

Annual Equality Review Update of Progress 2016-17

Cardiff Council produced its 2nd Strategic Equality Plan to meet our public sector equality duties as set out in the Equality Act 2010 (Statutory Duties) (Wales) Regulations, in April 2016. The Plan revised and updated our first Strategic Equality Plan and demonstrates our continued commitment to equality.

The Plan set out a number of equality objectives which were developed as a result of a programme of consultation and engagement. These objectives are:

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

The following identifies progress made against these objectives:

Objective 1 Meet our specific equality duties

- We carried out a review of our Equality Impact Assessment guidance and a revised guidance document was produced. Equality Impact Assessment training was developed and made available to employees.
- We produced a generic equality monitoring form and draft guidance on carrying out equality monitoring.
- We developed a range of equality training packages and have made these available to employees.
- We carried out a review of our procurement processes.

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

- We produced a briefing document on accessible communication and accessible communication guidance.
- We worked to ensure that the Council is compliant with the Welsh Language Standards. Guidance has been produced and made available with regular information communicated across all directorates.
- Cardiff Councils Access Focus Group continued to meet on a regular basis to enable the public's input in addressing accessibility in Cardiff's built environment.
- We updated our website to make it easier to find information.
- We carried out a review of our Reasonable Adjustments Policy, produced guidance and a frequently asked questions document to ensure employees are able to access reasonable adjustments.

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

- We produced draft accessible engagement and consultation guidelines for Directorates.
- We continued to engage and consult in particular, we engaged with our Citizen's Panel, our 50+ forums (older people's forum) our Youth council our Access Focus Group and our 3rd Sector Partners.
- We included questions within our Ask Cardiff Surveys regarding being involved in engagement and consultation with Cardiff Council.
- We ran Employee Voice engagement events in order to hear from employees how we can improve service provision.
- We supported our various Equality Employee Networks (LGBT, BME, Women and Disability), to contribute to policy development.

Objective 4 Support people to challenge unfair treatment

- We produced a briefing document identifying the various types of discrimination
- We supported Race Equality First to deliver a multi protected characteristic discrimination casework service
- We hosted the Cardiff Advice Service within our Central Hub.
- We promoted (to employees) our new Resolution Policy which replaced the Grievance and Bullying and Harassment policies.

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

- We worked with our partners to promote the 'Cardiff Commitment' and its plans to get more of Cardiff's young people into education, employment and training with a progress report presented and published to Cardiff's Public Service Board.
- We promoted the Junior Corporate Apprentice scheme which resulted in 20 posts created for 16-24 year olds living and studying in Cardiff, 7 apprenticeships were completed, with 10 ongoing.
- We implement the actions contained within Cardiff's Ageing Well local delivery plan and produced an end of year progress report.

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

- We produced a job evaluation toolkit which enables all job evaluation related processes to be included within one document.
- We promoted to employees the availability of employee training.
- We updated the living wage for the lowest paid council employees
- We worked with our employee networks to identify support needed for under-represented groups to progress within the Council.

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

- We have implement a local Cardiff Cohesion Action Plan.
- We promoted the awareness of Domestic Violence and signposted support for our employees. Our new Resolution Policy provided hyperlinks to the Domestic Abuse Workplace Policy.
- We included questions within the Ask Cardiff Survey asking how safe people feel in their local areas and their perceptions of crime.
- We produced a cultural calendar of events and religious festivals and made this available to staff via the councils intranet.
- We celebrated a range of diversity events and promoted these via internal communications.

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Cardiff Council

Employee Diversity Report for 2017

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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 and assigned to the most relevant officer within HRPS to lead on the action and report on any progress being made.

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 HRPS to show due regard to the General Duty of the Equality Act 2010.

1.4 HRPS recognise the pivotal role they play regarding the General Duties of the Equality Act 2010. As an example of this,

- We work to **eliminate discrimination, harassment and victimisation** through the employee policies and procedures that HRPS develop and review to ensure that every employee is treated with dignity and respect.

- We **Advance equality of opportunity** through the recruitment and selection process. Training and promotional opportunities are advertised to all employees and a process is in place to supporting managers and employees to implement reasonable adjustments. The Single Status Collective Agreement has also ensured equal pay for equal work, closing the gender pay gap and encouraging a transparent system.
- We **Foster good relations** by supporting five employee equality networks to raise awareness of equality matters and provide additional support and training to employees.

2 Data Collection Methods

The Council manages employee data through three operating systems:

- a) **DigiGov**, the main HR Database managing employee information
- b) **Tribal**, the recruitment system
- c) **SAP**, the payroll system.

All employees who are paid by the Council have a record on DigiGov, and can use this to manage their own personal data, including 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 pulled from the Tribal system to complete the employee monitoring section on applicants applying by protected characteristic groups. HRPS are currently exploring options for a new recruitment system and will use this as an opportunity to further enhance the Council's commitment to equal opportunities.

When successful applicants have been offered employment they are sent a contract of employment and an equality monitoring form. Once the successful applicant completes and returns the equality monitoring it is entered onto SAP by HRPS.

While SAP does not have the facility to capture all of the equality monitoring fields, SAP transfers the data over to DigiGov (which does have all the required monitoring fields) automatically. This leaves some data gaps until the information is verified by the employee. As some employees are not required to use DigiGov (schools and non IT users) the data gaps remain. However mechanisms are being put in place to

address this. Information received by HRPS from successful applicants will be input directly to DigiGov, and then the data will transfer to the payroll system SAP.

3 The Council's Workforce - Analysis by Ethnic and Racial Groups

At 31 December 2017, the Council employed 13,263 permanent/temporary employees. 12,084 (91.1%) of our 13,263 permanent/temporary employees have agreed to disclose their ethnicity to the Council, enabling the following analysis.

Overall Composition by Ethnic Group

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

Ethnic Group	Number
Asian Bangladeshi	70
Asian British	92
Asian Indian	71
Asian Other	33
Asian Pakistani	64
Black African	87
Black British	82
Black Caribbean	27
Black Other	18
Chinese / Far East	45
Mixed Other	68
Mixed White & Asian	38
Mixed White & Black African	51
Mixed White & Black Caribbean	76
Not Disclosed	1179
Other Ethnicity	33
White British	10248
White English	30
White European	171
White Gypsy/Traveller	1
White Irish	69
White Other	83
White Scottish	8
White Welsh	618
TOTAL	13263

Composition by Racial Groups, and Comparison with 2011 Census

The table below combines the ethnic groups above into broader racial groups.

The various Asian, Black, Mixed and Other ethnic groups are combined into individual overall racial groups. 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	2.73%	330	8.00%	2.20%
Black	1.77%	214	2.40%	0.60%
Chinese / Far East	0.37%	45	1.20%	0.40%
Mixed Ethnicity	1.93%	233	2.90%	1.00%
Other	0.27%	33	2.00%	0.50%
White Gypsy / Traveller	0.01%	1	0.20%	0.10%
White Irish	0.57%	69	0.70%	0.50%
White Other	0.69%	83	3.50%	1.80%
White European	1.42%	171		
White British *	90.24%	10905	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 9.76%.

Underpinning this analysis, an assumption has been made that the ethnicity of the 1,179 employees who have not disclosed their ethnicity is distributed in equal proportion to those employees who have declared their ethnicity.

Of the 1,179 employees who have not disclosed their ethnicity:

- 78 work within the City Operations Directorate.
- 37 work within the Communities, Housing and Customer Services Directorate.
- 139 work within the Economic Development Directorate.
- 801 work within the Education and Lifelong Learning Directorate – Schools
- 56 work within the Education and Lifelong Learning Directorate – Directorate
- 2 work within the Governance and Legal Services Directorate.
- 22 work within the Resources Directorate.

- 44 work within the Social Services Directorate.

Ethnicity of Temporary Workforce - Cardiff Works

In 2017 the Council employed 1,576 people through its temporary employment agency Cardiff Works. Of these, 1,268 (80.46%) disclosed their ethnic origin to the Council, enabling the table below to show the percentage of those employees identifying as White British (78%), or as another ethnicity (22%).

Racial Group	Total	
	No	%
Asian	13	1.03%
Black	77	6.07%
Chinese / Far East	0	0.00%
Mixed Ethnicity	16	1.26%
Other	168	13.25%
White Gypsy / Traveller	0	0.00%
White Irish	4	0.32%
White Other	1	0.08%
White European	0	0.00%
White British	989	78.00%

Ethnicity of Permanent/Temporary Workforce by Directorate

The table below shows from an analysis undertaken in December 2017 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 Groups
City Operations	94.50%	5.50%
Communities Housing & CS	85.51%	14.49%
Economic Development	84.64%	15.36%
Education & Lifelong Learning – Schools	91.50%	8.50%
Education & Lifelong Learning – Directorate	91.33%	8.67%
Governance and Legal	94.07%	5.93%
Resources	91.12%	8.88%
Social Services	89.90%	10.10%

Note – based on total 12,084 permanent/temporary employees who have disclosed their ethnicity.

Gender and Racial Group

The table below shows from an analysis undertaken in December 2017 the proportion of the employees in each ethnic group working for the Council, according to their gender.

Racial Group	Female		Male		Total
	No.	%	No.	%	
Asian	287	86.97%	43	13.03%	330
Black	135	63.08%	79	36.92%	214
Chinese / Far East	38	84.44%	7	15.56%	45
Mixed Ethnicity	162	69.53%	71	30.47%	233
Other	25	75.76%	8	24.24%	33
White Gypsy/Traveller	1	100.00%	0	0.00%	1
White Irish	52	75.36%	17	24.64%	69
White Other	56	67.47%	27	32.53%	83
White European	123	71.93%	48	28.07%	171
White British	7631	69.98%	3274	30.02%	10905

Racial Group and Pay

The table below displays by Racial Group the grading of the Council's 9,720 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	1	33	90	66	38	23	24	14	5	3	2	2
Black	1	41	20	39	42	18	14	12	7	4	0	0
Chinese / Far East	0	1	10	8	11	4	3	3	1	1	0	0
Mixed Ethnicity	1	20	14	41	46	32	31	16	5	1	2	1
Other	0	5	3	7	1	4	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	7	9	7	3	6	4	4	2	1
White Other	2	7	3	7	10	8	6	9	6	1	1	3
White European	3	26	16	29	29	22	7	4	5	1	1	0
White British	41	383	736	1456	1742	1377	825	555	406	165	135	81
Not Disclosed	12	84	69	142	210	164	64	23	14	3	2	5
Total	62	600	962	1803	2138	1659	978	643	453	184	145	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	1.61%	5.50%	9.36%	3.66%	1.78%	1.39%	2.45%	2.18%	1.10%	1.63%	1.38%	2.15%
Black	1.61%	6.83%	2.08%	2.16%	1.96%	1.08%	1.43%	1.87%	1.55%	2.17%	0.00%	0.00%
Chinese / Far East	0.00%	0.17%	1.04%	0.44%	0.51%	0.24%	0.31%	0.47%	0.22%	0.54%	0.00%	0.00%
Mixed Ethnicity	1.61%	3.33%	1.46%	2.27%	2.15%	1.93%	3.17%	2.49%	1.10%	0.54%	1.38%	1.08%
Other	0.00%	0.83%	0.31%	0.39%	0.05%	0.24%	0.10%	0.16%	0.00%	0.54%	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	1.61%	0.00%	0.10%	0.39%	0.42%	0.42%	0.31%	0.93%	0.88%	2.17%	1.38%	1.08%
White Other	3.23%	1.17%	0.31%	0.39%	0.47%	0.48%	0.61%	1.40%	1.32%	0.54%	0.69%	3.23%
White European	4.84%	4.33%	1.66%	1.61%	1.36%	1.33%	0.72%	0.62%	1.10%	0.54%	0.69%	0.00%
White British	66.13%	63.83%	76.51%	80.75%	81.48%	83.00%	84.36%	86.31%	89.62%	89.67%	93.10%	87.10%
Not Disclosed	19.35%	14.00%	7.17%	7.88%	9.82%	9.89%	6.54%	3.58%	3.09%	1.63%	1.38%	5.38%

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 groups other than White British into “Other”:

Racial Group	GRADE											
	JNC Y & C	1	2	3	4	5	6	7	8	9	10	OM+
Other	21	217	226	347	396	282	153	88	47	19	10	12
White British	41	383	736	1456	1742	1377	825	555	406	165	135	81
Total	62	600	962	1803	2138	1659	978	643	453	184	145	93

Racial Group	GRADE											
	JNC Y & C	1	2	3	4	5	6	7	8	9	10	OM+
Other	33.87%	36.17%	23.49%	19.25%	18.52%	17.00%	15.64%	13.69%	10.38%	10.33%	6.90%	12.90%
White British	66.13%	63.83%	76.51%	80.75%	81.48%	83.00%	84.36%	86.31%	89.62%	89.67%	93.10%	87.10%

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 13,263 strong permanent/temporary workforce includes 9,320 women (70.27% of the overall workforce) and 3,943 men (29.73% 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 6994 employees working Full Time, with 6269 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%	6994	52.73%	3868	55.30%	3126	44.70%
90 - 99.99%	533	4.02%	455	85.37%	78	14.63%
80 - 89.99%	1814	13.68%	1551	85.50%	263	14.50%
70 - 79.99%	464	3.50%	391	84.27%	73	15.73%
60 - 69.99%	830	6.26%	716	86.27%	114	13.73%
50 - 59.99%	827	6.24%	745	90.08%	82	9.92%
40 - 49.99%	648	4.89%	579	89.35%	69	10.65%
30 - 39.99%	271	2.04%	237	87.45%	34	12.55%
20 - 29.99%	436	3.29%	373	85.55%	63	14.45%
10 - 19.99%	384	2.90%	361	94.01%	23	5.99%
0 - 9.99%	62	0.47%	44	70.97%	18	29.03%

Note Total based on 13,263 permanent/temporary workforce.

Grade Analysis by Gender

The overall composition of the Council's 13,263 permanent/temporary workforce includes 9,320 women (70.27% of the overall workforce) and 3,943 men (29.73% of the overall workforce).

9,720 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	48	14	62	77.42%	22.58%
GRADE 1	437	163	600	72.83%	27.17%
GRADE 2	904	58	962	93.97%	6.03%
GRADE 3	1372	431	1803	76.10%	23.90%
GRADE 4	1407	731	2138	65.81%	34.19%
GRADE 5	1100	559	1659	66.31%	33.69%
GRADE 6	579	399	978	59.20%	40.80%
GRADE 7	291	352	643	45.26%	54.74%
GRADE 8	281	172	453	62.03%	37.97%
GRADE 9	108	76	184	58.70%	41.30%
GRADE 10	78	67	145	53.79%	46.21%
OM+	47	46	93	50.54%	49.46%
Total	6652	3068	9720	68.44%	31.56%

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+	47	46	93	50.54%	49.46%

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	826	89.59%	96	10.41%	922
£5,000 - £9,999	1105	88.19%	148	11.81%	1253
£10,000 - £14,999	1650	85.80%	273	14.20%	1923
£15,000 - £19,999	1116	86.31%	177	13.69%	1293
£20,000 - £24,999	436	85.83%	72	14.17%	508
£25,000 - £29,999	141	82.94%	29	17.06%	170
£30,000 - £39,999	172	89.12%	21	10.88%	193
£40,000 - £49,999	6	100.00%	0	0.00%	6
£50,000 - £59,999	0	0.00%	1	100.00%	1
£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	1	100.00%	0	0.00%	1
£5,000 - £9,999	0	0.00%	0	0.00%	0
£10,000 - £14,999	45	77.59%	13	22.41%	58
£15,000 - £19,999	500	54.05%	425	45.95%	925
£20,000 - £24,999	780	46.21%	908	53.79%	1688
£25,000 - £29,999	463	47.58%	510	52.42%	973
£30,000 - £39,999	1163	59.64%	787	40.36%	1950
£40,000 - £49,999	679	67.83%	322	32.17%	1001
£50,000 - £59,999	151	61.89%	93	38.11%	244
£60,000 - £69,999	58	62.37%	35	37.63%	93
£70,000 +	28	45.90%	33	54.10%	61

Note Total based on 13,263 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	200	34.54%	379	65.46%	579	4.37%
25-34	1077	38.56%	1716	61.44%	2793	21.06%
35-44	1400	41.98%	1935	58.02%	3335	25.15%
45-54	1872	47.80%	2044	52.20%	3916	29.53%
55-64	1385	59.60%	939	40.40%	2324	17.52%
65+	184	58.23%	132	41.77%	316	2.38%

Directorates	16-24		25-34		35-44		45-54		55-64		65+		Total		
	No	%	No	%	No	%	No	%	No	%	No	%	No	%	
CITY OPERATIONS	29	0.22%	127	0.96%	183	1.38%	315	2.38%	227	1.71%	33	0.25%	914	6.89%	
COMMUNITIES HOUSING & CUSTOMER SERVICES	91	0.69%	358	2.70%	309	2.33%	342	2.58%	249	1.88%	41	0.31%	1390	10.48%	
ECONOMIC DEVELOPMENT	23	0.17%	150	1.13%	228	1.72%	354	2.67%	315	2.38%	52	0.39%	1122	8.46%	
EDUCATION & LIFELONG LEARNING	Directorate	14	0.11%	105	0.79%	239	1.80%	287	2.16%	196	1.48%	18	0.14%	859	6.48%
	Schools	379	2.86%	1716	12.94%	1935	14.59%	2044	15.41%	939	7.08%	132	1.00%	7145	53.88%
GOVERNANCE & LEGAL SERVICES	6	0.05%	27	0.20%	25	0.19%	38	0.29%	23	0.17%	1	0.01%	120	0.90%	
RESOURCES	19	0.14%	134	1.01%	169	1.27%	205	1.55%	87	0.66%	5	0.04%	619	4.67%	
SOCIAL SERVICES	18	0.14%	176	1.33%	247	1.86%	330	2.49%	288	2.17%	34	0.26%	1093	8.24%	

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

Disability

107 of the Council's employees (0.81%) identified as being disabled. 2,322 employees (17.51%) identified as not being disabled, with the remaining 10,834 (81.69%) not disclosing this information.

Gender Reassignment

4 employees identified as having a Gender Identity other than that which they were assigned at birth. 1,589 employees identified as having the same Gender Identity that they were assigned at birth, five preferred not to say, and the remaining 11,670 did not identify their Gender Identity.

Marriage and Civil Partnership

Employees identified their Marital Status as follows:

Marital Status	Total	
	No	%
Civil Partner	22	0.17%
Dissolved Partnership	1	0.01%
Divorced	220	1.66%
Married	1994	15.03%
Separated	52	0.39%
Single	783	5.90%
Unmarried Partner	268	2.02%
Widowed	20	0.15%
Not Recorded	9903	74.67%

Pregnancy and Maternity

351 employees began Maternity Leave during 2017, with 334 returning from Maternity Leave during the year. 27 employees resigned following Maternity Leave.

4 employees began Adoption Leave, one began Shared Parental Leave, and 151 took Maternity/Paternity Support Leave.

Religion or Belief (including lack of belief)

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

Belief	Total	
	No	%
Buddhist	16	0.12%
Christian	1325	9.99%
Hindu	14	0.11%
Jewish	2	0.02%
Muslim	81	0.61%
None	1135	8.56%
Other	116	0.87%
Rastafarian	4	0.03%
Sikh	8	0.06%
Zoroastrian	1	0.01%
Prefer Not To Say	140	1.06%
Not Recorded	10421	78.57%

Sexual Orientation

Employees identified their Sexual Orientation as follows:

Sexual Orientation	Total	
	No	%
Bisexual	19	0.14%
Gay	64	0.48%
Heterosexual	2643	19.93%
Lesbian	18	0.14%
Other	20	0.15%
Prefer not to say	109	0.82%
Not Recorded	10390	78.34%

7 Applicants to the Council by Protected Characteristics

For the period 1st January 2017 to 31st December 2017, Cardiff received 6678 applications. The information in the following tables excludes school posts. Applications processed directly by schools are not recorded.

Age	No	%
Not Recorded	502	7.52%
16-21	276	4.13%
22-26	1282	19.20%
27-33	1436	21.50%
34-40	1145	17.15%
41-50	1104	16.53%
51+	933	13.97%

Disability	Nos	%
Disabled	380	5.69%
Not Disabled	6298	94.31%
Total	6678	

Racial Group	No	%
Asian	374	5.60%
Black	394	5.90%
Chinese / Far East	45	0.67%
Mixed Ethnicity	5	0.07%
Other	0	0.00%
White	5577	83.51%
Not Recorded	283	4.24%
Total	6678	

Gender	No	%
Not Recorded	51	0.76%
Female	3815	57.13%
Male	2812	42.11%
Total	6678	

Religion or Belief/Non Belief	No	%
Not Recorded	21	0.31%
Buddhist	50	0.75%
Christian	2349	35.18%
Hindu	68	1.02%
Jain	4	0.06%
Jewish	4	0.06%
Muslim	427	6.39%
None	3257	48.77%
Other	174	2.61%
Prefer Not To Say	299	4.48%
Sikh	25	0.37%

Sexual Orientation	No	%
Not Recorded	44	0.66%
Bisexual	104	1.56%
Gay	175	2.62%
Heterosexual	5945	89.02%
Lesbian	67	1.00%
Other	47	0.70%
Prefer not to say	296	4.43%
Total	6678	

Total	6678
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8 Training by Protected Characteristics

For the period 1st January 2017 to 31st December 2017, 12566 training requests were submitted. The information in the following tables does not include school employees as training records are held by individual schools, not the Council.

By Age

Training	Age						Total
	16-24	25-34	35-44	45-54	55-64	65+	
All Training Requests	370	2551	2943	3793	2662	247	12566
Approved	309	2150	2483	3176	2288	216	10622

Training	Age					
	16-24	25-34	35-44	45-54	55-64	65+
All Training Requests	2.94%	20.30%	23.42%	30.18%	21.18%	1.97%
Approved	83.51%	84.28%	84.37%	83.73%	85.95%	87.45%

By Racial Group

Training	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	White Gypsy / Traveller	White Irish	White Other	White European	White British	Not Recorded	
All Training Requests	240	277	48	241	38	0	132	75	177	10718	620	12566
Approved	192	241	44	207	32	0	111	67	152	9043	533	10622

Training	Racial Group										
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	White Gypsy / Traveller	White Irish	White Other	White European	White British	Not Recorded
All Training Requests	1.91%	2.20%	0.38%	1.92%	0.30%	0.00%	1.05%	0.60%	1.41%	85.29%	4.93%
Approved	1.81%	2.27%	0.41%	1.95%	0.30%	0.00%	1.05%	0.63%	1.43%	85.13%	5.02%

By Gender

Training	Gender						
	No				%		
	Female	Male	Not Recorded	Total	Female	Male	Not Recorded
All Training Requests	8632	3920	14	12566	68.69%	31.20%	0.11%
Approved	7271	3340	11	10622	84.23%	85.20%	78.57%

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

9 Disciplinary Information by Protected Characteristics

The disciplinary information is for Council based employees and excludes school employees and is for period 1st January 2017 to 31st December 2017.

By Age

Disciplinary Outcome	Age Range						Total
	16-24	25-34	35-44	45-54	55-64	65+	
Informal	0	3	8	9	4	0	24
No Action	0	1	0	2	2	1	6
Verbal Warning	0	1	2	4	7	1	15
Written Warning	0	6	7	6	5	1	25
Final Written Warning	0	4	4	2	1	0	11
Dismissal - Without Notice	0	0	2	3	0	0	5
Total	0	15	23	26	19	3	86
	0.00%	17.44%	26.74%	30.23%	22.09%	3.49%	

By Racial Group

Disciplinary Outcome	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	White Gypsy / Traveller	White Irish	White Other	White European	White British	Not Recorded	
Dismissal - Without Notice	0	3	0	0	0	0	0	0	0	1	1	5
Final Written Warning	1	0	0	0	0	0	0	0	0	7	3	11
Informal Stage	1	0	0	0	0	0	0	0	0	19	4	24
No Action	2	1	0	0	0	0	0	0	0	3	0	6
Verbal Warning	0	1	0	1	0	0	0	0	0	13	0	15
Written Warning	1	1	0	0	0	0	0	0	0	21	2	25
Total	5	6	0	1	0	0	0	0	0	64	10	86
	5.81%	6.98%	0.00%	1.16%	0.00%	0.00%	0.00%	0.00%	0.00%	74.42%	11.63%	

By Gender

Disciplinary Outcome	Gender		Total
	Female	Male	
Dismissal - Without Notice	1	4	5
Final Written Warning	2	9	11
Informal Stage	8	16	24
No Action	3	3	6
Verbal Warning	3	12	15
Written Warning	8	17	25
Total	25	61	86
	29.07%	70.93%	

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 2017 to 31st December 2017, there were 1808 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+	
Leaver Reason							
Redundancy	0	8	5	14	12	2	41
Voluntary Redundancy	0	2	5	5	43	2	57
Termination/Dismissal	17	35	52	66	55	17	242
TUPE Transfer	0	4	7	7	9	3	30
Death in Service	0	0	0	0	4	2	6
End of Contract	59	90	42	33	10	2	236
Resignation	97	324	290	216	112	39	1078
Retirement	0	0	0	0	85	33	118
Total	173	463	401	341	330	100	1808
	9.57%	25.61%	22.18%	18.86%	18.25%	5.53%	

By Racial Group

Leaver Reason	Racial Group											Total
	Asian	Black	Chinese / Far East	Mixed Ethnicity	Other	White Gypsy / Traveller	White Irish	White Other	White European	White British	Not Recorded	
Redundancy	0	0	0	1	0	0	0	1	0	34	5	41
Voluntary Severance	0	0	0	0	1	0	0	0	0	53	3	57
Termination/Dismissal	4	5	0	2	1	0	1	0	4	191	34	242
TUPE Transfer	0	1	0	2	0	0	0	0	0	20	7	30
Death in Service	0	0	0	0	0	0	0	0	0	6	0	6
End of Contract	3	3	2	6	2	0	0	3	14	190	13	236
Resignation	36	42	0	20	6	1	5	7	29	842	90	1078
Retirement	1	1	0	1	0	0	3	0	1	100	11	118
Total	44	52	2	32	10	1	9	11	48	1436	163	209
	21.05%	24.88%	0.96%	15.31%	4.78%	0.48%	4.31%	5.26%	22.97%	687.08%	77.99%	

By Gender

Leaver Reason	GENDER		Total
	Female	Male	
Redundancy	32	9	41
Voluntary Redundancy	34	23	57
Termination/Dismissal	171	71	242
TUPE Transfer	19	11	30
Death in Service	4	2	6

End of Contract	174	62	236
Resignation	811	267	1078
Retirement	80	38	118
Total	1325	483	1808
	73.29%	26.71%	

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 2017.

	Mean Hourly Rate	Median Hourly Rate
Male	13.40	12.01
Female	12.97	11.27
Pay Gap	3.21%	6.16%

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	648	33.4	1295	66.6	1943
Q2	708	42.1	975	57.9	1683
Q3	863	47.9	937	52.1	1800
Q4	805	44.1	1019	55.9	1824
TOTAL	3024	41.7	4226	58.3	7250

Note Total includes all council permanent/temporary/casual staff (excluding schools) who were paid in March 2017.