where employees feel able to be themselves. To support this, we provide advice and guidance on challenging unfair treatment to

employees and service users via multiple channels. This includes responding to telephone enquiries, via our internal intranet site and through the Council's external website.

We also continue to promote our Resolution Policy to employees (which replaced our Grievance and Bullying and Harassment policies) via our internal intranet site.

As part of our Hub services, we hosted a range of advice services within a number of our Community Hubs which can offer advice and support to residents where they feel they have been treated unfairly as e.g. a consumer, an employee or as a client of a public service.

Procurement

In March 2017, Cardiff Council became the first public body to sign the Welsh Government's Code of Practice: Ethical Employment in Supply Chains.

The Code's 12 commitments include tackling Modern Slavery and Human Trafficking. As part of work towards tackling Modern Slavery we have produced a Modern Slavery Statement. The statement focuses attention on investigating supply chains to ensure there is no involvement with modern slavery.

As part of our commitments, we have encouraged all staff and employees of suppliers and contractors to whistle-blow on unethical employment, exploitation and trafficking.

To raise awareness of our responsibilities, Council employees also participate in Safeguarding Children & Adults Awareness Raising Online Training Module (which includes Modern Slavery).

Race Equality Taskforce

In response to the Black Lives Matter movement and inequalities encountered by Black Asian and Minority Ethnic communities, Cardiff Council committed to establishing a Race Equality Taskforce to address racial inequality within Cardiff.

During the summer of 2020 a public consultation was undertaken to determine priority areas for Taskforce consideration.

During this timeframe a public appointment process also took place to select members of the taskforce. Membership (via assessment against an advertised person specification) was selected to achieve a balance of representation across a number of sectors:

- Voluntary Sector and Community
- Organisations
- Public Services
- Major Employers and Small-to-Medium Sized Enterprises (SMEs)
- Culture and the Arts
- Education, including Further and
- Higher Education
- Sport
- Trade Unions Children and Young People

The first meeting of the Taskforce is due to take place following this reporting period.

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

Young People

During this reporting period, over 219 local businesses partnered with us to promote the Cardiff Commitment.

The ambition of Cardiff Commitment is to encourage more young people into education, employment, and training, to increase their future opportunities. To date 150 businesses have made specific pledges to support our schools and young people.

Our Junior Corporate Apprentice scheme was promoted to young people aged 16+ across the city. The scheme provides apprenticeships and trainee roles across many Council services and provides young people with the opportunity to gain knowledge of the public sector and workplace experience. The scheme encourages young people to consider the Council as a future employer.

Our Into-Work service assisted with training and work placement opportunities for Children Looked After and young people leaving Council care via the Bright Start Traineeship scheme. The scheme aims to make sure Children Looked After and young people leaving the care system have opportunities to succeed. A range of partners help deliver Bright Start, including the Department of Work and Pensions.

Over 5,000 young people of all ages, from across Cardiff, engaged with us as part of our work towards becoming a Child Friendly City, including a Child Friendly Cardiff and Vale Symposium, involving young people and a range of partners to discuss how to further involve young people in developing a more rights-based approach to services.

Whilst developing a new Children's Home, we engaged with care experienced young people to recruit a management team, made up of both young people and staff. Young people shaped the service with their personal experiences of care and played an essential role in influencing the new centre.

We published our 'Delivering Excellent Outcomes' Strategy, setting out our priorities for supporting children, particularly those who are vulnerable or have entered the care system. A key element of the Strategy is effective local provision, thereby reducing the need for out-of-county placements where outcomes are likely to be less positive.

We promoted the roll out of the 30-hour free Childcare Offer, which provides all eligible working parents living in Cardiff, with 30 hours of government-funded childcare and nursery provision for 3- and 4-year-olds, for up to 48 weeks per year.

A joint Child and Adult Exploitation Strategy has been developed to protect children and adults from the risk of harm and abuse, focusing attention on new and emerging themes of child and adult exploitation such as modern slavery. A key priority will be working with partners to develop an approach to contextual safeguarding, recognising that outside of the family unit the different relationships that young people form in their neighbourhoods, schools and online can lead to exploitation, violence, and abuse.

We worked to support schools and digitally disadvantaged learners, procuring 2,500 MiFi or mini broadband connections for digitally disadvantaged learners, and supplying 1,550 extra devices to supplement the devices already being supplied by schools.

Our Independent Living Services visiting team worked to maximise services and benefits for eligible service users in order to promote living longer and independently within their own homes.

Homelessness

In July 2020, we launched the '**No Going Back**' Strategy, a new model of homelessness provision, which focuses on the prevention of homelessness. Support for successful move-on for families and individuals is a priority of the strategy.

We rehoused 140 homeless people in the first three weeks of the Covid crisis, providing accommodation where people were safe and could self-isolate or shield from the virus. A total of 182 supported accommodation units were established

during the pandemic, highlighting the need to provide additional long-term accommodation with multi-agency support to meet the needs of single homeless people in Cardiff.

Disability Confident Employer

We maintained our **Disability Confident Employer** (Level 2 accreditation) status, working to ensure disabled people and those with long-term health conditions have the opportunities to fulfil their potential and realise their aspirations.

Employee Health and Wellbeing

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. Health and Wellbeing updates are delivered regularly including advice on home working practices as a result of the Covid-19 pandemic

Living Wage City

Cardiff gained recognition as a Living Wage City and along with a group of prominent Cardiff employers formed the Living Wage Action Group.

The group launched a 3-year Action Plan to begin making Cardiff, a Living Wage City. Progress so far includes –

- The target of 150 accredited Living Wage employers has been reached
- The total number of workers employed by Cardiff based accredited Living Wage employers has been increased to 48,000
- Over 61,000 people in Cardiff now work for a Living Wage employer
- Cardiff has achieved 43% of the Welsh total of 345 accredited Living Wage employers

Dementia Friendly City

With our colleagues on the Cardiff Partnership Board, we worked to make Cardiff a Dementia Friendly City where people affected by dementia can continue to prosper and enjoy life.

The Council's Dementia Friendly awareness and engagement programme successfully delivered several high-profile initiatives to raise awareness across the city. City Hall was illuminated on World Alzheimer's Day and Dementia Friendly Cardiff participated in Falls Awareness Week in collaboration with Public Health Wales.

The launch of a bilingual Dementia Friends e-learning module saw Cardiff become the first Local Authority in the UK to make Dementia Friends training mandatory across its workforce. This good practice approach has been shared widely with other organisations and Local Authorities, including Welsh Government.

EU Settlement Scheme

Our Community Cohesion Officers put support in place to assist EU nationals to secure their immigration status through the EU Settlement Scheme following Brexit.

Officers raised awareness of the application process and application deadline along with information on available help and advice.

Clean Air Strategy

We developed a Clean Air Strategy, to improve air quality and improve health outcomes in all Cardiff's communities. The Strategy aims to reduce the number of journeys made in polluting vehicles in Cardiff, especially short journeys. The strategy promotes cycling, walking, public transport or electric vehicles as alternative modes of transport.

Cardiff Family Advice and Support

A new Cardiff Family Advice and Support service was launched, offering a range of information, advice and assistance services for children, young people, and their families through a single point of entry. Information and assistance offered includes:

- Family Life
- Child behaviour
- Childcare
- Parental Support
- School Attendance
- Employment, Money and Housing
- Signposting to other services

Joint Commissioning Strategy for Adults with a Learning Disability.

Cardiff Council, Vale of Glamorgan Council and Cardiff and Vale University Health Board launched a Joint Commissioning Strategy for Adults with a Learning Disability.

The purpose of the strategy is to demonstrate how Cardiff and Vale of Glamorgan Councils and Cardiff and Vale University Health Board will work together to respond to the needs and aspirations of our adults with a learning disability within the context of national legislation and guidance, wider local plans, and available resources.

All new Hub and Money Advice Officers receive training on a variety of welfare benefits including Universal Credit. Officers gain an understanding of the various components of Universal Credit and how to make and maintain a claim. Officers are kept up to date with legislative changes via e-mail, newsletters and 'Senior Briefs'.

Into-Work Services

Our Into-Work Services continued to support people into employment and training, in addition to help and advice regarding Welfare Reform and Universal Credit.

Some of our main areas of work during this reporting period included:

- Our Into-Work service continued to support people into employment and training.
- CV writing
- Help with job application forms and covering letters
- Job Search
- 1 to 1 employment support
- Interview techniques
- Online applications for Universal Credit
- Free work skills training
- Funding for childcare, travel & other expenses (subject to eligibility)
- Starting your own business
- Volunteering opportunities
- Work placement opportunities

Older Persons Strategy

Planning permission was secured for over 100 Care-Ready flats for Older persons in line with our Older Persons Strategy. The Care-Ready flats have been developed to meet the needs of older/ageing people, including provision for future adaptations if required. The flats will complement our work in promoting and sustain independent living.

Telecare Cardiff

Telecare Cardiff continued to deliver its 24-hour telephonene link to our community alarm and response service allowing people to stay safe and independent in their own home.

As part of the Council's Digital Services, Telecare Cardiff has installed a range of assistive technology whilst delivering a service to over 4,500 customers, providing a lifeline to many people living alone, as well as couples and families.

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

Pay Policy

Cardiff Council recognises the importance of managing pay fairly and consistently. The decisions that are taken regarding pay are crucial to maintaining equality across the Council which supports the Equal Pay Act 1970 and the Equality Act 2010.

Cardiff has developed a Pay Policy which aims to encourage and enable employees to perform to the best of their ability through the commitment to operate a transparent pay and grading structure.

In order to ensure employees are aware of this policy and of grading structures we promoted our Pay Policy and made this available via our internal intranet and external websites.

Job Evaluation Toolkit

Cardiff Council has carried out job evaluation process which is designed to deliver equal pay for work of equal value, which is covered in the Equal Pay Act 1970 and more recently in the Equality Act 2010. It supports the establishment of a fair, transparent and equitable grading structure.

In order to enable employees to ensure they are receiving equitable pay we promoted our Job Evaluation Toolkit (which enables all job evaluation related processes to be included within one document) to employees via our intranet site.

Job Opportunities

Cardiff Council is aware that to have a workforce that is able to meet the current and future needs of its service users there are a number of key areas where it needs to focus:

- A need for the workforce to reflect the wider communities it serves.
- The need to promote the council as a potential employer.

- The need to identify and address gaps between the workforce of today and the human resources needs of tomorrow,
- improve the skills of our workforce in order to meet the needs of our customers

In order to achieve these, we advertised our jobs externally, as well as internally, to support our efforts to create a workforce representative of the communities we serve.

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 making our entry level job pay scale more competitive.

One of the priorities of the newly established Race Equality Taskforce is focusing on addressing barriers to employment opportunities and promoting progression within the Council.

As part of our commitment towards equality and diversity within the workforce, our newly procured online digital recruitment and selection processes ensures that candidate's details are encrypted which means they remain anonymous until after shortlisting.

Employee Networks

Cardiff Council has 5 Employee Networks. The Networks provide a vital and valuable resource which supports the Council to fulfil its duties under the Equality Act 2010 to promote equality, eliminate discrimination, harassment and victimisation and promote good relations between different groups.

This reporting period, we continued to work with our networks to identify further support needed for underrepresented groups to progress within the Council.

We also piloted a reverse mentoring scheme between a senior management team officer in collaboration with our LGBT+ Network to continue our efforts to create a welcoming and inclusive organisational culture.

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

Improving Community Cohesion

Cardiff Council is fully committed to increasing community Cohesion as a way of breaking down barriers, building relationships and bringing communities together. In doing this we aim to build on Cardiff’s reputation as being a city in which people from different ethnic, cultural and religious backgrounds live and work together in an atmosphere of mutual respect and understanding. We believe that cohesive communities are communities which are better able to tackle common problems, to provide mutual support and to work together for a positive future.

In order to support increased community cohesion, we continued 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.

In 2019, we hosted an Inclusive Cities Conference, at which Council Leaders of British and European cities discussed how to ensure cities continue to be inclusive and cohesive following EU-Exit.

We worked to maintain our Purple Flag standard which identifies our city centre as an entertaining, diverse and safe night out.

We included questions within our Ask Cardiff Survey asking how safe people feel in their local areas and their perceptions of crime.

We continued our membership of the Stonewall Diversity Champions programme in order to improve our workplace and improved our score on their Workplace Equality Index.

Celebrating Cardiff’s Diversity

Cardiff Council is rightly proud of Cardiff’s reputation of being a diverse city where people from a wide range of backgrounds are welcomed and encouraged to be themselves. We believe it is right to celebrate diversity as a way of building community cohesion, creating cultural awareness, encouraging unity, eliminating, discrimination and overcoming stereotypes.

In order to achieve this, we promoted a number of events to our employees via our internal intranet, these included:

- International Women’s Day
- LGBT+ History Month

- IDAHOBIT
- Carers Day
- Holocaust Memorial Day
- International Day to end Violence against Women
- Ramadan
- Black History Month
- Employee Equality Network Awareness Coffee Mornings

We also supported our members to attend a wide range of community, cultural and religious events these included:

- Eid celebrations
- Black History Month events
- Black Asian & Minority Ethnic Pride
- Christmas events
- Holocaust Memorial Day
- Hanukkah (Festival of Lights) event
- White Ribbon (International Day to end Violence against Women) events
- Understanding Disability event
- Diwali Celebration events
- Festival of Remembrance events
- Mahatma Gandhi birthday events
- Independence Day events
- Butetown Carnival
- Hindu Festival events
- Sikh Temple Anniversary event
- UN International Day for the Remembrance of Slave Trade

We also worked with a number of organisers and ensured our city centre was available to host a number of celebration events, these included:

- The Pride Big Weekend
- Tafwyl Welsh Language Festival
- St David's Day Parade and
- St David's Day Civic Service

Violence against Women, Domestic Abuse and Sexual Violence

Cardiff Council recognises that violence against women, domestic abuse and sexual violence has far reaching consequences for families, children, communities and society as a whole and that work towards eliminating these is of the utmost importance.

In order to progress this work, we worked towards implementing our commitments to the Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy.

We promoted the Cardiff and Vale of Glamorgan Violence against Women, Domestic Abuse and Sexual Violence Strategy on our internet site and provided the contact details of a number of support agencies.

We supported White Ribbon Day and participated in the Light a Candle service as way of raising awareness about the elimination of violence against women.

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

E-mail: equalityteam@cardiff.gov.uk

Cardiff Council

Employee Diversity Report 2021

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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) **Talentlink**, 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 Talentlink 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 Talentlink system to

complete the employee monitoring section on applicants applying by protected characteristic groups. Talentlink have allowed HRPS to develop and record additional information to further enhance the Council's commitment to equal opportunities.

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 as 31 March 2021, the Council employed 13,446 permanent/temporary employees. 12,453 (92.61%) of our 13,446 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
Arab	4
Asian Bangladeshi	63
Asian British	110
Asian Indian	60
Asian Other	36
Asian Pakistani	87
Black African	98
Black British	105
Black Caribbean	28
Black Other	16
Chinese / Far East Other	9
Chinese / Far East British	18
Chinese / Far East Chinese	11
Chinese / Far East Japanese	2
Chinese / Far East Korean	2
Chinese / Far East Vietnamese	3
Mixed Other	75
Mixed Race White & Asian	42
Mixed Race White & Black African	52
Mixed Race White & Black Caribbean	81
Not Disclosed	887
Other Ethnicity	39
Prefer not to say	106
White British	10321
White English	37
White European	182
White Gypsy/Traveller	1
White Irish	66
White Other	88
White Scottish	11
White Welsh	806
Total	13446

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	2.86%	356	8.00%	2.20%
Black	1.98%	247	2.40%	0.60%
Chinese / Far East	0.36%	45	1.20%	0.40%
Mixed Ethnicity	2.01%	250	2.90%	1.00%
Other	0.35%	43	2.00%	0.50%
White Gypsy/Traveller	0.01%	1	0.20%	0.10%
White Irish	0.53%	66	0.70%	0.50%
White Other	0.71%	88	3.50%	1.80%
White European	1.46%	182		
White British *	89.74%	11175	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 10.26%, this is an improvement from 9.87% at 31st March 2020.

For those who disclosed their ethnicity there was 4.79% increase of employees from the Black, Asian and Minority Ethnic in Cardiff Council's workforce in 2021 compared to 2020

The 993 employees who have not disclosed their ethnicity work in the following Directorates:

Directorates	Total
ADULTS HOUSING & COMMUNITIES	49
CHILDRENS SERVICES	4
ECONOMIC DEVELOPMENT	144
EDUCATION & LIFELONG LEARNING - CENTRAL	45
EDUCATION & LIFELONG LEARNING - SCHOOLS	707
GOVERNANCE & LEGAL SERVICES	1
PLANNING TRANSPORT & ENVIRONMENT	21
RESOURCES	22
TOTAL	993

Ethnicity of Permanent/Temporary Workforce by Directorate

The table below shows from an analysis undertaken on 31st March 2021 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
ADULTS HOUSING & COMMUNITIES	85.28%	14.72%
CHILDRENS SERVICES	86.38%	13.62%
ECONOMIC DEVELOPMENT	78.39%	21.61%
EDUCATION & LIFELONG LEARNING - CENTRAL	82.38%	17.62%
EDUCATION & LIFELONG LEARNING - SCHOOLS	82.16%	17.84%
GOVERNANCE & LEGAL SERVICES	89.00%	11.00%
PERFORMANCE & PARTNERSHIPS	92.96%	7.04%
PLANNING TRANSPORT & ENVIRONMENT	88.87%	11.13%
RESOURCES	87.66%	12.34%

Note – based on total 12,453 permanent/temporary employees who have disclosed their ethnicity.

Gender and Racial Group

The table below shows from an analysis undertaken in March 2021 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	297	83.43%	59	16.57%	356
Black	155	62.75%	92	37.25%	247
Chinese / Far East	37	82.22%	8	17.78%	45
Mixed Ethnicity	169	67.60%	81	32.40%	250
Other	32	74.42%	11	25.58%	43
White British	7758	69.42%	3417	30.58%	11175
White European	138	75.82%	44	24.18%	182
White Gypsy/Traveller	1	100.00%	0	0.00%	1
White Irish	50	75.76%	16	24.24%	66
White Other	57	64.77%	31	35.23%	88

Racial Group and Pay

The table below displays by Racial Group the grading of the Council's 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																	
	GRADE 01	GRADE 02	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 09	GRADE 10	OM+	JNC Y&C	SOULBURY	OTHER	SCHOOL LEADERSHIP SCALE	TEACHER UPPER PAY SCALE	TEACHER MAIN PAY SCALE	UNQUALIFIED TEACHER
Asian	29	81	73	49	32	27	13	7	2	3	4	4	1	0	0	17	13	1
Black	34	22	45	36	28	20	19	10	3	3	0	10	1	0	0	10	4	2
Chinese / Far East	2	10	7	9	6	2	4	3	1	0	0	0	0	0	0	0	0	1
Mixed Ethnicity	19	11	40	44	43	31	25	8	2	2	1	5	2	0	0	11	6	0
Other	4	4	12	5	5	1	2	1	0	0	0	1	0	0	0	6	2	0
White British	338	559	1395	1604	1660	996	669	426	168	163	98	100	36	34	336	1822	750	21
White European	20	12	41	28	25	16	5	4	2	0	0	2	1	1	1	11	13	0
White Gypsy/Traveller	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
White Irish	0	1	8	7	6	4	4	4	3	0	1	2	1	1	5	12	7	0
White Other	5	8	11	7	15	10	7	5	1	1	2	1	1	0	0	9	4	1
Total	451	708	1633	1789	1820	1107	748	468	182	172	106	125	43	36	342	1898	799	26

Racial Group	GRADE																	
	GRADE 01	GRADE 02	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 09	GRADE 10	OM+	JNC Y&C	SOULBURY	OTHER	SCHOOL LEADERSHIP SCALE	TEACHER UPPER PAY SCALE	TEACHER MAIN PAY SCALE	UNQUALIFIED TEACHER
Asian	6.43%	11.44%	4.47%	2.74%	1.76%	2.44%	1.74%	1.50%	1.10%	1.74%	3.77%	3.20%	2.33%	0.00%	0.00%	0.90%	1.63%	3.85%
Black	7.54%	3.11%	2.76%	2.01%	1.54%	1.81%	2.54%	2.14%	1.65%	1.74%	0.00%	8.00%	2.33%	0.00%	0.00%	0.53%	0.50%	7.69%
Chinese / Far East	0.44%	1.41%	0.43%	0.50%	0.33%	0.18%	0.53%	0.64%	0.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.85%
Mixed Ethnicity	4.21%	1.55%	2.45%	2.46%	2.36%	2.80%	3.34%	1.71%	1.10%	1.16%	0.94%	4.00%	4.65%	0.00%	0.00%	0.58%	0.75%	0.00%
Other	0.89%	0.56%	0.73%	0.28%	0.27%	0.09%	0.27%	0.21%	0.00%	0.00%	0.00%	0.80%	0.00%	0.00%	0.00%	0.32%	0.25%	0.00%
White British	74.94%	78.95%	85.43%	89.66%	91.21%	89.97%	89.44%	91.03%	92.31%	94.77%	92.45%	80.00%	83.72%	94.44%	98.25%	96.00%	93.87%	80.77%
White European	4.43%	1.69%	2.51%	1.57%	1.37%	1.45%	0.67%	0.85%	1.10%	0.00%	0.00%	1.60%	2.33%	2.78%	0.29%	0.58%	1.63%	0.00%
White Gypsy/Traveller	0.00%	0.00%	0.06%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
White Irish	0.00%	0.14%	0.49%	0.39%	0.33%	0.36%	0.53%	0.85%	1.65%	0.00%	0.94%	1.60%	2.33%	2.78%	1.46%	0.63%	0.88%	0.00%
White Other	1.11%	1.13%	0.67%	0.39%	0.82%	0.90%	0.94%	1.07%	0.55%	0.58%	1.89%	0.80%	2.33%	0.00%	0.00%	0.47%	0.50%	3.85%

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														SCHOOL LEADERSHIP SCALE	TEACHER UPPER PAY SCALE	TEACHER MAIN PAY SCALE	UNQUALIFIED TEACHER
	GRADE 01	GRADE 02	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 09	GRADE 10	OM+	JNC Y&C	SOULBURY	OTHER				
Other	113	149	238	185	160	111	79	42	14	9	8	25	7	2	6	76	49	5
White British	338	559	1395	1604	1660	996	669	426	168	163	98	100	36	34	336	1822	750	21
Total	451	708	1633	1789	1820	1107	748	468	182	172	106	125	43	36	342	1898	799	26

Racial Group	GRADE														SCHOOL LEADERSHIP SCALE	TEACHER UPPER PAY SCALE	TEACHER MAIN PAY SCALE	UNQUALIFIED TEACHER
	GRADE 01	GRADE 02	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 09	GRADE 10	OM+	JNC Y&C	SOULBURY	OTHER				
Other	25.06%	21.05%	14.57%	10.34%	8.79%	10.03%	10.56%	8.97%	7.69%	5.23%	7.55%	20.00%	16.28%	5.56%	1.75%	4.00%	6.13%	19.23%
White British	74.94%	78.95%	85.43%	89.66%	91.21%	89.97%	89.44%	91.03%	92.31%	94.77%	92.45%	80.00%	83.72%	94.44%	98.25%	96.00%	93.87%	80.77%

Racial Group and Length of Service

Racial Groups	Years					Total
	0-2	2-5	5-10	10-20	20 +	
Asian	64	78	67	122	25	356
Black	58	56	55	53	25	247
Chinese / Far East	5	6	13	20	1	45
Mixed Ethnicity	40	67	51	69	23	250
Other	13	8	10	10	2	43
White British	1564	1946	2140	3265	2260	11175
White European	51	45	29	43	14	182
White Gypsy/Traveller	0	0	1	0	0	1
White Irish	7	13	13	17	16	66
White Other	18	24	14	21	11	88
Total	1820	2243	2393	3620	2377	12453

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 13,446 strong permanent/temporary workforce includes 9,390 women (69.83% of the overall workforce) and 4,056 men (30.17% 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 7,323 employees working Full Time, with 6,123 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%	7323	54.46%	4045	55.24%	3278	44.76%
90 - 99.99%	459	3.41%	390	84.97%	69	15.03%
80 - 89.99%	1949	14.50%	1665	85.43%	284	14.57%
70 - 79.99%	465	3.46%	392	84.30%	73	15.70%
60 - 69.99%	874	6.50%	756	86.50%	118	13.50%
50 - 59.99%	851	6.33%	767	90.13%	84	9.87%
40 - 49.99%	584	4.34%	530	90.75%	54	9.25%
30 - 39.99%	268	1.99%	234	87.31%	34	12.69%
20 - 29.99%	370	2.75%	331	89.46%	39	10.54%
10 - 19.99%	266	1.98%	256	96.24%	10	3.76%
0 - 9.99%	37	0.28%	24	64.86%	13	35.14%

Note Total based on 13,446 permanent/temporary workforce.

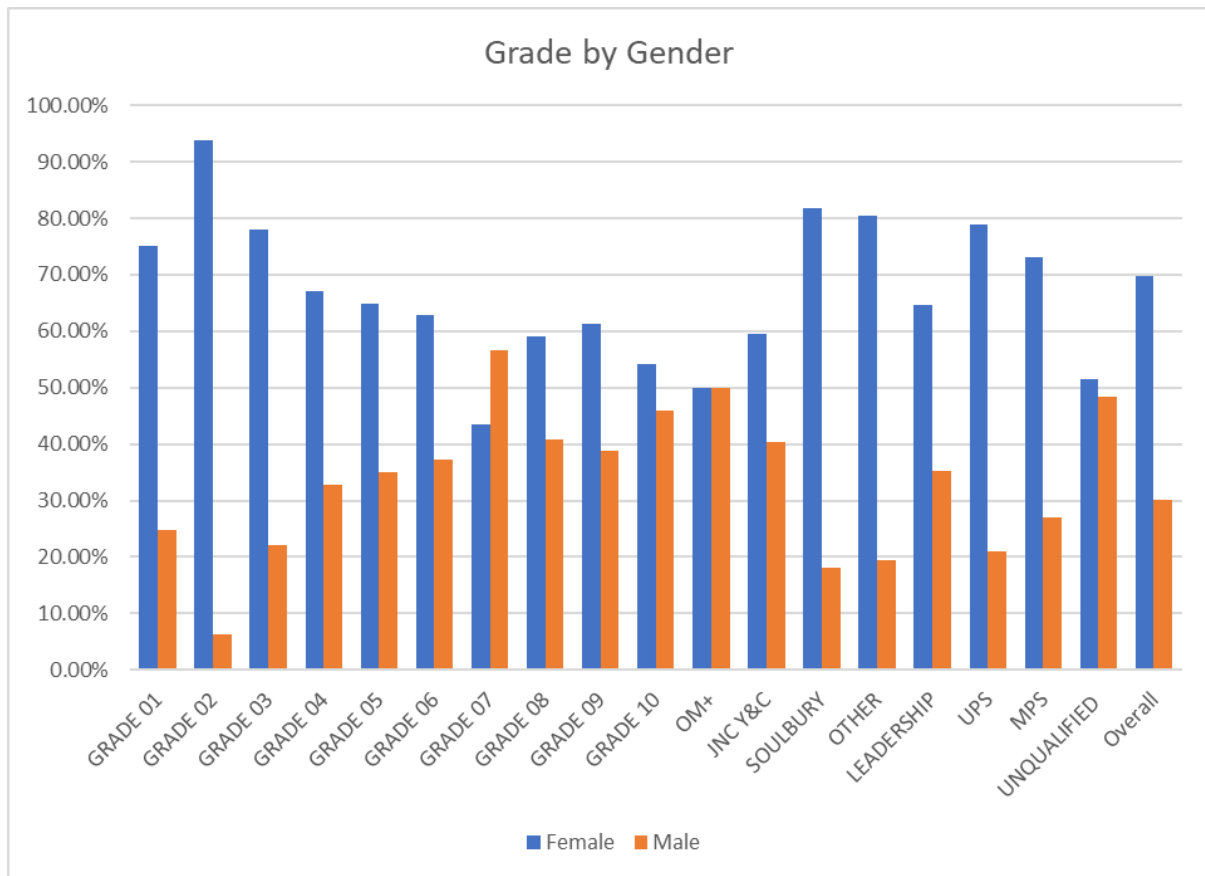
Grade Analysis by Gender

The overall composition of the Council's 13,446 strong permanent/temporary workforce includes 9,390 women (69.83% of the overall workforce) and 4,056 men (30.17% of the overall workforce).

The table show 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
GRADE 01	388	128	516	75.19%	24.81%
GRADE 02	724	48	772	93.78%	6.22%
GRADE 03	1376	390	1766	77.92%	22.08%
GRADE 04	1309	640	1949	67.16%	32.84%
GRADE 05	1276	688	1964	64.97%	35.03%
GRADE 06	731	434	1165	62.75%	37.25%
GRADE 07	334	435	769	43.43%	56.57%
GRADE 08	284	196	480	59.17%	40.83%
GRADE 09	112	71	183	61.20%	38.80%
GRADE 10	93	79	172	54.07%	45.93%
OPERATIONAL MANAGERS AND ABOVE	54	54	108	50.00%	50.00%
JNC Y&C	78	53	131	59.54%	40.46%
SOULBURY	36	8	44	81.82%	18.18%
OTHER	29	7	36	80.56%	19.44%
SCHOOL LEADERSHIP SCALE	251	137	388	64.69%	35.31%
TEACHER UPPER PAY SCALE	1693	450	2143	79.00%	21.00%
TEACHER MAIN PAY SCALE	606	223	829	73.10%	26.90%
UNQUALIFIED TEACHER SCALE	16	15	31	51.61%	48.39%
Total	9390	4056	13446	69.83%	30.17%

The graph below shows gender breakdown by grade for 31/03/2021. In all Grades, apart from Grade 07, the % of female employees is higher than male employees.



At the management tier of the organisation (the Council’s 108 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+	54	54	108	50.00%	50.00%

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. A key factor in this is the term time working arrangements for school support staff in that pay proportionate to the number of weeks and hours worked, plus annual leave and bank holiday entitlement, rather than being paid for 52 weeks of the year.

Gross Annual Earnings	Part Time				
	Female		Male		Total
	No	%	No	%	
£1 - £4,999	588	91.88%	52	8.13%	640
£5,000 - £9,999	864	87.45%	124	12.55%	988
£10,000 - £14,999	1398	85.87%	230	14.13%	1628
£15,000 - £19,999	1388	88.46%	181	11.54%	1569
£20,000 - £24,999	707	84.57%	129	15.43%	836
£25,000 - £29,999	135	78.49%	37	21.51%	172
£30,000 - £39,999	237	91.51%	22	8.49%	259
£40,000 - £49,999	27	93.10%	2	6.90%	29
£50,000 - £59,999	1	50.00%	1	50.00%	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	292	58.75%	205	41.25%	497
£20,000 - £24,999	616	45.63%	734	54.37%	1350
£25,000 - £29,999	823	51.34%	780	48.66%	1603
£30,000 - £39,999	834	50.51%	817	49.49%	1651
£40,000 - £49,999	1125	68.85%	509	31.15%	1634
£50,000 - £59,999	207	61.24%	131	38.76%	338
£60,000 - £69,999	91	67.41%	44	32.59%	135
£70,000 +	57	49.57%	58	50.43%	115

Note Total based on 13,446 permanent/temporary workforce.

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

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

Age Group	Corporate (less schools)		School Employees		Total	
	No	%	No	%	No	%
16-24	220	36.91%	376	63.09%	596	4.43%
25-34	1093	39.12%	1701	60.88%	2794	20.78%
35-44	1545	45.52%	1849	54.48%	3394	25.24%
45-54	1682	45.93%	1980	54.07%	3662	27.23%
55-64	1564	59.60%	1060	40.40%	2624	19.52%
65+	230	61.17%	146	38.83%	376	2.80%

This table shows the age distribution by Directorates:

Directorates	Age Group											
	16-24		25-34		35-44		45-54		55-64		65+	
	No	%	No	%	No	%	No	%	No	%	No	%
ADULTS HOUSING & COMMUNITIES	104	0.77%	477	3.55%	565	4.20%	568	4.22%	545	4.05%	85	0.63%
CHILDRENS SERVICES	12	0.09%	105	0.78%	117	0.87%	71	0.53%	51	0.38%	11	0.08%
ECONOMIC DEVELOPMENT	29	0.22%	162	1.20%	282	2.10%	408	3.03%	465	3.46%	61	0.45%
EDUCATION & LIFELONG LEARNING - CENTRAL	18	0.13%	88	0.65%	211	1.57%	235	1.75%	190	1.41%	24	0.18%
EDUCATION & LIFELONG LEARNING - SCHOOLS	376	2.80%	1701	12.65%	1849	13.75%	1980	14.73%	1060	7.88%	146	1.09%
GOVERNANCE & LEGAL SERVICES	3	0.02%	21	0.16%	23	0.17%	23	0.17%	29	0.22%	1	0.01%
PERFORMANCE & PARTNERSHIPS	2	0.01%	9	0.07%	30	0.22%	20	0.15%	9	0.07%	1	0.01%
PLANNING TRANSPORT & ENVIRONMENT	10	0.07%	58	0.43%	110	0.82%	143	1.06%	131	0.97%	33	0.25%
RESOURCES	42	0.31%	173	1.29%	207	1.54%	214	1.59%	144	1.07%	14	0.10%

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

Disability

203 of the Council’s employees (1.51%) identified as being disabled. 4,668 employees (34.72%) identified as not being disabled, with the remaining 8,575 (63.77%) not disclosing this information.

Gender Reassignment

13 employees identified as having a Gender Identity other than that which they were assigned at birth. 4,779 employees identified as having the same Gender Identity that they were assigned at birth, 105 preferred not to say, and the remaining 8,549 did not identify their Gender Identity.

Marriage and Civil Partnership

Employees identified their Marital Status as follows:

Marital Status	No	%
Civil Partner	32	0.24%
Dissolved Partnership	1	0.01%
Divorced	279	2.07%
Married	2524	18.77%
Not Disclosed	8660	64.41%
Prefer not to say	72	0.54%
Separated	73	0.54%
Single	1264	9.40%
Unmarried Partner	510	3.79%
Widowed	31	0.23%
Total	13446	100.00%

Pregnancy and Maternity

275 employees began Maternity Leave during period 01/04/2020 – 31/03/2021, with 49 returning from Maternity Leave during the year. 14 employees resigned following Maternity Leave. 2 employees began Adoption Leave, and 95 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	No	%
Buddhist	18	0.13%
Christian	2064	15.35%
Hindu	24	0.18%
Jewish	0	0.00%
Muslim	163	1.21%
None	2303	17.13%
Not Disclosed	8259	61.42%
Other	275	2.05%
Prefer Not To Say	324	2.41%
Rastafarian	4	0.03%
Sikh	11	0.08%
Zoroastrian	1	0.01%
Total	13446	100.00%

Sexual Orientation

Employees identified their Sexual Orientation as follows:

Sexual Orientation	No	%
Bisexual	51	0.38%
Gay	93	0.69%
Heterosexual	4199	31.23%
Lesbian	39	0.29%
Not Disclosed	8684	64.58%
Other	32	0.24%
Prefer not to say	348	2.59%
Total	13446	100.00%

7. Cardiff Works - Ethnicity of Temporary Workforce

Between 01/04/2020 – 31/03/2021 the Council employed 911 people through its temporary employment agency Cardiff Works. Of these, 846 (92.86%) disclosed their ethnic origin to the Council enabling the following analysis.

Ethnic Group	Number
Arab	4
Asian Bangladeshi	7
Asian British	10
Asian Indian	12
Asian Other	3
Asian Pakistani	6
Black African	16
Black British	10
Black Caribbean	2
Black Other	1
Chinese / Far East British	1
Chinese / Far East Chinese	1
Mixed Other	9
Mixed Race White & Asian	6
Mixed Race White & Black African	3
Mixed Race White & Black Caribbean	11
Not Disclosed	22
Other Ethnicity	13
Prefer not to say	43
White British	479
White English	3
White European	37
White Irish	5
White Northern Irish	1
White Other	6
White Scottish	3
White Welsh	197
Total	911

The information provided enables the table below to show the percentage of those employees identifying as White British (80.61%), or as another ethnicity (19.39%).

Racial Groups	No	%
Asian	38	4.49%
Black	29	3.43%
Chinese / Far East	2	0.24%
Mixed Ethnicity	29	3.43%
Other	17	2.01%
White British	682	80.61%
White European	37	4.37%
White Irish	5	0.59%
White Other	7	0.83%
Total	846	100.00%

Gender and Racial Group

Racial Groups	Female		Male		Total
	No.	%	No	%	
Asian	30	78.95%	8	21.05%	38
Black	14	48.28%	15	51.72%	29
Chinese / Far East	1	50.00%	1	50.00%	2
Mixed Ethnicity	21	72.41%	8	27.59%	29
Other	13	76.47%	4	23.53%	17
White British	448	65.69%	234	34.31%	682
White European	19	51.35%	18	48.65%	37
White Irish	4	80.00%	1	20.00%	5
White Other	6	85.71%	1	14.29%	7
Total	556	65.72%	290	34.28%	846

Racial Group and Pay

Racial Group	GRADE										
	GRADE 01	GRADE 02	GRADE 03	GRADE 04	GRADE 05	GRADE 06	GRADE 07	GRADE 08	GRADE 09	GRADE 10	OM +
Asian	12	5	18	1	0	1	0	1	0	0	0
Black	6	2	8	3	4	6	0	0	0	0	0
Chinese / Far East	0	0	2	0	0	0	0	0	0	0	0
Mixed Ethnicity	5	4	10	3	2	5	0	0	0	0	0
Other	3	2	5	0	3	3	0	1	0	0	0
White British	119	57	189	97	49	119	6	22	4	5	15
White European	15	3	11	3	4	1	0	0	0	0	0
White Irish	1	0	0	2	1	1	0	0	0	0	0
White Other	1	1	3	0	1	1	0	0	0	0	0
Total	162	74	246	109	64	137	6	24	4	5	15

Racial Group and Age

Racial Group	Age						Total
	16-24	25-34	35-44	45-54	55-64	65 +	
Asian	6	21	7	3	1	0	38
Black	6	8	10	5	0	0	29
Chinese / Far East	0	0	1	1	0	0	2
Mixed Ethnicity	7	17	2	1	2	0	29
Other	6	5	2	3	0	1	17
White British	129	201	96	123	113	20	682
White European	4	16	13	3	1	0	37
White Other	0	2	2	1	0	0	5
White Irish	0	1	2	4	0	0	7
Total	158	271	135	144	117	21	846

8. “Applicants” to the Council by Protected Characteristics

For the period 1st April 2020 to 31st March 2021, Cardiff received 15,558 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	61	0.39%
22-26	341	2.19%
27-33	371	2.38%
34-40	318	2.04%
41-50	272	1.75%
50 +	143	0.92%
Not Disclosed	14052	90.32%
Total	15558	

Disability	No	%
Disabled	198	1.27%
Not Disabled	2457	84.01%
Not Disclosed	12903	9.78%
Total	15558	

Racial Group	No.	%
Asian	145	0.93%
Black	138	0.89%
Chinese / Far East	6	0.04%
Mixed Ethnicity	140	0.90%
Other	43	0.28%
White	2173	13.97%
Not Disclosed	12913	83.00%
Total	15558	

Gender	No	%
Female	1529	9.83%
Male	1126	40.78%
Not Disclosed	12903	4.93%
Total	15558	

Religion or Belief/Non Belief	No.	%
Baha'i	0	0.00%
Buddhist	5	0.03%
Christian	805	5.17%
Hindu	58	0.37%
Jain	1	0.01%
Jewish	1	0.01%
Muslim	156	1.00%
None	1437	9.24%
Other	47	0.30%
Rastafarian	1	0.01%
Sikh	4	0.03%
Zoroastrian	0	0.00%
Not Disclosed	13043	83.83%
Total	15558	

Sexual Orientation	No.	%
Bisexual	73	0.47%
Gay	62	0.40%
Heterosexual	2275	14.62%
Lesbian	56	0.36%
Other	13	0.08%
Not Disclosed	13079	84.07%
Total	15558	

9. Training by Protected Characteristics

For the period 1st April 2020 to 31st March 2021, 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	241	1615	1816	1843	1526	201	7242
Approved	237	1563	1762	1789	1479	198	7028

Training	Age Range						Total
	16-24	25-34	35-44	45-54	55-64	65+	
All Training Requests	3.33%	22.30%	25.08%	25.45%	21.07%	2.78%	100.00%
Approved	98.34%	96.78%	97.03%	97.07%	96.92%	98.51%	97.05%

By Gender

Training	Gender		
	Female	Male	Total
All Training Requests	4796	2446	7242
Approved	4632	2396	7028

Training	Gender	
	Female	Male
All Training Requests	66.22%	33.78%
Approved	96.58%	97.96%

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 Disclosed	
All Training Requests	180	214	33	232	18	64	6092	140	25	86	158	7242
Approved	173	209	32	227	17	63	5913	133	21	83	157	7028

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 Disclosed	
All Training Requests	2.49%	2.95%	0.46%	3.20%	0.25%	0.88%	84.12%	1.93%	0.35%	1.19%	2.18%	100.00%
Approved	96.11%	97.66%	96.97%	97.84%	94.44%	98.44%	97.06%	95.00%	84.00%	96.51%	99.37%	97.05%

10. 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 April 2020 to 31st March 2021.

Disciplinary Outcome	Age Range						Total
	16-24	25-34	35-44	45-54	55-64	65+	
Informal	0	2	0	1	0	0	3
No Action	1	11	8	13	17	0	50
Verbal Warning	0	1	0	1	1	0	3
Written Warning	0	0	0	1	4	0	5
Final Written Warning	0	2	2	2	3	0	9
Dismissal - With Notice	0	0	0	0	0	0	0
Dismissal - Without Notice	0	4	2	2	3	0	11
Total	1	20	12	20	28	0	81
	1.23%	24.69%	14.81%	24.69%	34.57%	0.00%	

Disciplinary Outcome	Racial Groups					Total
	Black	Mixed Ethnicity	Not Disclosed	White British	White European	
Informal	0	0	0	3	0	3
No Action	1	2	7	39	1	50
Verbal Warning	0	0	0	3	0	3
Written Warning	0	0	0	5	0	5
Final Written Warning	0	1	2	6	0	9
Dismissal - With Notice	0	0	0	0	0	0
Dismissal - Without Notice	0	0	0	11	0	11
Total	1	3	9	67	1	81
	1.23%	3.70%	11.11%	82.72%	1.23%	

Disciplinary Outcome	Gender		Total
	Female	Male	
Informal	1	2	3
No Action	21	29	50
Verbal Warning	1	2	3
Written Warning	2	3	5
Final Written Warning	4	5	9
Dismissal - With Notice	0	0	0
Dismissal - Without Notice	2	9	11
Total	31	50	81
	38.27%	61.73%	

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

11. Leaver Information by Protected Characteristics

For the period 1st April 2020 to 31st March 2021, there were 3,286 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	2	6	6	7	23
End of Contract	64	162	60	43	38	9	376
Redundancy	0	3	1	3	6	2	15
Resignation	54	240	192	142	92	33	753
Retirement	0	1	5	6	82	73	167
Termination/Dismissal	26	50	61	44	47	27	255
TUPE Transfer	0	0	0	1	0	0	1
Voluntary Severance	0	0	3	6	18	9	36
Total	144	458	324	251	289	160	1626
	8.86%	28.17%	19.93%	15.44%	17.77%	9.84%	

By Racial Group	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Not Disclosed	Other	Prefer not to say	White British	White European	White Irish	White Other	
Exit Reasons												
Death in Service	0	2	0	0	4	0	1	13	3	0	0	23
End of Contract	12	17	3	7	14	1	11	292	13	1	5	376
Redundancy	3	3	1	1	1	0	0	6	0	0	0	15
Resignation	14	15	1	15	36	4	8	633	18	0	9	753
Retirement	3	1	0	1	14	1	0	147	0	0	0	167
Termination/Dismissal	13	9	1	4	31	1	15	165	12	2	2	255
TUPE Transfer	0	0	0	0	0	0	0	1	0	0	0	1
Voluntary Severance	0	0	0	1	7	0	0	26	2	0	0	36
Total	45	47	6	29	107	7	35	1283	48	3	16	1626
	2.77%	2.89%	0.37%	1.78%	6.58%	0.43%	2.15%	78.91%	2.95%	0.18%	0.98%	

By Gender	Gender		Total
	Female	Male	
Reason			
Death in Service	7	16	23
End of Contract	255	121	376
Redundancy	11	4	15
Resignation	554	199	753
Retirement	114	53	167
Termination/Dismissal	170	85	255
TUPE Transfer	1	0	1
Voluntary Severance	23	13	36
Total	1135	491	1626
	69.80%	30.20%	

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

12. Gender Pay Gap

The table below display the differences in the average pay between men and women as at 31st March 2021.

	Mean Hourly Rate	Median Hourly Rate
Male	15.33	14.11
Female	15.83	13.21
Pay Gap	-3.26%	6.38%

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 Lower hourly pay	667	37.62%	1106	62.38%	1773
Q2 Lower middle hourly pay	696	38.14%	1129	61.86%	1825
Q3 Upper middle hourly pay	926	47.78%	1012	52.22%	1938
Q4 Upper hourly pay	730	42.67%	981	57.33%	1711
TOTAL	3019	41.66%	4228	58.34%	7247

Note Total includes all Corporate council permanent/temporary/casual staff who were paid in March 2021.

13. Race Pay Gap

The table below display the differences in the average pay between white and all other ethnicities as at 31st March 2021.

Corporate	Mean Hourly Rate	Median Hourly Rate
White*	15.87	13.47
All other ethnicities	13.52	11.96
Pay Gap	14.81%	11.21%

Note Total includes all council permanent/temporary/casual staff who were paid in March 2021