

# CYNGOR SIR CEREDIGION COUNTY COUNCIL

**Report to:** Cabinet

**Date of meeting:** 03/10/2023

**Title:** Gender Pay Report 2023 and Workforce Equality Report 2023

**Purpose of the report:** To ensure that the Authority is meeting its requirements in relation to the Equality Act 2010 and the Public Sector Equality Duty 2011 to publish employment information annually

**For:** Information

**Cabinet Portfolio and Cabinet Member:**

**Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance, and People and Organisation**

**Introduction**

Ceredigion County Council, along with all listed public authorities in Wales, is required to carry out gender pay reporting and publish employment information on an annual basis.

**Gender Pay Report 2023**

The requirement to carry out gender pay reporting is contained with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. The Regulations require the following six calculations to be undertaken on the workforce as at 31 March each year. The report is based on the workforce snapshot data taken on 31 March 2023.

1	Mean gender pay gap	The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
2	Median gender pay gap	The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
3	Mean bonus gender pay gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
4	Median bonus gender pay gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
5	Bonus proportions	The proportions of male and female relevant employees who were paid bonus pay during the relevant period
6	Quartile pay bands	The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

As a result of the introduction of the Single Status Agreement in 2012 Ceredigion County Council does not pay bonus payments (performance or specific) therefore no figures are published for points 3, 4 or 5 in the above table.

As at 31 March 2023 a mean pay gap of -7.8% and a median pay gap of -10.4% existed between men and women. This has increased from 31 March 2022 where the mean pay gap was -6.0% and median pay gap was -7.6%. The reason the gap exists is covered in the report together with the measures we are taking to address the pay gap.

### **Workforce Equality Report 2023**

The Public Sector Equality Duty 2011, which forms part of the Equality Act 2010, requires that the Council publishes a range of data relating to our workforce under each of the protected characteristics detailed in the Equality Act:

- Age
- Disability
- Gender Reassignment
- Pregnancy and maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual Orientation
- Marriage and Civil Partnership

The data gathered relates to the period 1 April 2022 to 31 March 2023 and reports on each protected characteristic in:

- our current workforce as at 31 March 2023;
- those who have applied for jobs during the period
- those who have left our employment during the period

### **Wellbeing of Future Generations:**

**Has an Integrated Impact Assessment been completed? If not, please state why.**

No. This report does not refer to a policy or service.

### **Summary of Integrated Impact Assessment:**

**Long term:**

**Collaboration:**

**Involvement:**

**Prevention:**

**Integration:**

### **Recommendation(s):**

- 1) To note the contents of the Gender Pay Report 2023
- 2) To note the contents of the Workforce Equality Report 2023

### **Reasons for decision:**

- 1) Compliance with Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017
- 2) Compliance with Equality Act 2010: Public Sector Equality Duty 2011

**Overview and Scrutiny:**

Overview and Scrutiny Co-ordinating Committee 11/09/2023

**Policy Framework:**

**Corporate Well-being Objectives:**

**Finance and Procurement implications:**

None

**Legal Implications:**

Compliance with Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 and the Public Sector Equality Duty 2011

**Staffing implications:**

None

**Property / asset implications:**

None

**Risk(s):**

Non-compliance with Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 and the Public Sector Equality Duty 2011

**Statutory Powers:**

**Background Papers:**

**Appendices:**

Appendix A- Gender Pay Report 2023

Appendix B- Workforce Equality Report 2023

**Corporate Lead Officer:**

Geraint Edwards, Corporate Lead Officer: People and Organisation

**Reporting Officer:**

Geraint Edwards, Corporate Lead Officer: People and Organisation

**Date:**

12/09/2023



# Gender Pay Report

2023



Cyngor Sir  
**CEREDIGION**  
County Council



Caru Love  
**Ceredigion**

## Ceredigion County Council

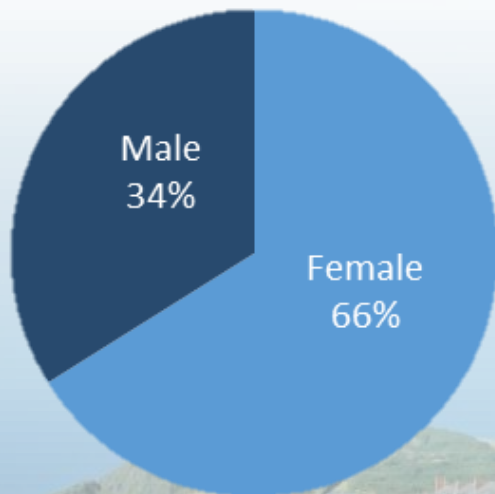
Ceredigion County Council along with all listed public authorities in Wales is required to carry out Gender Pay Reporting under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

This involves carrying out six calculations that show the difference between the average earnings of men and women in our organisation; it will not involve publishing individual employees data.

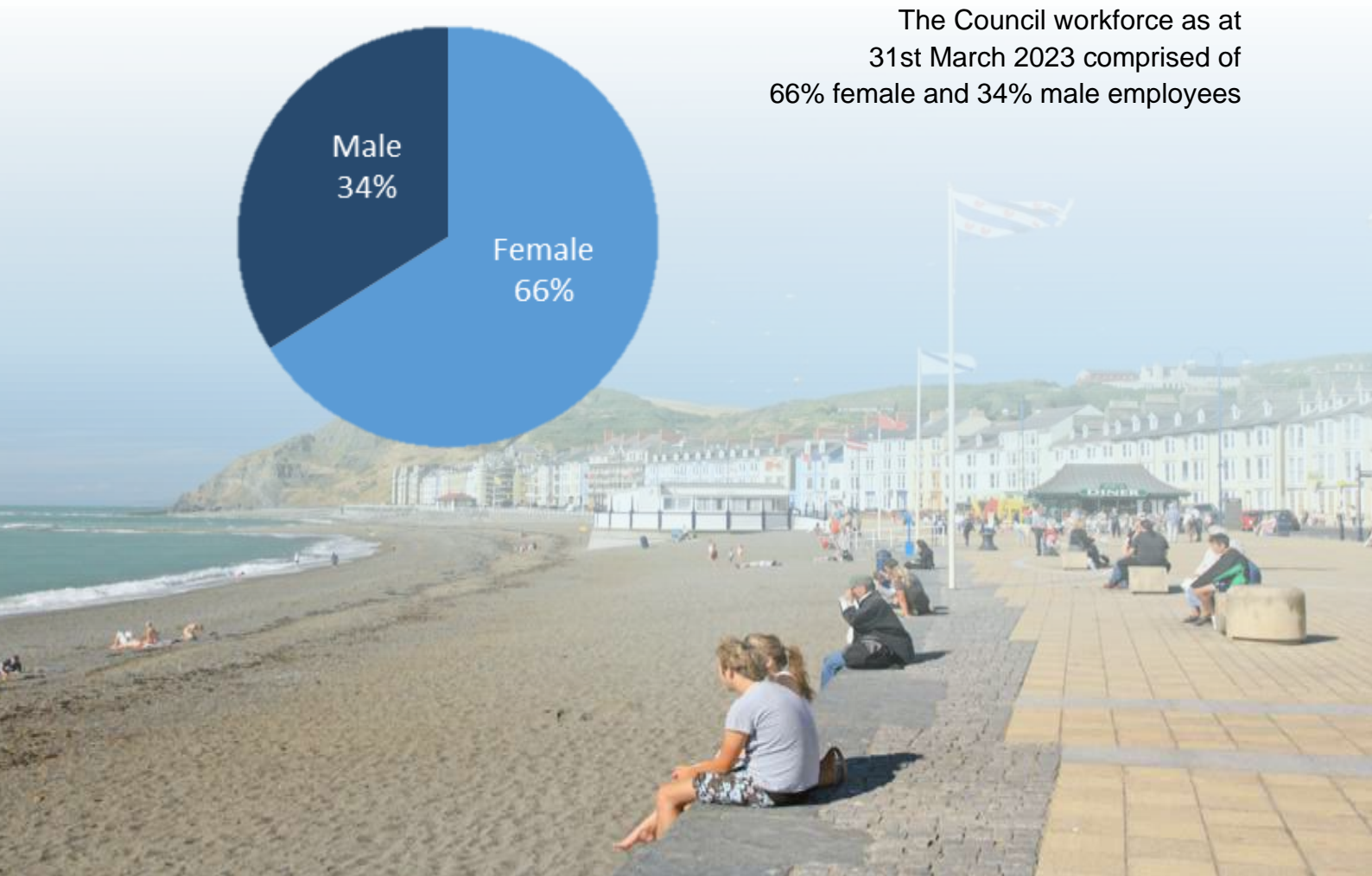
1. The mean gender pay gap
2. The median gender pay gap
3. The mean bonus gender pay gap
4. The median bonus gender pay gap
5. The proportion of males and females receiving a bonus payment
6. The proportion of males and females in each quartile band

This report containing the required information and actions that the Council will undertake in order to address gender pay issues will be published on our website and also be available for staff on the internal Ceri Net intranet site.

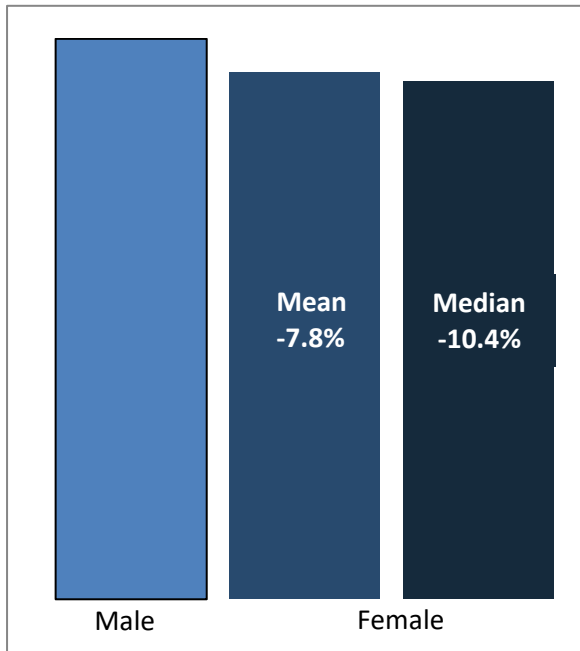
### Context



The Council workforce as at 31st March 2023 comprised of 66% female and 34% male employees



## Gender pay gap figures



The gender pay gap is defined as the difference between the mean or median hourly rate of pay that male and female colleagues receive.

The **mean pay gap** is the difference between average hourly earnings of men and women.

The **median pay gap** is the difference between the midpoints in the ranges of hourly earnings of men and women. It takes all salaries in the sample, lines them up in order from lowest to highest, and picks the middle-most salary.

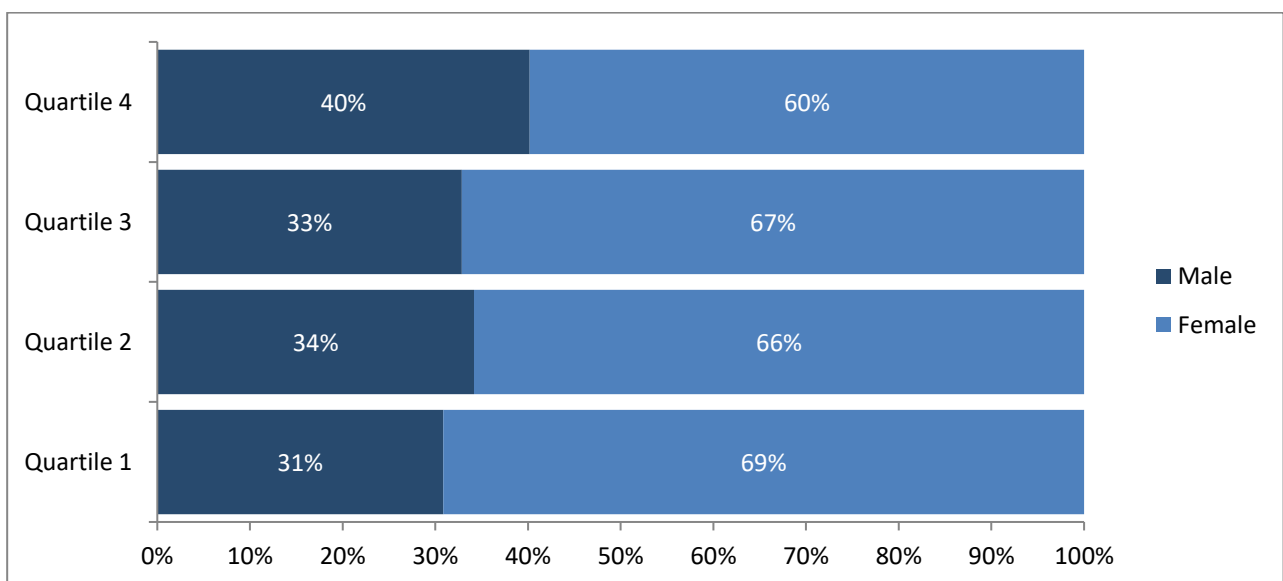
The information provided in the charts is based on the hourly rate of pay as at 31<sup>st</sup> March 2023.

**This rate is an increase on the previous year (2022): mean pay gap of -6.0% and median pay gap of -7.6%.**

Following the introduction of the Single Status Agreement in 2012 Ceredigion County Council does not pay bonus payments (performance or specific) therefore no figures are published for points 3, 4 and 5 above.

## Proportion of male and female colleagues in each pay quartile

This chart shows the gender split when we order hourly rate of pay from highest to lowest and group into four equal quartiles.



## Why we have a gender pay gap

While we are confident that men and women are paid equally for doing equivalent jobs across the Council, the main reason for our organisation-wide gender pay gap is an imbalance of male and female colleagues across the organisation. At the moment there are fewer women in senior roles than men, as well as a higher proportion of women relative to men in lower scales.

## How we will continue to address the pay gap

### Recruitment - We will attract the right people

- We aim to recruit from the widest possible talent pool. We will continue to develop our Careers site in order to attract as many candidates as possible to work for Ceredigion County Council
- We will ensure that the language in job adverts is gender neutral
- We will continue to explore further platforms to promote the Council recruitment profile on social media in order to attract as many candidates as possible and will monitor these to evaluate the impact on applicant numbers
- We will continue to increase the number of work experience placements and apprenticeship opportunities to young people allowing them to unlock their potential by earning whilst they learn

### Retention - Once we have the right people, we want them to stay.

- We will continue to offer and develop a range of flexible working options at all levels, currently 49% of our staff (excluding school based) work part-time. We will continue to develop and evaluate new ways of working.
- We will review our family friendly and work-life balance policies to ensure that they offer the best opportunities to retain the staff with the skills and knowledge required to deliver our services
- We have introduced a 'Carers Policy' to support those staff who have carer responsibilities alongside their paid employment.
- The Ceredigion Managers' Programme, introduced in 2018, has been revised and relaunched in a new format where all new managers will receive training in recruitment, selection, equality & diversity. We will continue to develop the programme and monitor that all managers attend the training provided
- We will continue to deliver training to staff on 'Unconscious Bias', ensuring that managers understand what unconscious bias is and its impact on management decision making in the workplace.

### Development - We need to ensure that all staff have development opportunities

- We will continue to provide opportunities to undertake Institute of Leadership & Management (ILM) qualifications within the workplace.
- We have introduced a Corporate Qualification Panel to ensure that all staff have equality of opportunity to apply for support to undertake qualifications that will progress their careers within Ceredigion County Council.



*“Empowering our people  
to be their best”*

**Appendix B**



**Workforce  
Equality  
Report**

**2023**



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County Council



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**Ceredigion**



## Introduction

The Equality Act 2010 brought together and replaced all of the previous anti-discrimination laws under a single Act. Previously public sector bodies had separate duties with regard to race, disability and gender equality however the Equality Act 2010 consolidated these under a new public sector equality duty (the general duty) covering the following protected characteristics:

- Age
- Disability
- Gender Reassignment
- Pregnancy and maternity
- Race – including ethnic or national origin, colour or nationality
- Religion or belief – including lack of belief
- Sex
- Sexual Orientation
- Marital Status - it applies to marriage and civil partnership, but only in respect of the requirement to have due regard to eliminate discrimination.

The Equality and Human Rights Commission describes the aim of the general duty as “to ensure that public authorities consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities”. This requires that we have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- foster good relations between people who share a relevant protected characteristic and those who do not

In addition to the general duty, as a listed public authority in Wales, Ceredigion County Council has a range of specific duties one of which is to collect and publish annually a range of data relating to our workforce; those who have applied for jobs in the Authority; those who have left during the year, any pay differences and staff training.

Whilst the Authority recognises that there is no obligation for staff to provide information in relation to their protected characteristics we have encouraged staff to complete their equality monitoring profile in the Self-Service section of the HR/Payroll system. Staff have been contacted to explain the Authority’s commitment to equality and valuing diversity in all its roles, and the duties placed on us by the Equality Act 2010. Staff were informed of how the information would be securely held and only used for monitoring purposes.

**Please Note:**

- This report only includes centrally employed staff of Ceredigion County Council and therefore does not include those staff (teachers and support staff) employed directly by school Governing Bodies.

# Current Workforce

The profile of Ceredigion County Council's workforce on 31st March 2023.

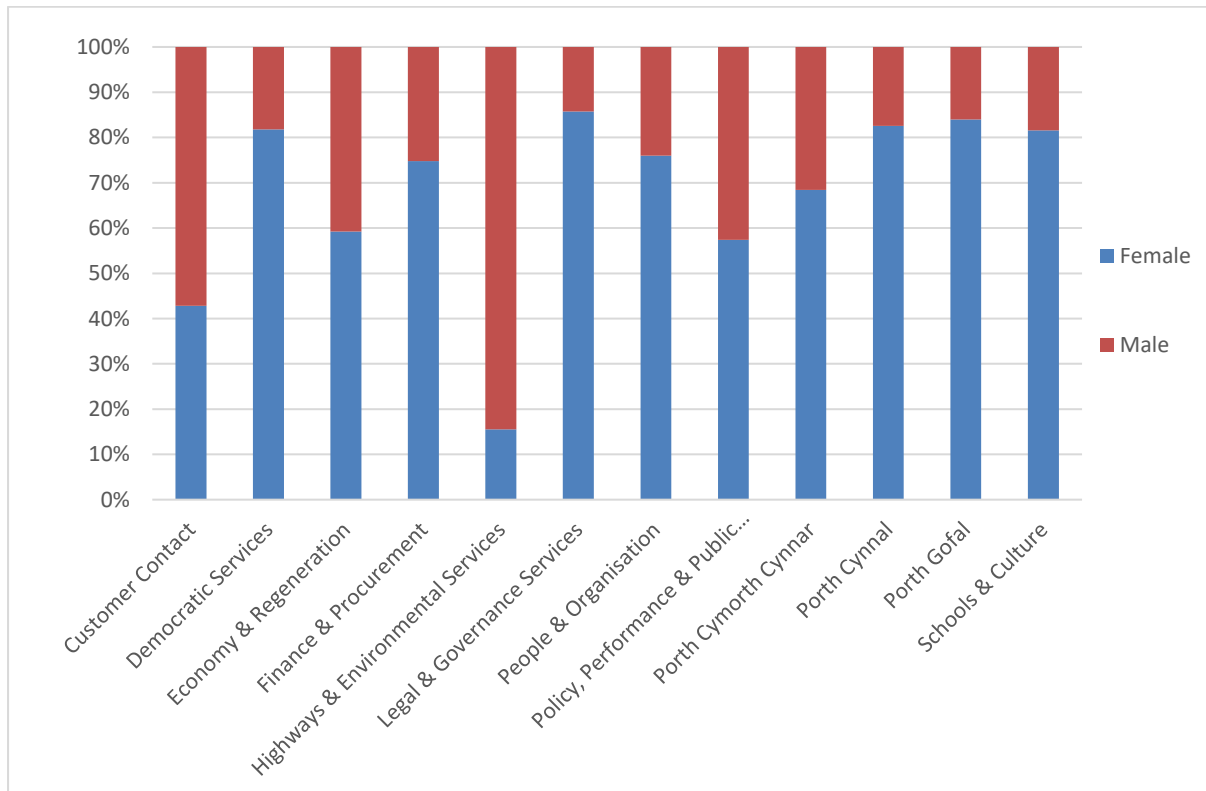


## Grade and Pay

The tables below shows the Job category as reported by service conditions, grades and salary ranges broken down by male and female for Ceredigion County Council.

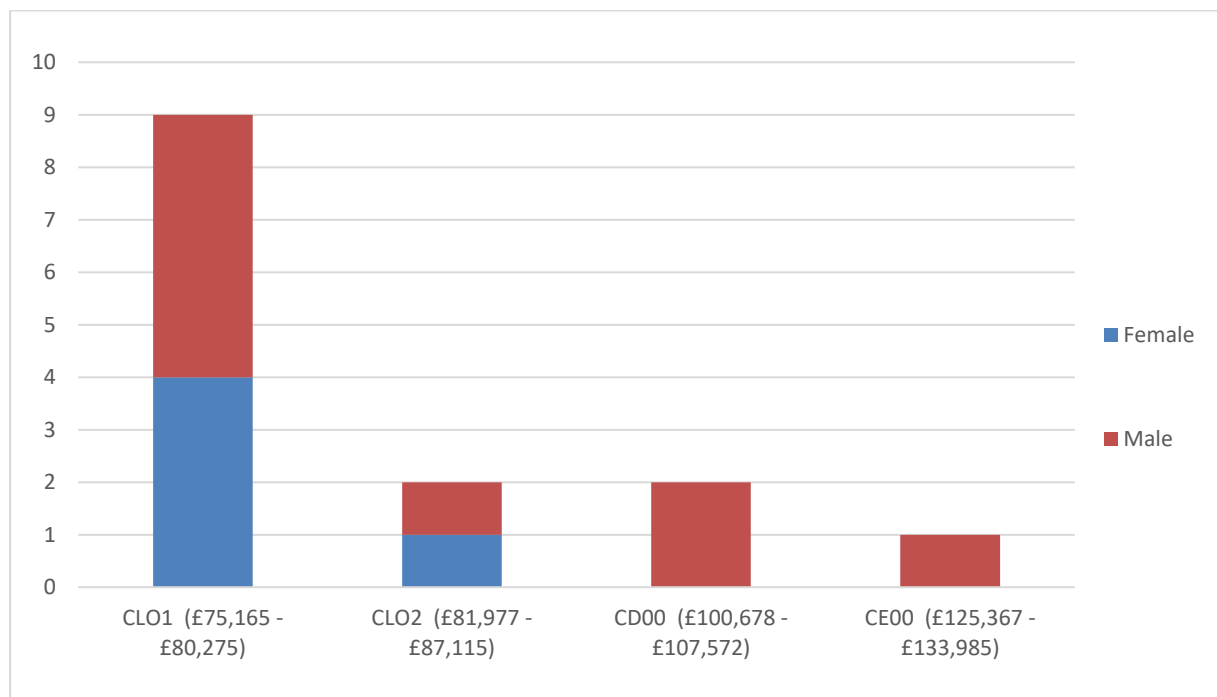
This data is collated to show the following employee groups: Chief Officer, National Joint Council (NJC - Green Book), Soulbury and Centrally Employed Teachers.

## Gender by Service

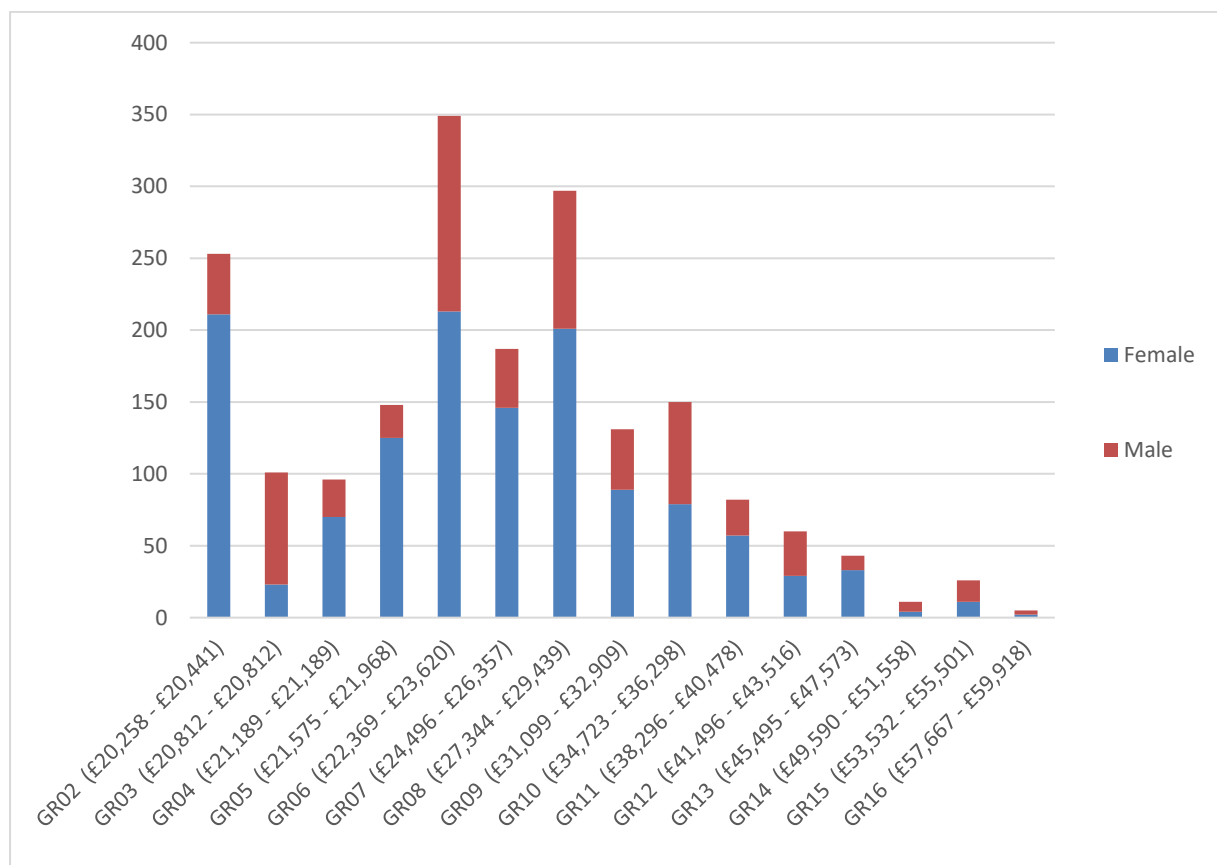


## Gender by Grade

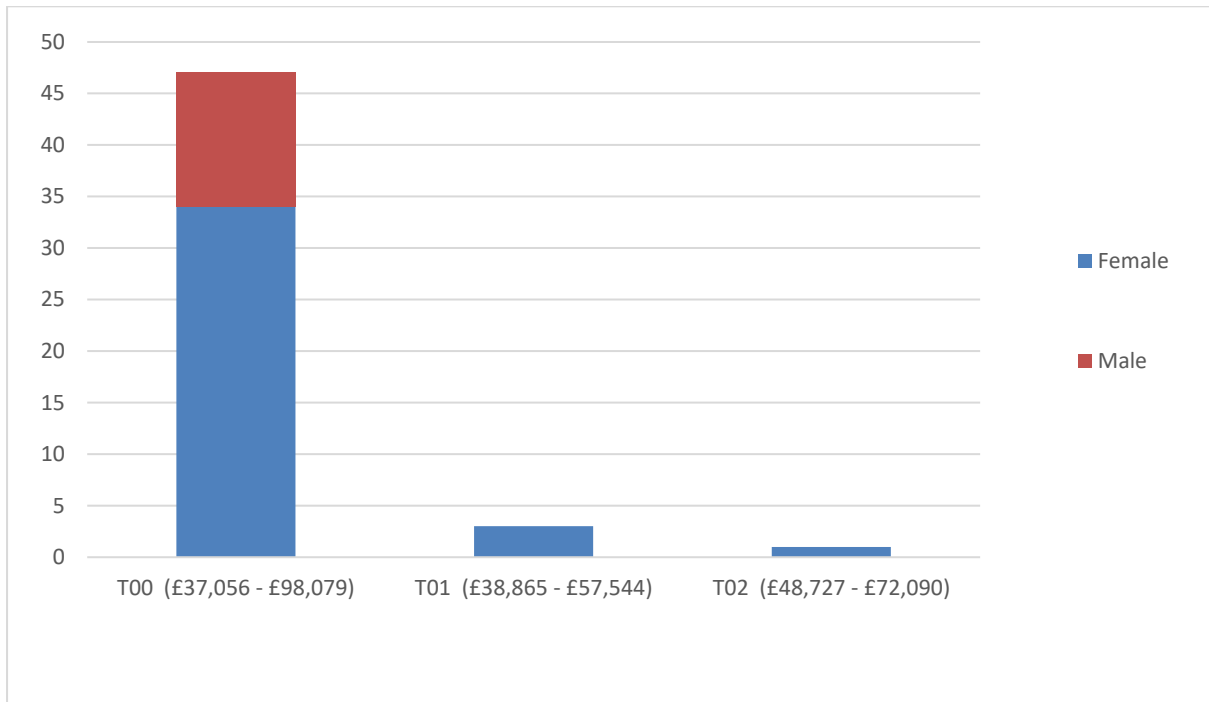
### Chief Officers



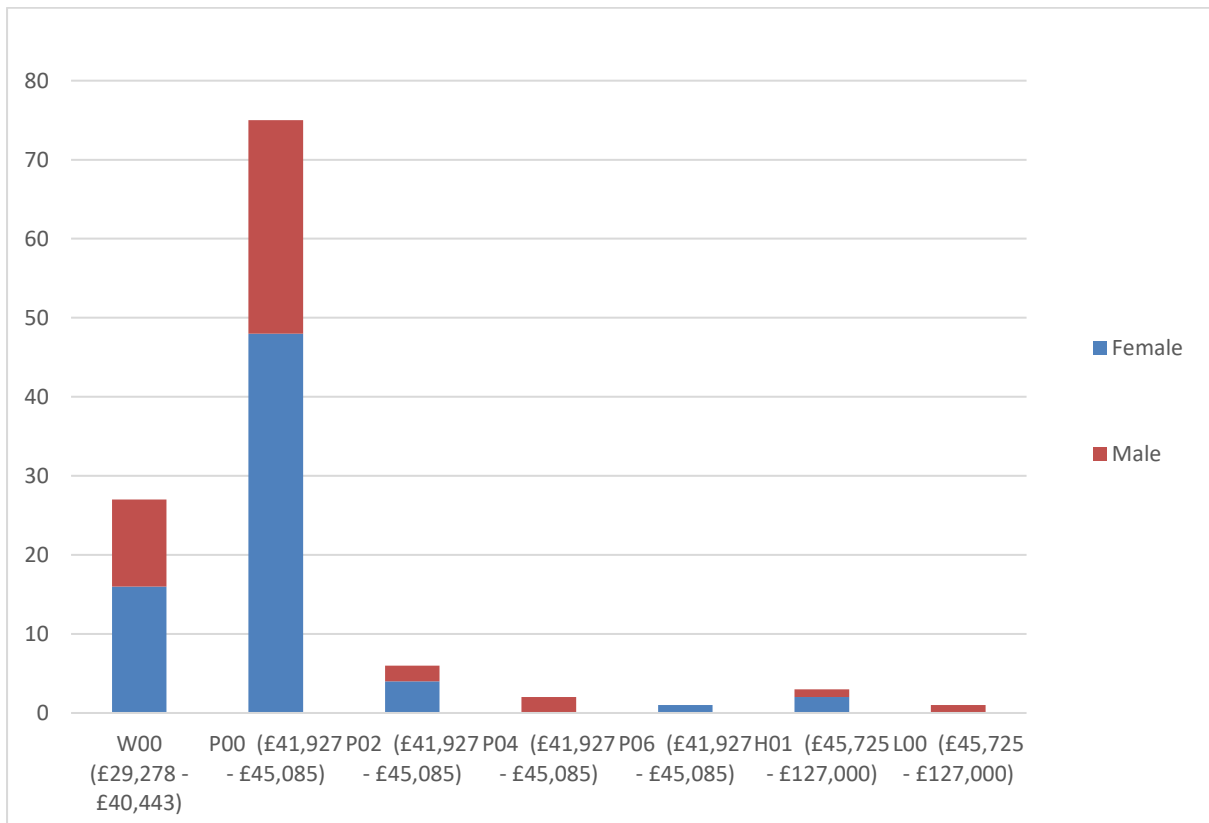
### NJC



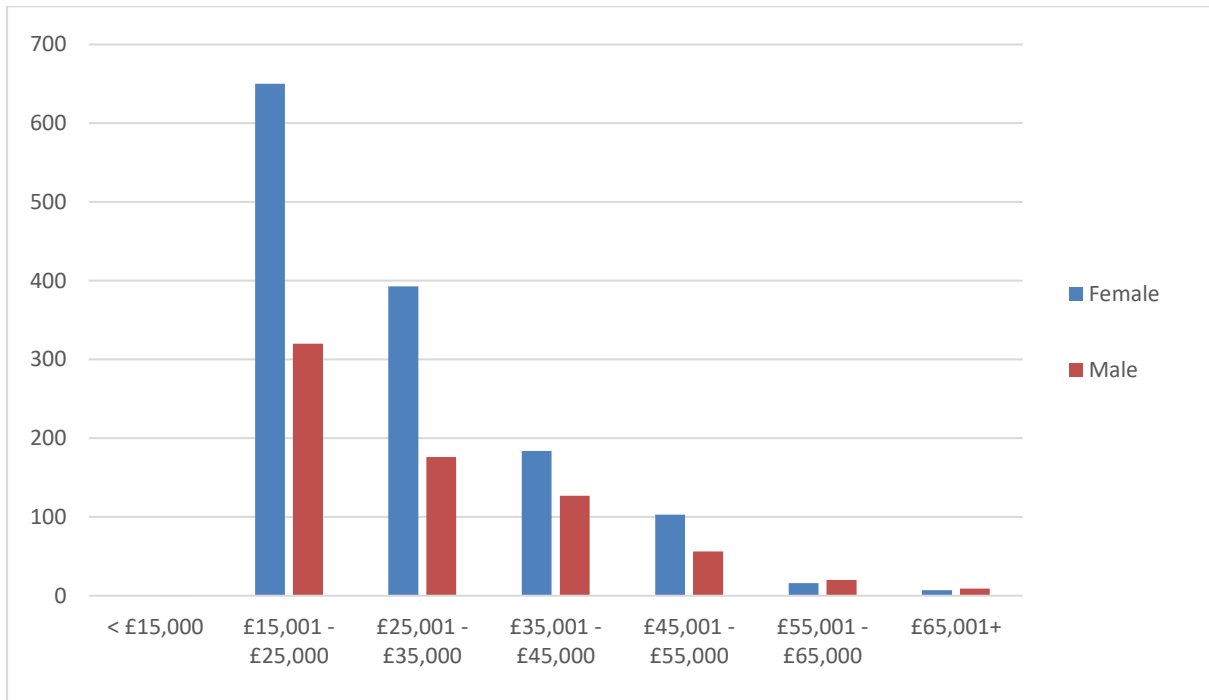
## Soulbury



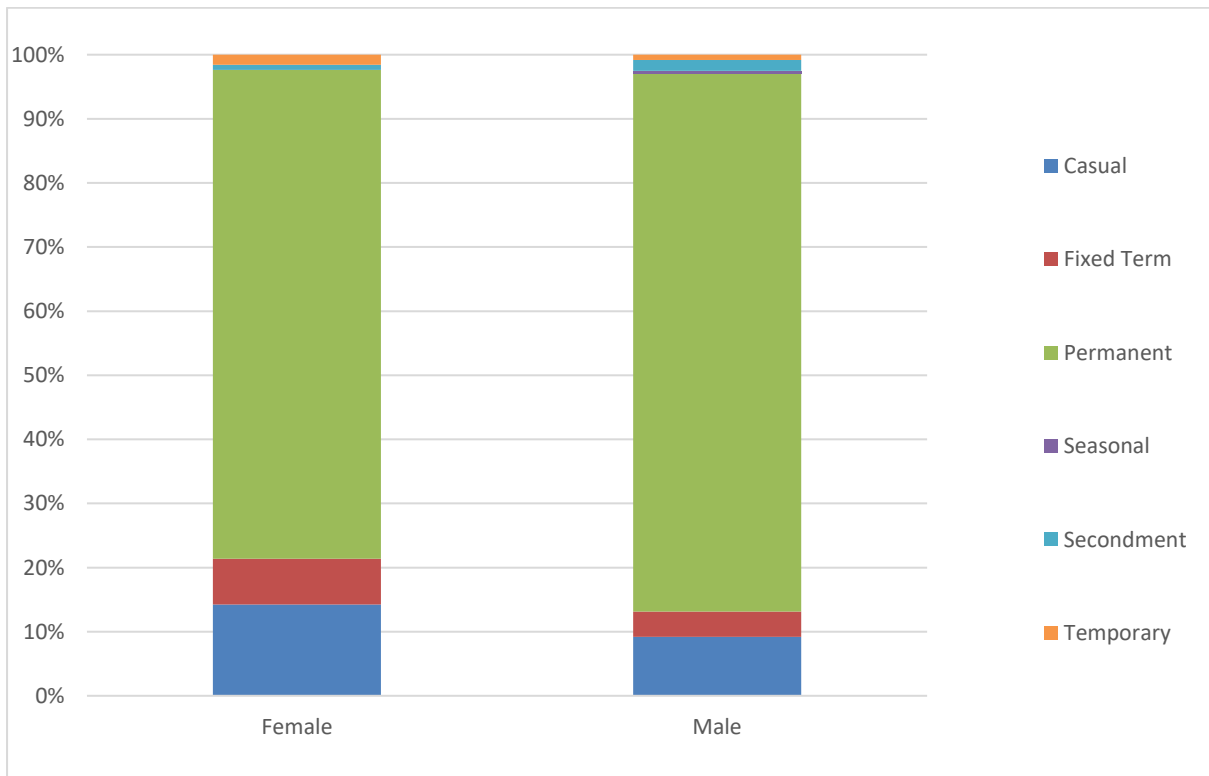
## Teachers – Centrally Employed



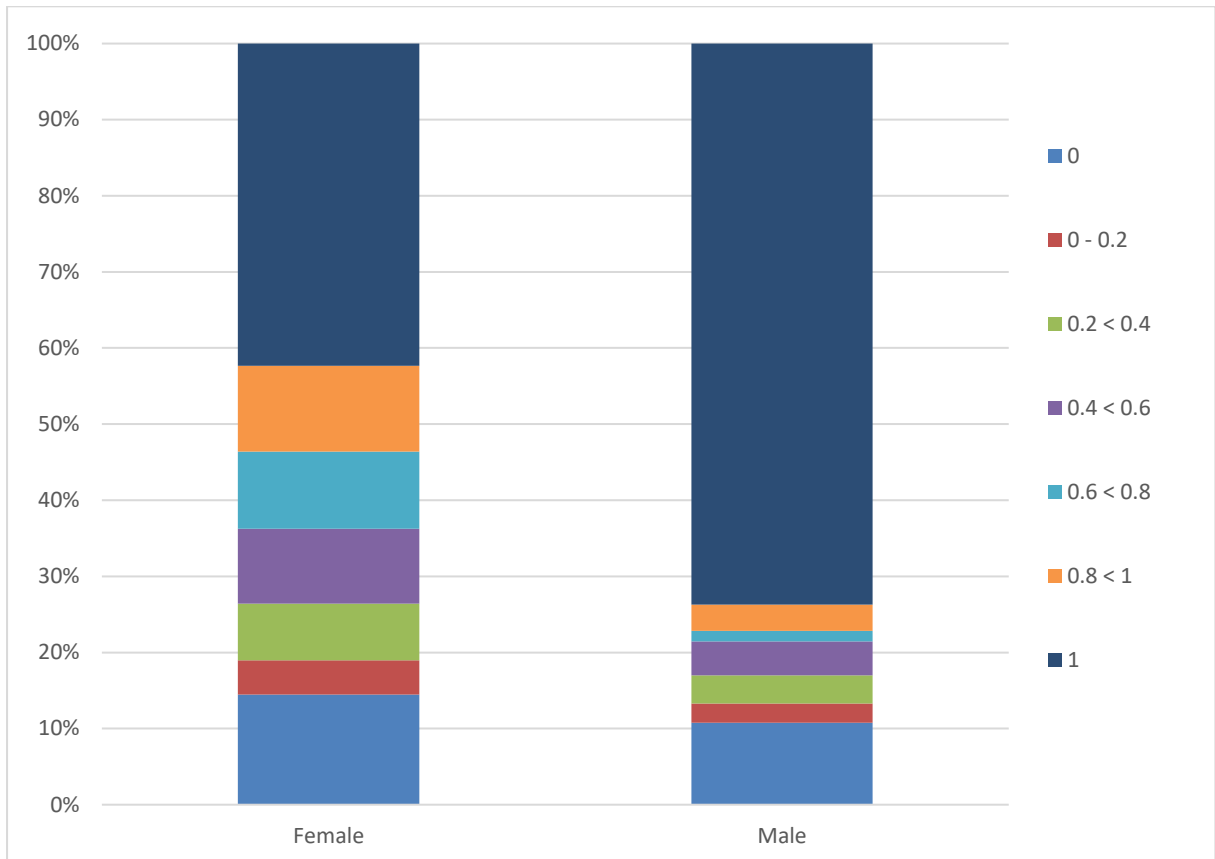
## Gender by Pay



## Gender by Contract Type



# Gender by Working Pattern (FTE)



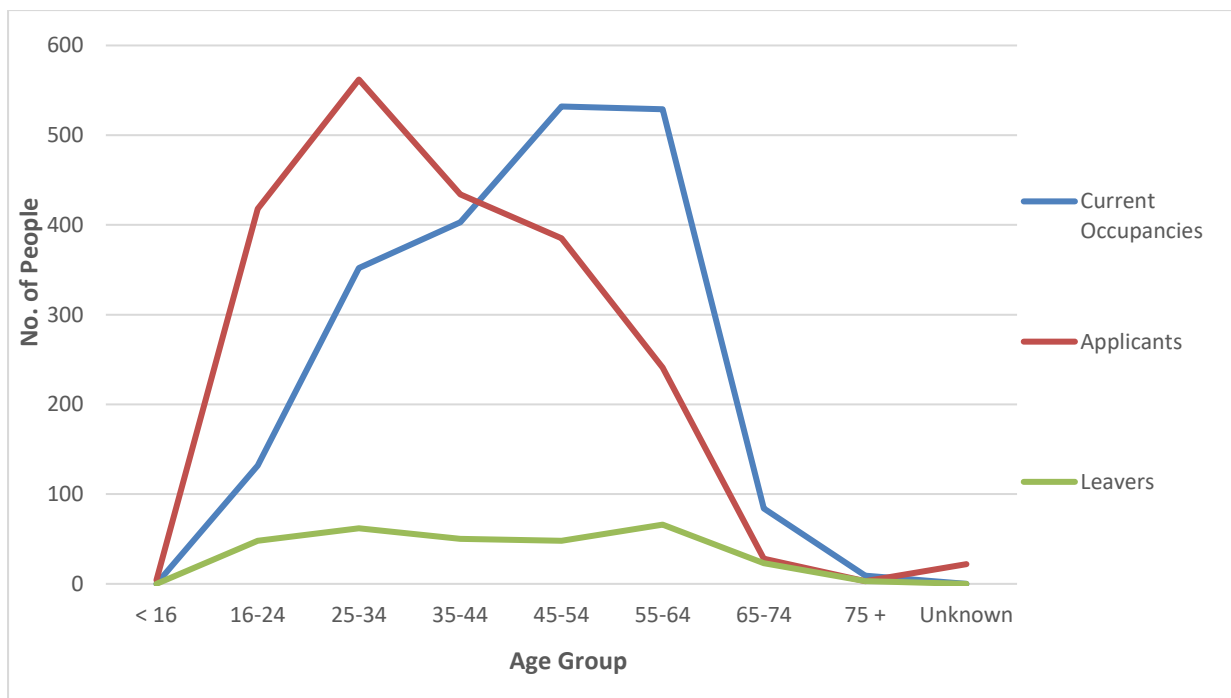


# Age

The Authority's current workforce profile consists of 56.5% who are over the age of 44. The largest single group is in the 45 – 54 years old category (26.1%), followed by 55 – 64 years old (25.9%), 35 – 44 years old (19.8%), 25 – 34 years old (17.2%), 16 – 24 years old (6.5%), 65 – 74 years old (4.1%), and over 75 years old (0.4%).

In contrast, 67.6% of applicants were under the age of 45 years old. The largest single group of applicants were in the 25 – 34 years old category at 26.8%, followed by 35 – 44 years old (20.7%), 16 – 24 years old (19.9%), 45 – 54 years old (18.4%) and 55 – 64 years old (11.5%), 65 – 74 years old (1.3%), under 16 years old (0.2%), 75 years old and over (0.1%) whilst 1.1% were unknown.

The data for staff leaving Ceredigion County Council shows that the 55 – 64 years old category had the largest percentage of leavers at 22.0%, followed by the 25 – 34 years old category who accounted for 20.7%, 35 – 44 years accounted for 16.7%, 45 – 54 years old category at 16.0%, 16 – 24 years old category at 16.0% the 65 – 74 years old category accounted for 7.6%, and those 75 years old and over were 1.0%.

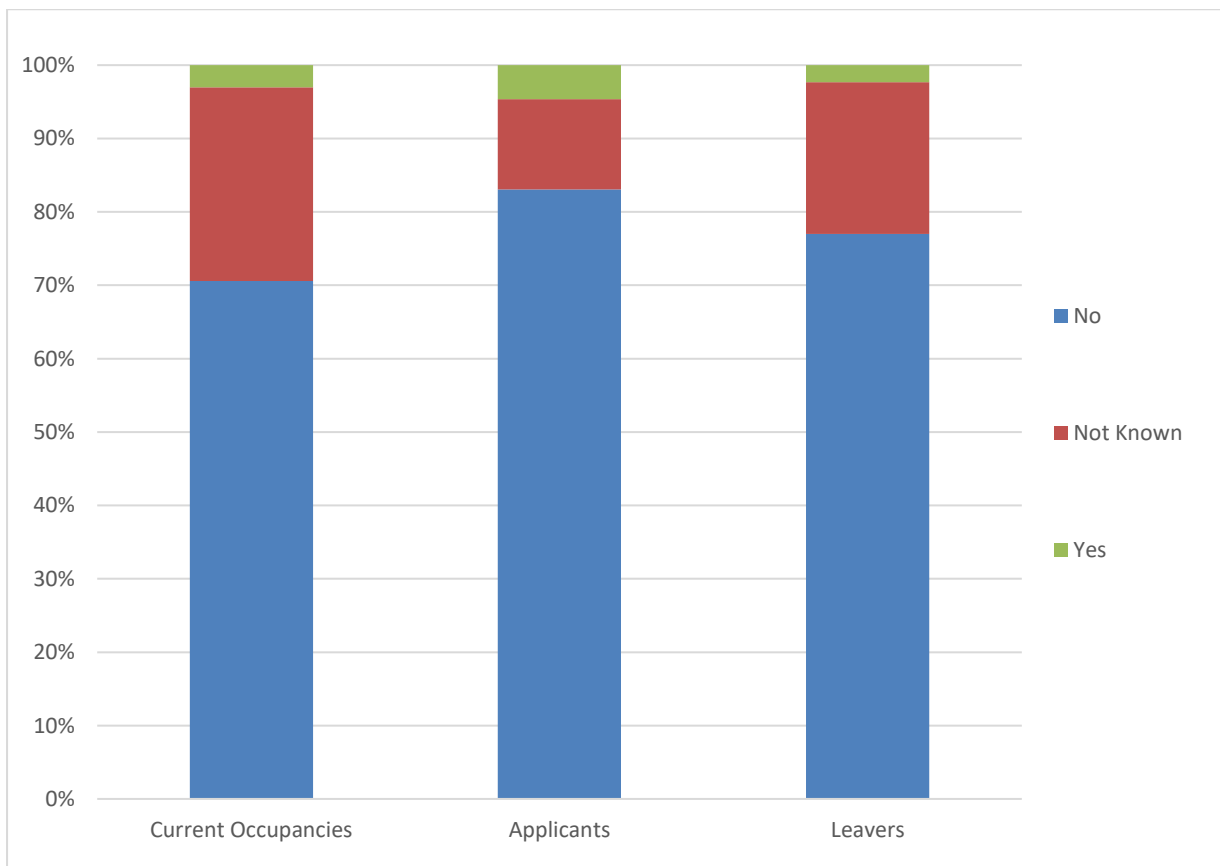


# Disability

Of the Authority's current workforce 3.0% declare that they have a disability whilst 70.6% declare that they do not. The status of the remaining 26.4% is not known.

4.6% of applicants declared that they did have a disability, whilst 83.1% declared that they did not. The status of the remaining 12.3% is not known.

The data for staff leaving Ceredigion County Council shows 2.3% declaring that they have a disability, 77.0% declaring that they did not have a disability with the status of the remaining 20.7% being not known.



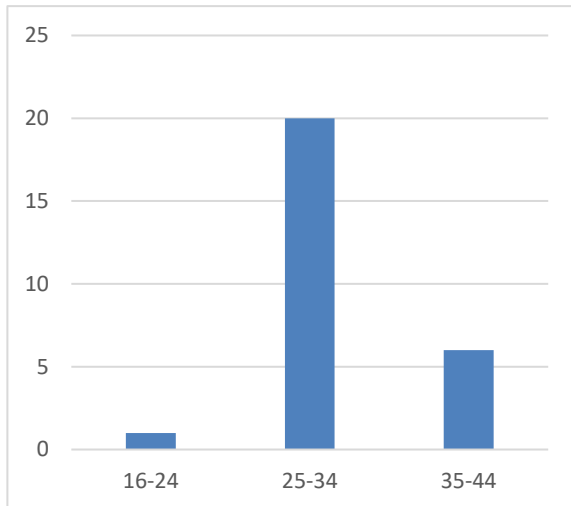
## Gender Reassignment

Specific information relating to this protected characteristic has not been published due to the possibility of identification as less than five individuals indicated that their gender was not the same as that assigned at birth.

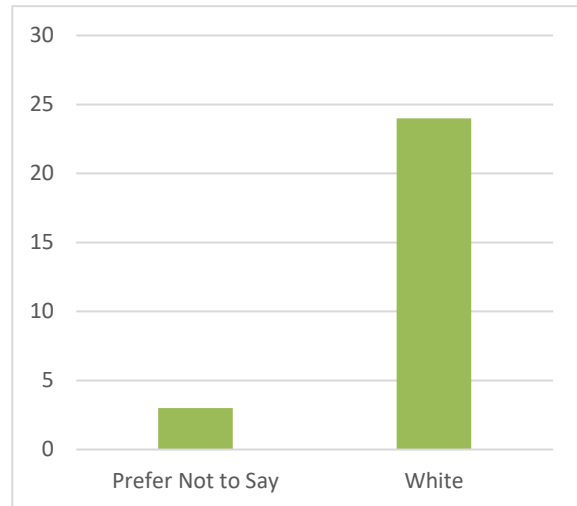
# Pregnancy and maternity

There were 27 employees who commenced maternity leave during the year up to 31 March 2023. This represents 2.0% of the female headcount.

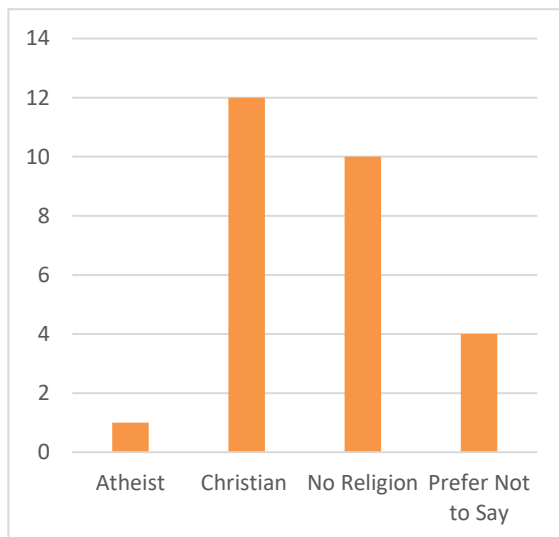
### Age



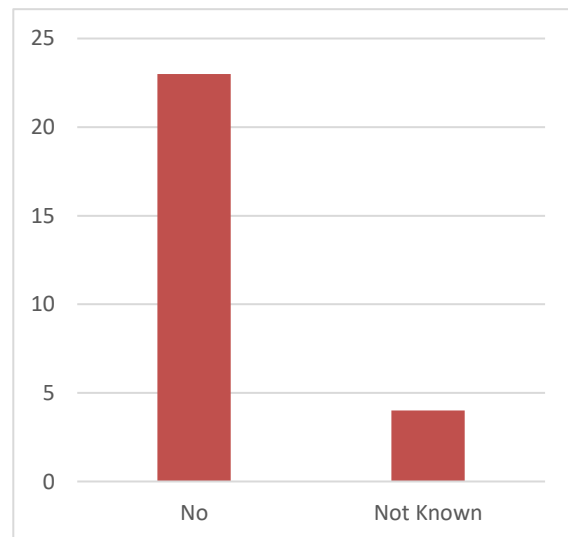
### Race



### Religion



### Disability

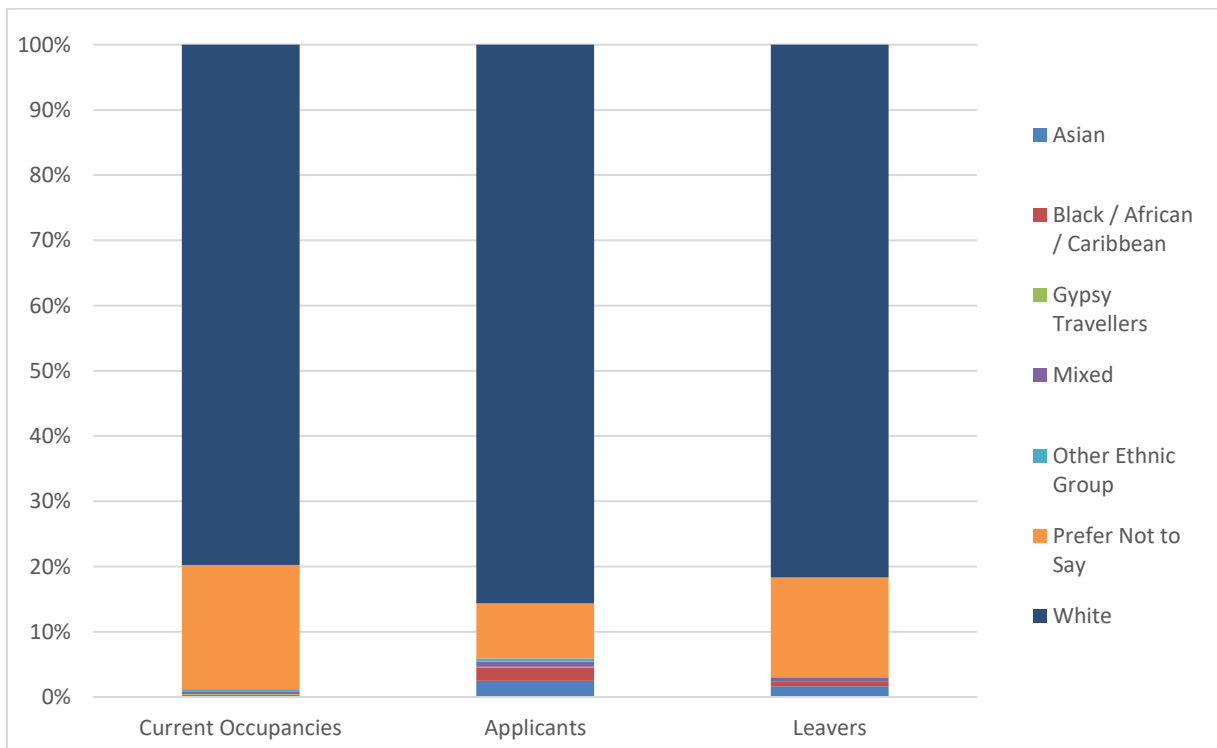


## Race - including ethnic or national origin, colour or nationality

The Authority's current workforce consist of 79.8% who chose White as their ethnicity, followed by Mixed ethnicity (0.4%), Other ethnic group (0.3%), Asian (0.2%), Black/African/Caribbean (0.2%), and Gypsy Travellers (0.1%). 19.0% of the workforce chose 'prefer not to say'.

The largest proportion of applicants were White (85.6%), followed by Asian (2.5%), Black/African/Caribbean (2.1%), Mixed ethnicity (0.8%), Other ethnic group (0.5%), and Gypsy Travellers (0.1%). 8.4% of applicants chose the 'prefer not to say' option.

The data for staff leaving Ceredigion County Council shows 81.7% as being White, followed by Asian (1.7%), Black/African/Caribbean (0.7%), Mixed ethnicity (0.7%), whilst the remaining 15.2% were recorded as 'prefer not to say'.

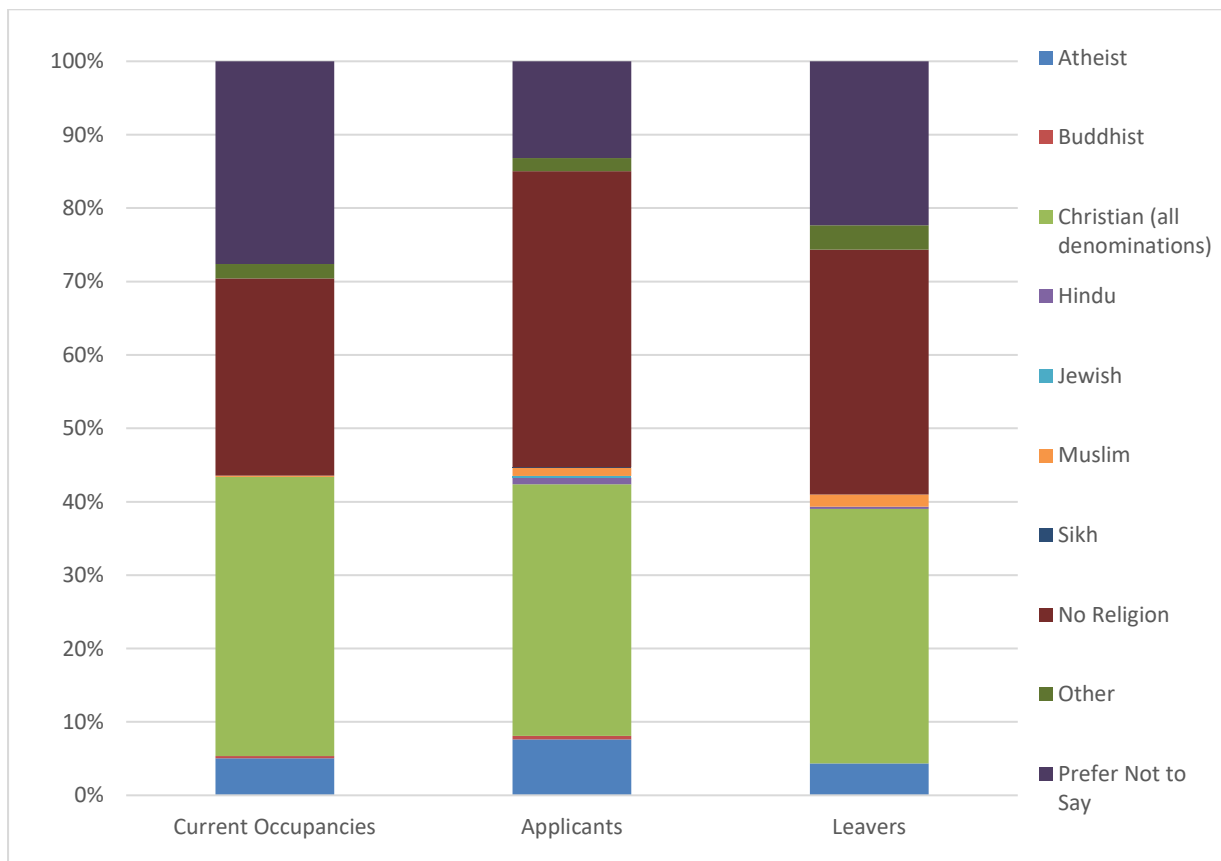


## Religion or belief

Of those who chose a religion or belief 'Christian (of all denominations)' form the largest group of the current workforce at 38.0%, followed by 'No religion' (26.9%), Atheist (5.0%), Other (2.0%), Buddhist (0.3%), Muslim (0.2%), whilst 27.6% preferred not to say.

The application process had less people (13.2%) choosing the 'prefer not to say' option than either of the current workforce group or those leaving the organisation. The largest proportion of applicants were No religion (40.3%), followed by Christian (34.3%), Atheist (7.6%), Other (1.8%), Muslim (1.1%), Hindu (0.9%), Buddhist (0.5%), Jewish (0.2%) and Sikh (0.1%).

The data for staff who left Ceredigion County Council shows the largest number being Christian (34.7%), followed by No religion (33.3%), Atheist (4.3%), Other (3.4%), Muslim (1.7%) and Hindu (0.3%) whilst those who 'prefer not to say' at 22.3%

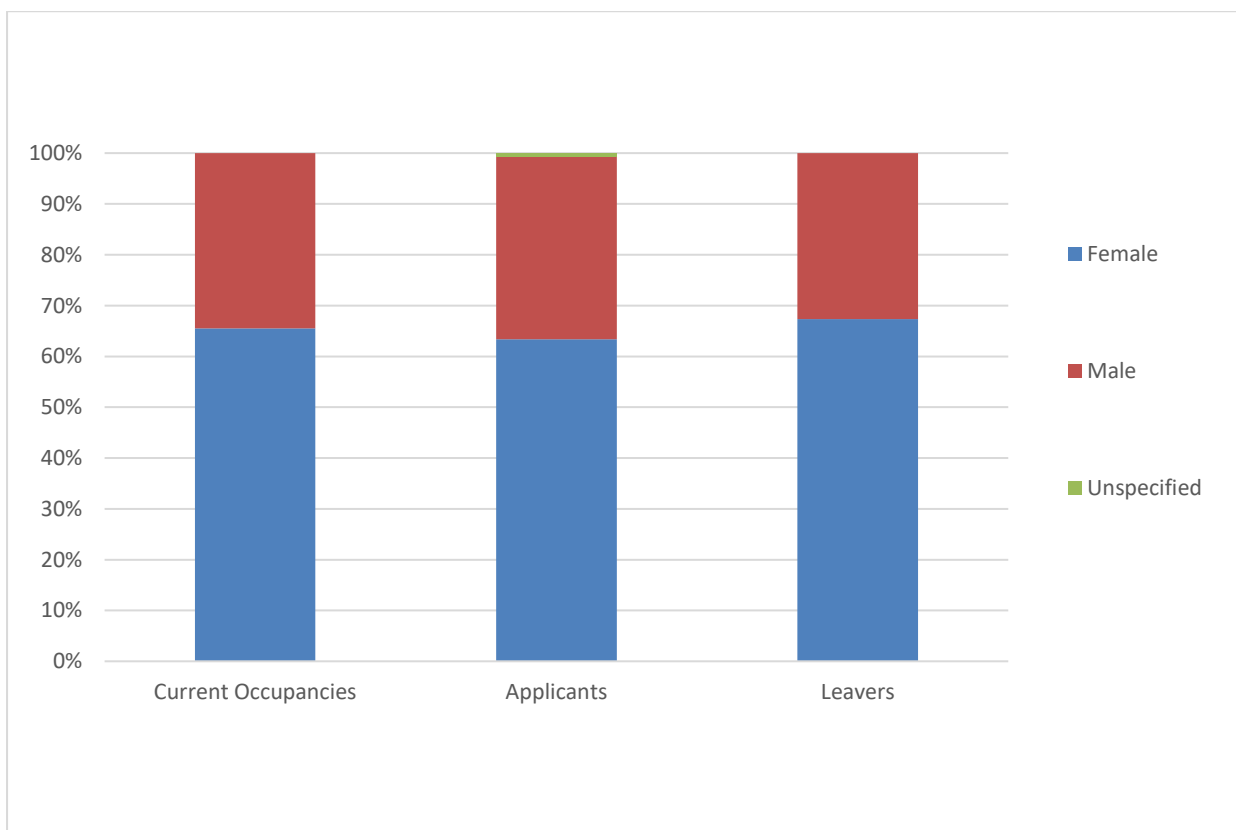


# Sex

As at 31 March 2023 Ceredigion County Council employed 2,041 staff. The workforce consisted of 1,337 (66%) females and 704 (34%) males.

This was also closely reflected in the percentage of males applying for posts, at 36% male applicants although the female ratio was slightly lower at 63%. The remaining 1% of applicants were 'unspecified'.

The data for staff who left Ceredigion County Council during the year also reflects a similar picture at 63% female and 37% male.



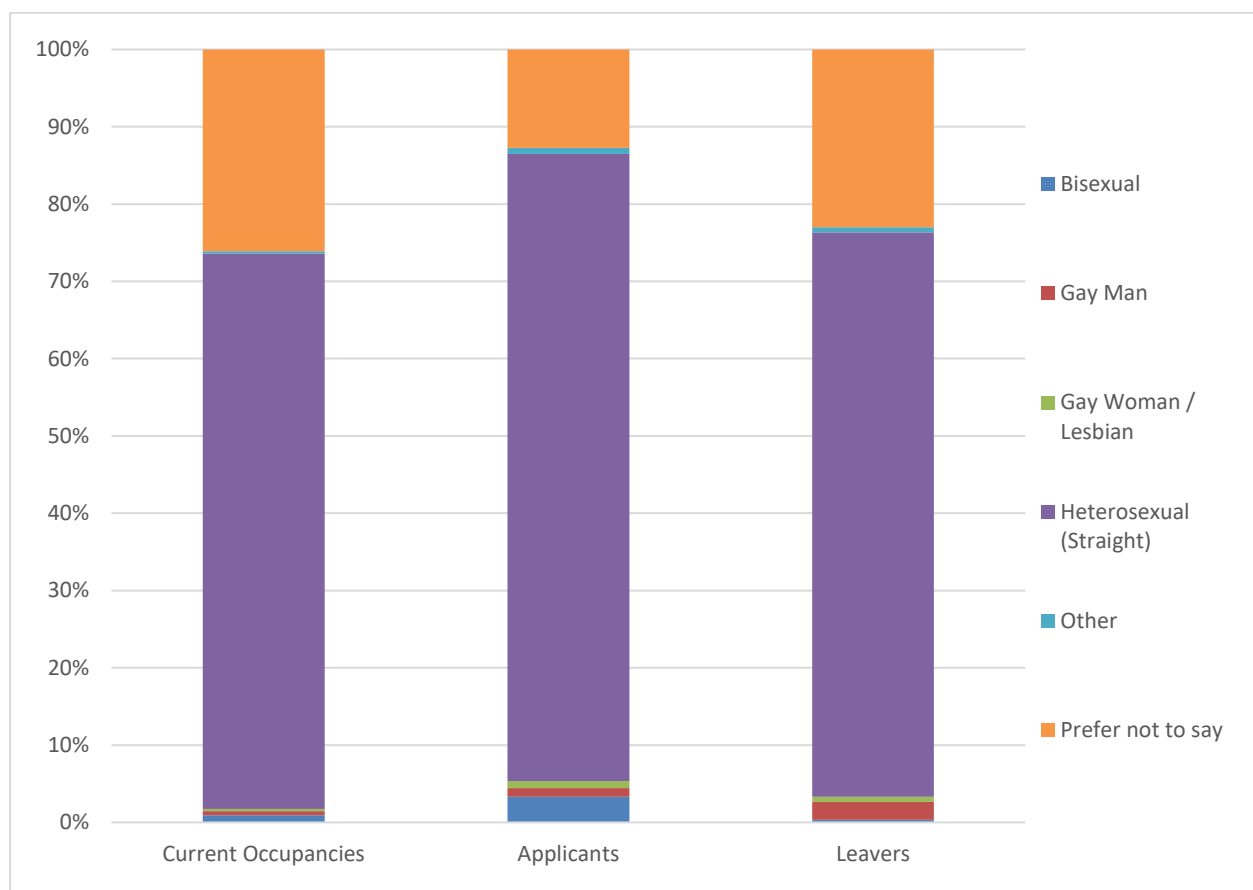


# Sexual Orientation

The current workforce, of those who have selected a sexual orientation, consists of 71.8% heterosexual, 0.9% bisexual, 0.6% gay man, 0.3% gay woman, 0.3% Other whilst 26.1% prefer not to say.

The application process has less people (12.7%) choosing the 'prefer not to say' option than either of the current workforce group or those leaving the organisation. The largest proportion of applicants were heterosexual (81.2%), followed by bisexual (3.3%), gay man (1.1%), gay woman (0.9%) and Other (0.8%).

The data for staff who left Ceredigion County Council shows a majority of heterosexual at 73.0%, gay man at 2.3%, gay woman at 0.7%, Other at 0.7%, bisexual at 0.3%, whilst 23.0% prefer not to say.



# Training

## **Employees who have applied for training and how many succeeded in their application**

Identification of the need for training, learning and development is carried out through the Council's workforce planning and performance review systems.

During personal development interviews Managers will discuss with employees their training, learning and development needs which are aligned to the performance review and job competencies. The results of these feed into a Service Training Plan.

The Council does not currently monitor whether training requests are refused as the process used to identify training does not lend itself to this type of monitoring. We are currently considering whether there are processes which would allow this data to be captured, analysed and reported.

## **Employees who have completed training during the year up to 31 March 2023.**

At this time we are unable to provide a report of those employees who have completed training during the year. The implementation of the Learning & Development module of the HR/Payroll system has taken place and it is expected that this will provide the required data. We are currently considering whether there are processes which would allow this data to be fully captured, analysed and reported.

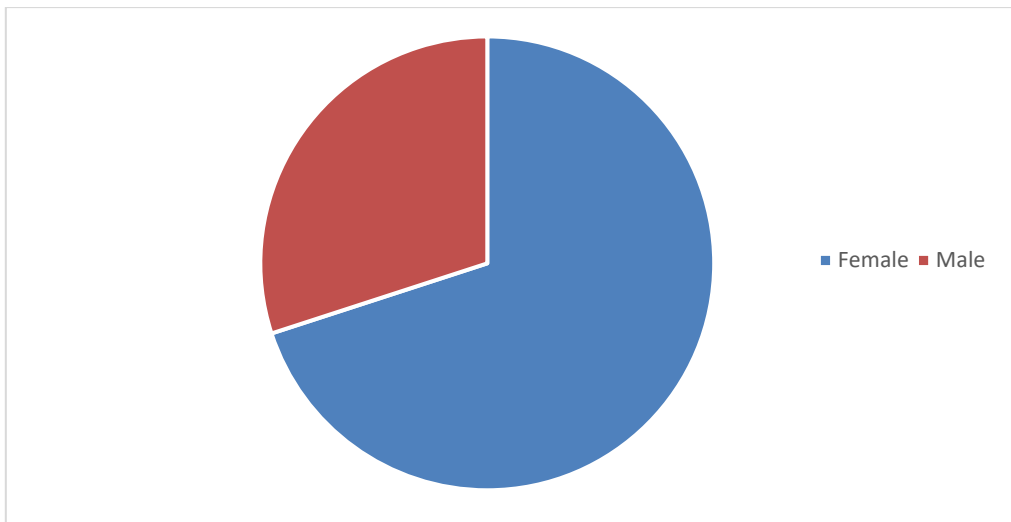
# Grievance

**Employees involved in grievance procedures either as a complainant or a person against whom a complaint was made.**

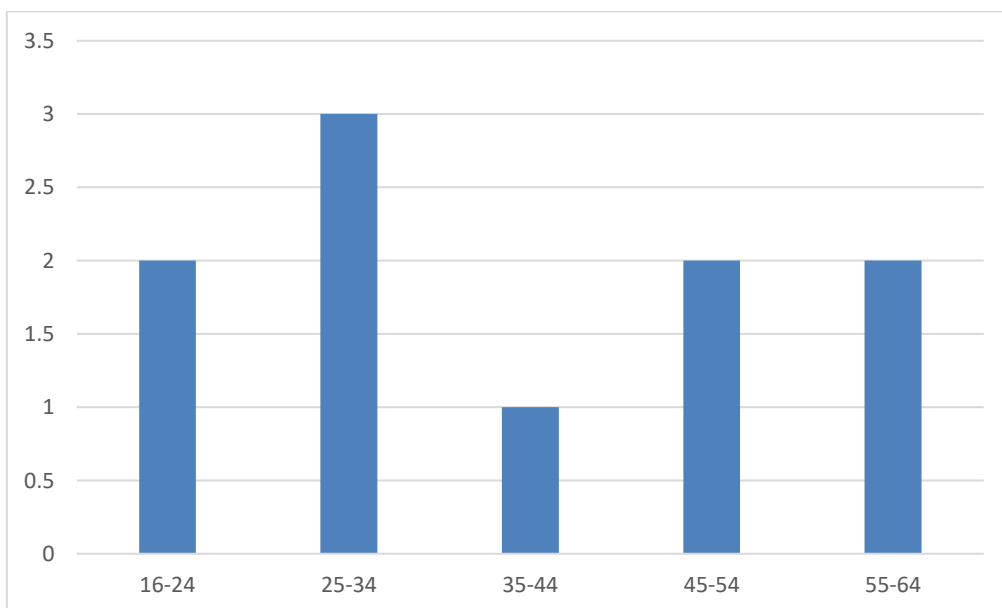
**Note:** Due to the number of individuals involved in disciplinary (10 in total) the data shown below only relates to two protected characteristics: age and sex. The data relating to disability has not been published due to the possibility of identification. There were no other protected characteristics included in this data set.

The total number of employees involved in grievance procedures was 10. Of these 3 were Male and 7 were Female.

## Gender



## Age



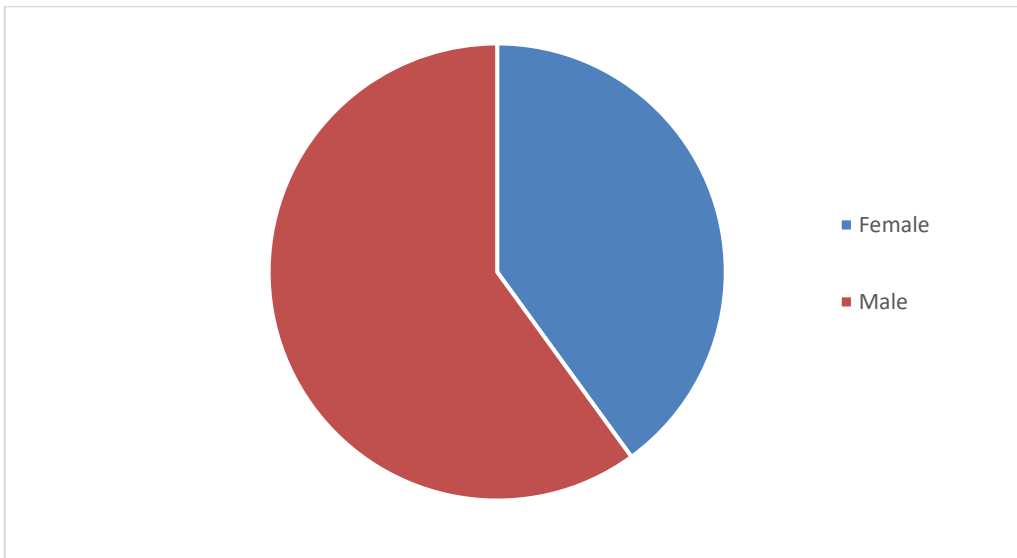
# Disciplinary

## Employees subject to disciplinary procedures

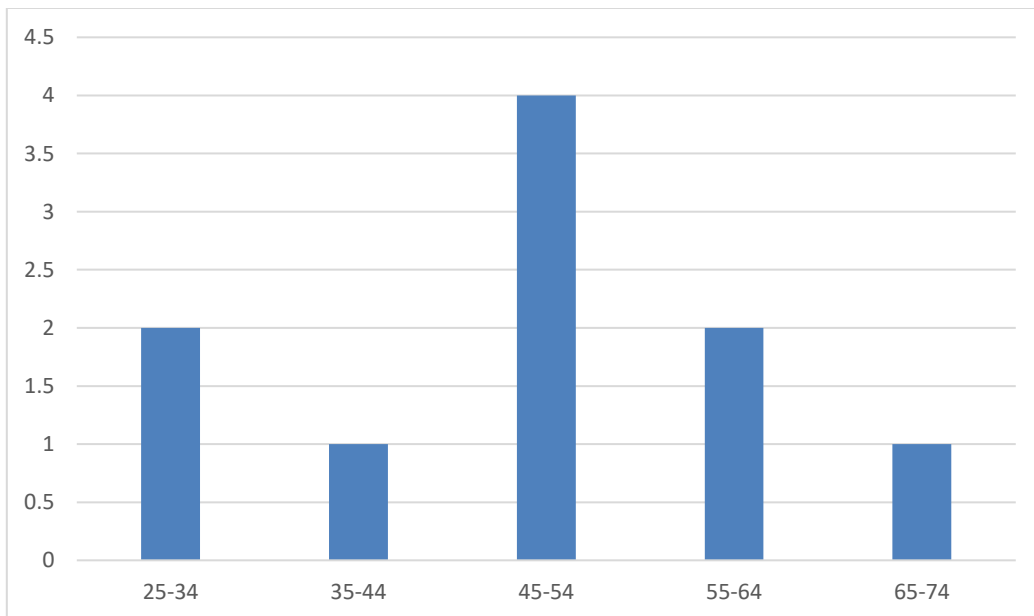
**Note:** Due to the number of individuals involved in disciplinary (10 in total) the data shown below only relates to two protected characteristics: age and sex. There were no other protected characteristics included in this data set.

The total number of employees subject to disciplinary procedures was 10. Of these 6 were Male and 4 were Female.

### Gender



### Age



## **CYNGOR SIR CEREDIGION COUNTY COUNCIL**

**Report to:** Cabinet

**Date of meeting:** 3 October 2023

**Title:** Recommendation from the Overview and Scrutiny Co-ordinating Committee in relation to the Gender Pay Report 2023 and Workforce Equality Report 2023

**Purpose of the report:** To provide feedback from the Overview and Scrutiny Co-ordinating Committee held on 11 September 2023

The Overview and Scrutiny Co-ordinating Committee considered the Gender Pay Report 2023 and Workforce Equality Report 2023, at its meeting on 11th September 2023. Ceredigion County Council, along with all listed public authorities in Wales, is required to carry out gender pay reporting and publish employment information on an annual basis.

The requirement to carry out gender pay reporting is contained with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. The Regulations require the following six calculations to be undertaken on the workforce as at 31 March each year. The report is based on the workforce snapshot data taken on 31 March 2023.

Following discussion, Members agreed to recommend that Cabinet:

1. To receive the Gender Pay Report 2023,
2. To receive the Workforce Equality Report 2023.

**Councillor Keith Evans**  
***Chairman of the Overview and Scrutiny Co-ordinating Committee***