



Equality in Employment

End of Year Workforce  
Report

April 2016 – March 2017

# CONTENTS

<b>1. PURPOSE</b> .....	<b>3</b>
<b>2. BACKGROUND</b> .....	<b>3</b>
<b>3. SUMMARY</b> .....	<b>4</b>
<b>4. WORKFORCE PROFILE</b> .....	<b>5</b>
4.1    ETHNICITY 2016 - 2017 .....	5
4.1.1  Ethnicity Trend Data for 2008 - 2017 .....	5
4.2    DISABILITY 2016 - 2017 .....	6
4.2.1  Disability Trend Data for 2007/8 – 2016/17.....	6
4.3    GENDER 2016 - 2017.....	7
4.3.1  Gender Trend Data for 2008-2017 .....	7
4.4    AGE 2016 - 2017 .....	8
4.4.1  Age Trend Data for 2007/8 – 2016/17 .....	9
4.4.2  Age Profile 2016-17.....	9
4.5    LENGTH OF SERVICE .....	10
4.5.1  Length of Service Profile 2008 – 2017 .....	10
4.6    RELIGION OR BELIEF 2016/17 .....	11
4.7    SEXUAL ORIENTATION.....	12
<b>5. RECRUITMENT PROFILE</b> .....	<b>13</b>
5.1    ETHNICITY.....	13
5.2    DISABILITY .....	14
5.3    AGE.....	15
5.4    GENDER .....	16
5.5    VACANCIES BY PAY BAND .....	17
5.6    STARTERS .....	18
5.7    LEAVERS.....	19
5.8    STAFF TURNOVER.....	19
5.9    LEAVERS BY PAY BAND .....	20
6.2    TRAINING ATTENDANCE 2009 – 2017 .....	22
6.2.1  Ethnicity and Disability 2009 – 2017 .....	22
6.2.2  Age 2010 – 2017.....	22
6.2.3  Gender 2009 – 2017.....	23
<b>7 DISCIPLINARY, CAPABILITY, GRIEVANCE AND REDUNDANCY</b> .....	<b>24</b>
7.1    DISCIPLINARY .....	24
7.2    CAPABILITY .....	24
7.3    GRIEVANCES RAISED.....	25
7.4    REDUNDANCY.....	26
7.5    BULLYING AND HARASSMENT .....	26
<b>8 PAY BANDS AND GENDER PAY GAP REPORTING</b> .....	<b>27</b>
8.1    ETHNICITY.....	27
8.2    DISABILITY .....	28
8.3    GENDER .....	29
8.4    AGE.....	30
8.5    GENDER PAY REPORTING AS AT 31 MARCH 2017 .....	31
8.5.1  The mean gender pay gap.....	32
8.5.2  The median gender pay gap.....	32
8.5.3  The mean bonus gender pay gap.....	32
8.5.4  The median bonus gender pay gap.....	32
8.5.5  The proportion of males and females receiving a bonus payment .....	32
8.5.6  The proportion of males and females in each quartile pay band .....	33
<b>APPENDIX 1</b> .....	<b>34</b>
<b>APPENDIX 2</b> .....	<b>35</b>
<b>APPENDIX 3</b> .....	<b>36</b>
<b>APPENDIX 4</b> .....	<b>37</b>
<b>APPENDIX 5</b> .....	<b>38</b>

## 1. Purpose

The purpose of this report is to update the Equalities Panel on the workforce profile as at March 2017.

## 2. Background

The Equality Act 2010 was implemented on 1<sup>st</sup> October 2010 and covers nine protected characteristics on the grounds upon which discrimination is unlawful.

These are:

- Ethnicity
- Disability
- Gender
- Gender Reassignment
- Sexual Orientation
- Age
- Religion or Belief
- Marriage and Civil Partnership
- Pregnancy and Maternity

The Public Sector Equality Duty came in to force in April 2011 (Section 149 of the Equality Act 2010) and public authorities to have due regard to the need to achieve the following objectives when providing goods, facilities, services and employment:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Cambridge City Council's Single Equality Scheme for 2015-2018 was approved at the Council's Strategy and Resources Scrutiny Committee on 13 July 2015, following public consultation carried out from February to May 2015. The Single Equality Scheme sets out how the Council will meet the requirements of the Public Sector Equality Duty (PSED). This 'Equality in Employment' report provides in-depth feedback around on progress related to employment for one of five objectives of the 'Single Equality Scheme 2015-2018': 'To ensure that the City Council's employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council'.

The following information sets out the Council's workforce profile as at 31<sup>st</sup> March 2017 in relation to ethnicity, disability, gender, age, religion or belief, and sexual orientation. All the data shown is for headcount – not full time equivalents. An 'Equality in Employment' report is produced every year (since 2008).

At March 2017, the headcount for Cambridge City Council staff was 833. The head count as at March 2016 was 910.

In February 2017, 68 staff in the Waste Service transferred under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) to South Cambridgeshire District Council. The staff in this group are predominantly male and this has had an impact on the gender profile of the Council's workforce and gender pay profile.

### 3. Summary

- For 2016-17 we set ourselves targets for both BAME (9.5%) and disabled (6.5%) staff as a percentage of the workforce.
- The BAME representation of the workforce has increased from 6.18% in March 2016, to 7.71% in March 2017.
- The percentage of disabled staff has increased from 5.60% in March 2016 to 6.84% in March 2017.
- The 45 – 54 age group remains the highest age range.
- 48.26% of the workforce have 10 years or more length of service.
- The Gender profile for the council has changed from approximately 47% female staff and 53% male staff in March 2016 to approximately 51% female staff and 49% male staff in March 2017.
- In light of the information set out in this report, it is recommended that for 2017-18 the BAME workforce target remains at 9.5% but the disability workforce target is increased to 7.5%.

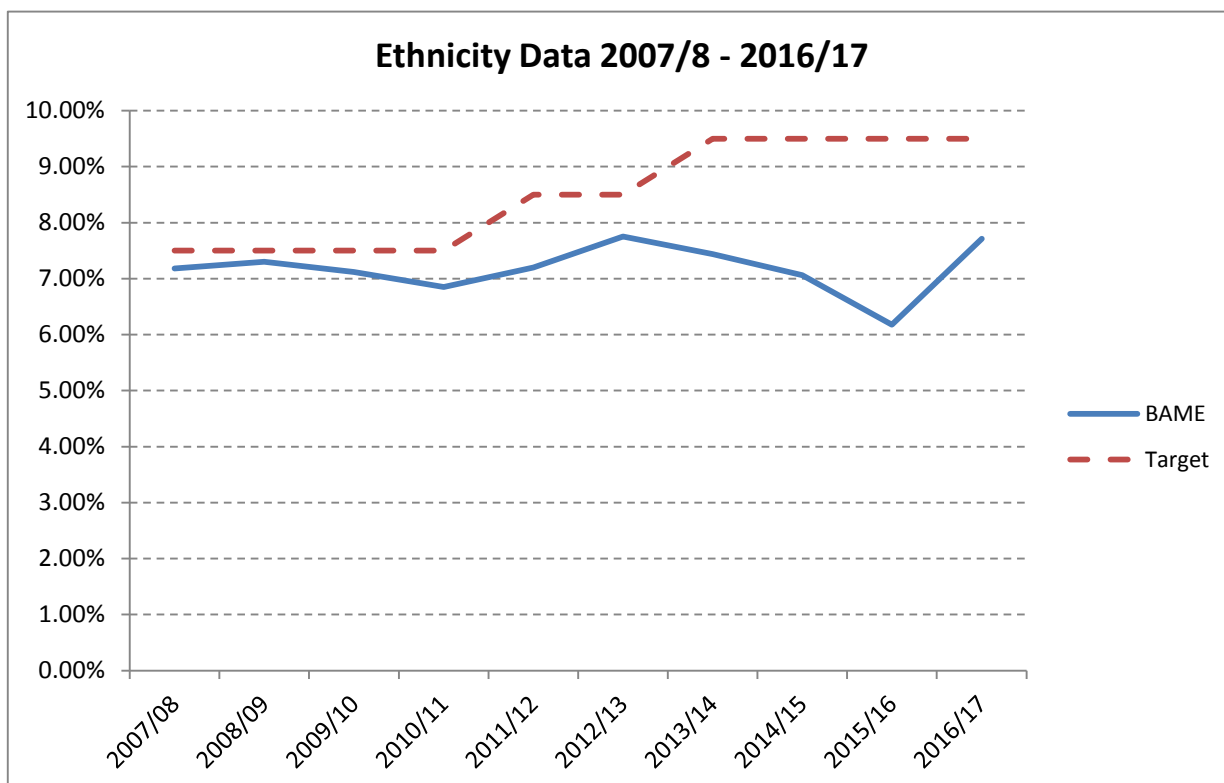
## 4. Workforce Profile

### 4.1 Ethnicity 2016 - 2017

As at 31<sup>st</sup> March 2017, 7.71% of all staff declared themselves to be BAME (Black, Asian and Minority Ethnic). Our target for 2016 -17 was 9.5%.

Appendix 1 provides the Council's workforce profile for the year ending 31<sup>st</sup> March 2017.

#### 4.1.1 Ethnicity Trend Data for 2008 - 2017



The percentage of the workforce declaring themselves as BAME is similar to the peak of 7.75% in 2012/13.

The highest representations of BAME staff are Asian or Asian British:Other (0.99%) and Black or Black British:African (0.99%).

There are now four categories that share the lowest figure of 0.12%: Arab, Asian/Asian British – Chinese, Traveller: From a Travelling community and Other Ethnic Group.

There has been an increase in the number of staff from BAME communities from 54 in 2016 to 62 in 2017.

In 2015 the BAME workforce representation reduced. One factor in this was that 11 of the 58 staff that transferred out of the Council under the transfer of Undertakings (Protection of Employment) Regulations (TUPE) had declared themselves as BAME. Through recruitment over the last 12 months our BAME workforce representation has increased.

To reach our target of 9.5% of the workforce declaring themselves as BAME we would need to increase our workforce profile by approximately 15 staff.

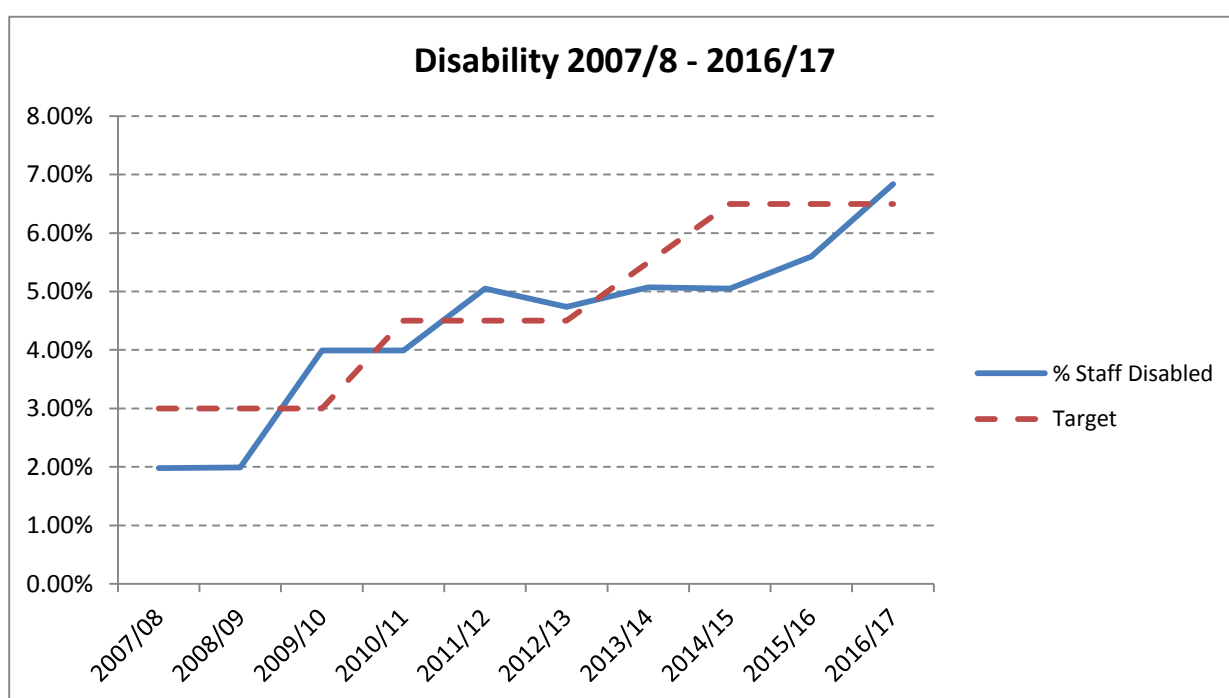
The target for 2016-17 was 9.5%. Based on the 2011 Census, 17.5% of the Cambridge City Population are from the BAME community. 64% of the population are economically active, which equates to 11.2% from the BAME community. It is recommended that the target for 2017-18 remains at 9.5%. This will be reviewed in 2018 with the long term aim of matching the Census data.

## 4.2 Disability 2016 - 2017

As at 31<sup>st</sup> March 2017, 6.84% of the Council's workforce declared themselves as disabled. At March 2016 the percentage was 5.6%. The percentage has increased by 1.24% this year. The target for 2016-17 of 6.5% has been surpassed.

Appendix 2 and Section 10.2 display the Disability Profile for 2016-2017.

### 4.2.1 Disability Trend Data for 2007/8 – 2016/17



The Disability Profile for the Council's workforce has risen by almost 5% over the past 9 years.

A data validation exercise was undertaken in Autumn 2015. In previous years this has resulted in an increase in the number of people declaring a disability, however, this trend was not as apparent in 2015. The next data validation exercise is due to take place in Autumn 2017.

Based on the 2011 Census, 12.97% of the Cambridge City population declared themselves as having a disability. With 64% of the population being economically active, this equates to 8.3% of the economically active population. It is recommended that the target for staff declaring a disability for 2017-18 is increased to 7.5%. This will be reviewed in 2018 with the long term aim of matching the Census data.

### 4.3 Gender 2016 - 2017

As at 31<sup>st</sup> March 2017, 51.26% of our staff are female and 48.74% are male.

Appendix 3 shows the workforce Gender Profile by Pay band.

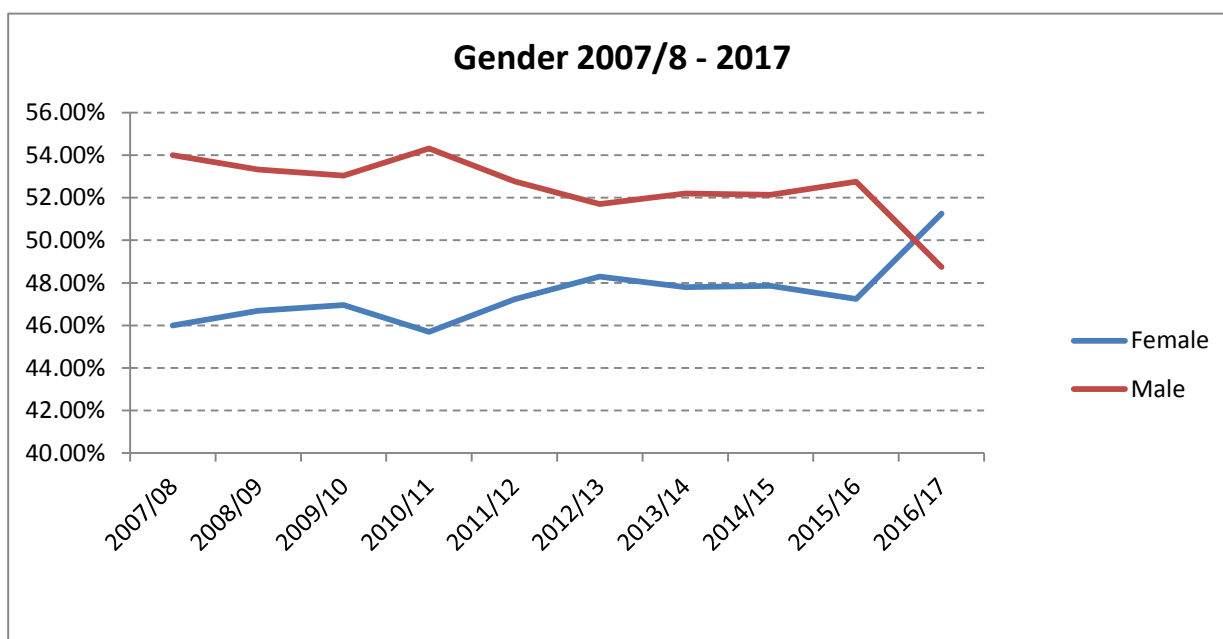
There are 274 part time employees, of which 72.26% are female.

There is no significant change from March 2016 in the percentage of female staff working part time, however, there is a 2.68% decrease in the number of males working full time.

The trend of full time to part time working patterns is now 67% full time to 33% part time. In 2016 it was 70% full time to 30% part time.

	FT	% of FT	PT	% of PT	Total	
Female	229	53.63%	198	46.37%	<b>427</b>	<b>51.26%</b>
Male	330	81.28%	76	18.72%	<b>406</b>	<b>48.74%</b>
<b>Total</b>	<b>559</b>	<b>67.11%</b>	<b>274</b>	<b>32.89</b>	<b>833</b>	<b>100%</b>

#### 4.3.1 Gender Trend Data for 2008-2017



The Gender Profile of the Council's workforce has remained at around 47% female, 53% male from 2011-12 to 2015-16 but this has changed in the last year to approximately 51% female to 49% male.

In February 2017, 68 staff in the Waste Service transferred under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) to South Cambridgeshire District Council. The staff in this group are predominantly male and this has had an impact on the gender profile of the Council's workforce.

## 4.4 Age 2016 - 2017

As at 31<sup>st</sup> March 2017, the highest percentages of Council staff were in the 45-54 age groups. This has been the case since 2010.

The percentage of staff in each age group is broadly consistent with 2016.

There are 20 members of staff (2.40%) aged 24 or under and 22 members of staff (2.64%) aged 65 and over in 2016/17.

Appendix 4 details the Workforce Age profile by Pay Band.

### Apprenticeships

The Council currently employs 10 apprentices in the following roles:

- Apprentice Plumber x2
- Apprenticeship Carpenter x2
- Degree Apprenticeship in Chartered Surveying x1
- Advanced Apprenticeship in Surveying Technician x2
- Apprentice Electrician x1
- Apprentice Business Administrator x1
- Apprentice Accountant x1

In addition the 10 apprentices listed above, the Council employs 1x Trainee Vehicle Fitter.

The Council has also seen two of its apprentices successfully complete their apprenticeships during 2016/17, 1x Project Work and 1x Business Administration.

It was agreed to postpone the planned recruitment of 1x Customer Service Apprentice and 1x Business Administration Apprentice during 2017/16 until after the introduction of the Government's new apprenticeship levy and public sector targets introduced in April 2017.

### Cambridge City Council Apprenticeship Strategy

The Council's Strategy & Resources Scrutiny Committee considered the Cambridge City Apprenticeship Strategy in March 2017. The Council's strategic approach is to optimise use of annual levy contribution of £100,000\*, whilst providing a high quality 'Cambridge City Apprenticeship Scheme'.

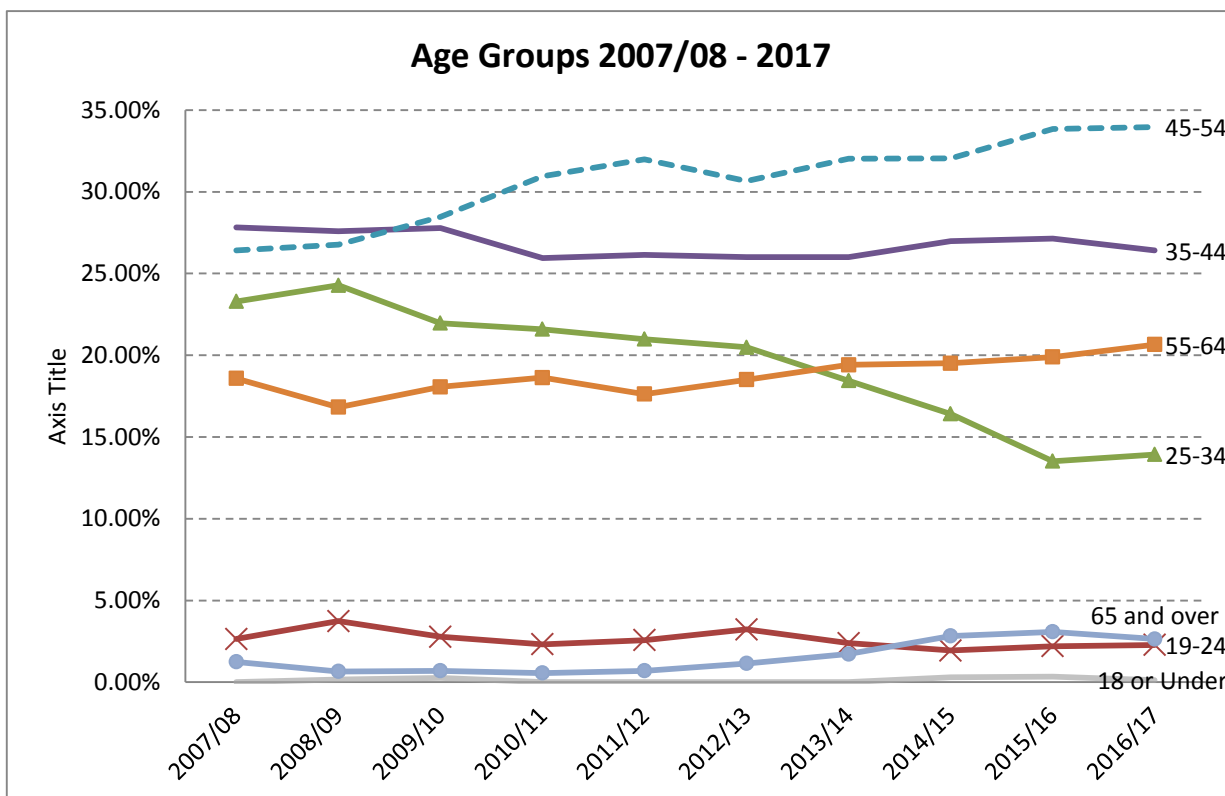
The Council will increase the current apprenticeship programme to 19 apprentices, to attain the Government's target of an average of 2.3% of apprentices in the workforce for public sector organisations over 4 years.

As a first priority the Council's levy resource will be focused on providing existing employees with opportunities to undertake apprenticeships as part of their own career development. Whilst the focus will be in internal development, we will consider viable business cases from Council Services to recruit new apprentices.

\*£100,000 is based on 0.5% of the Council's annual salary bill, minus government allowance.

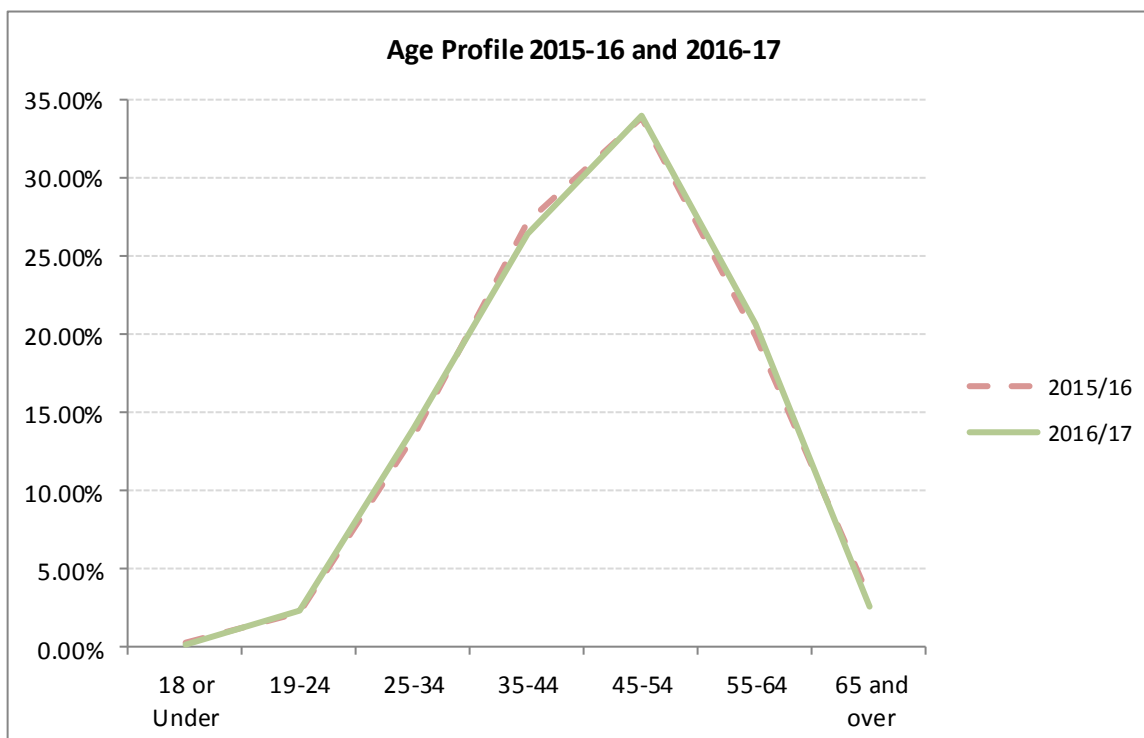


#### 4.4.1 Age Trend Data for 2007/8 – 2016/17



Since 2007/08 the 45-54 age group has risen from 26% to 34%. Over the same period there has been a decline in the 25-34 age group which has gone from 24% to 13.5% in the same time period.

#### 4.4.2 Age Profile 2016-17



The 2016-17 Age Profile shows a peak in the number of staff aged between 45 and 54. Most of the Council's workforce (95%) is between the ages of 25 and 64.

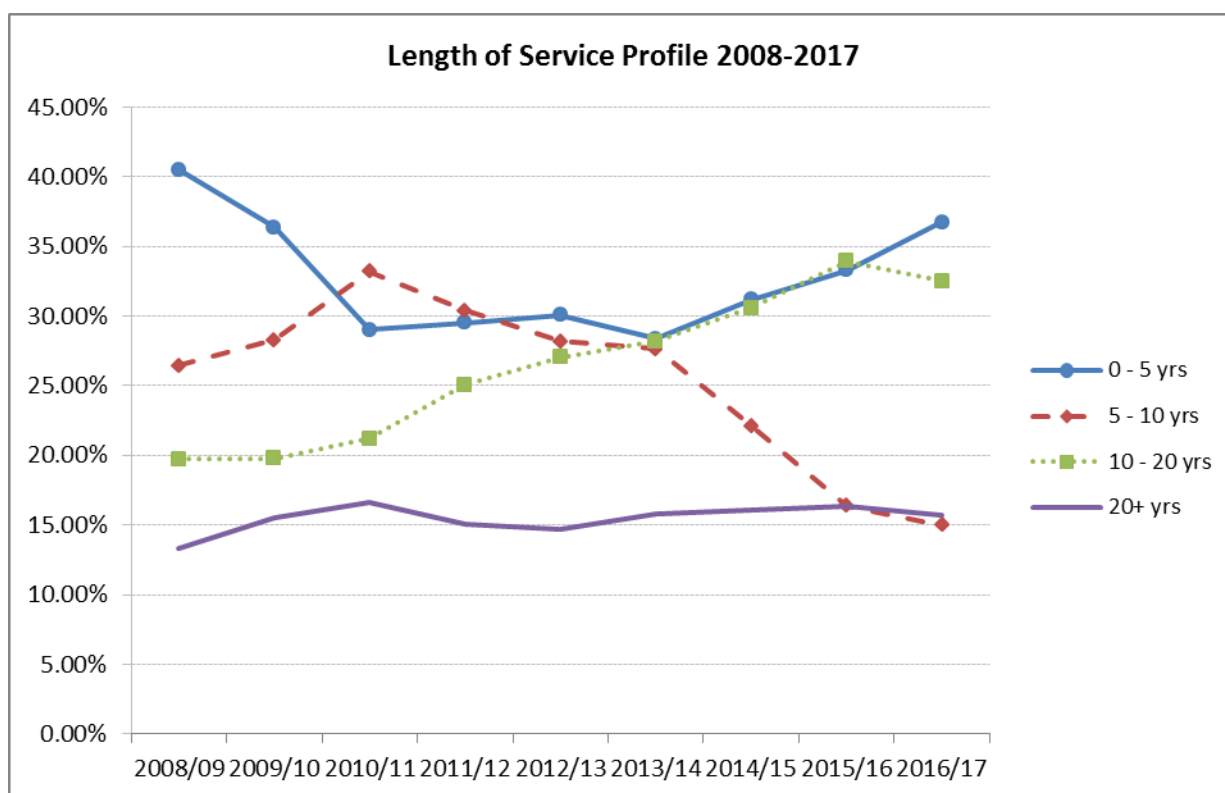
## 4.5 Length of Service

402 (48.26%) members of staff have been working for the Council 10 years or more. This is a decrease of 2.07% since March 2016.

84 (10.08%) members of staff have been working for the Council for less than a year, this is broadly comparable with March 2016 (10.33%).

Length of Service	Number of Staff	% Workforce
Less than a year	84	10.08%
1 yr to 2 yrs	87	10.44%
2 yrs to 5 yrs	135	16.21%
5 yrs to 10 yrs	125	15.01%
10 yrs to 20 yrs	271	32.53%
20 years +	131	15.73%
<b>Total</b>	<b>833</b>	<b>100%</b>

### 4.5.1 Length of Service Profile 2008 – 2017



The proportion of the workforce who have worked for Cambridge City Council for more than 20 years has remained at around 15-16%.

The percentage of staff who have worked at the Council between 5-10 years has steadily decreased since 2011. These changes may reflect moves between the bands over the past few years, where members of staff have moved from 5-10 years' service into 10-20 years' service the following year.

The greatest changes have been in the 10-20 years' service group, where there has been a steady increase since 2008, albeit with a small decrease in 2016-17.

## 4.6 Religion or Belief 2016/17

The Council's current workforce profile in relation to Religion or Belief is shown in the table below:

Religion/Belief	Number of Staff	% Workforce
Buddhism	6	0.72%
Christian	368	44.18%
Hindu	5	0.60%
Muslim	14	1.68%
None	264	31.69%
Other	33	3.96%
Refuse/Not Specified	143	17.17%
<b>Total</b>	<b>833</b>	

44.18% of the workforce identify themselves as Christian (an increase of 1.54% from last year) and 31.69% state that they have no religion or belief (an slight increase of 0.81% from last year).

3.96% of staff stated their religion/belief as Other (up from 3.41%) and 17.17% preferred not to disclose this information (down from 20.66%).

The percentage of the workforce who identifies themselves as Christian has been around 40% since 2010. Data from the 2011 census shows that Christianity in the population of Cambridge is 44.8%.

37.8% of the population declare themselves as having no religion compared with 31.69% of the workforce.

17.17% of Council staff has declined to disclose their religion or belief, which is higher than the census data (9%).

In 2013/14 The Equalities Panel had requested benchmarking data on non-disclosure rates in other authorities. The average rate of non-disclosures was 50.5% compared to 17.17% for Cambridge.

The 2011 Census shows that after Christianity, the next most common religions and beliefs are Islam and Hinduism. This is compared with the 3.96% of Council staff who declared their religion or belief as "Other". This group is the 4<sup>th</sup> most populous, behind Christianity, None and those who did not declare.

## 4.7 Sexual Orientation

The Council's current workforce profile in relation to Sexual Orientation is reflected in the table below:

Sexual Orientation	Number of Staff	% Workforce
Bisexual	10	1.20%
Gay	7	0.84%
Heterosexual	583	69.99%
Lesbian	4	0.48%
Other	4	0.48%
Questioning	2	0.24%
Refuse to declare	223	26.77%
<b>Total</b>	<b>833</b>	

69.99% of staff declare themselves as heterosexual, this is a 2.41% increase since March 2016.

23 members of staff (2.76%) declare their sexual orientation as gay, lesbian, bisexual or questioning.

It is recognised that urban areas like Cambridge tend to have higher LGB population rates than the national average, and Cambridge in particular is widely considered to have a large LGBTQ community.

26.77% of staff prefer not to declare their sexual orientation (down from 29.56%).

In 2013/14 The Equalities Panel had requested benchmarking data on non-disclosure rates in other authorities. The average rate of non-disclosures were 56.03% compared to 26.77% for Cambridge.

There is no statistically reliable data on the proportion of Cambridge residents who declare themselves as LGBTQ (Lesbian, Gay, Bi-sexual, Trans or Questioning). However, Stonewall, the national charity working for equality for lesbians, gay men and bisexual states that a reasonable estimate for the UK's population of LGB people would be 5-7%. This would equate to approximately 5,360 – 7,504 people out of the 107,200 people who were aged 15 or over in Cambridge at the time of the 2011 Census.

## 5. Recruitment Profile

The full Recruitment Profile for 2016-17 is shown in Appendix 5.

### 5.1 Ethnicity

The ethnicity profile for applications, those shortlisted and those appointed is shown below.

Overall the number of applications received in 2016/17 (1197) is less than those received in 2015/16 (1265).

There has been a slight decrease in the number BAME applications received, 226 (18.88%) compared to 232 (19.27%) in 2016. Of these applicants, there has been a decrease in the number of shortlisted applications at 55 (10.68%). However, the number of successful applicants was 14, which represents a higher percentage of successful BAME applicants, 9.86% in 2017 compared to 6.58% in 2016.

There were 14 (9.86%) BAME applicants who were successful which is above the workforce target of 9.5%.

#### 2017 Table

Applications	All Applications		BAME Applications		Prefer not to say	
Received	1197		226	18.88%	139	11.61%
Shortlisted	515	43.02%	55	10.68%	36	6.99%
Successful	142	11.86%	14	9.86%	3	2.11%

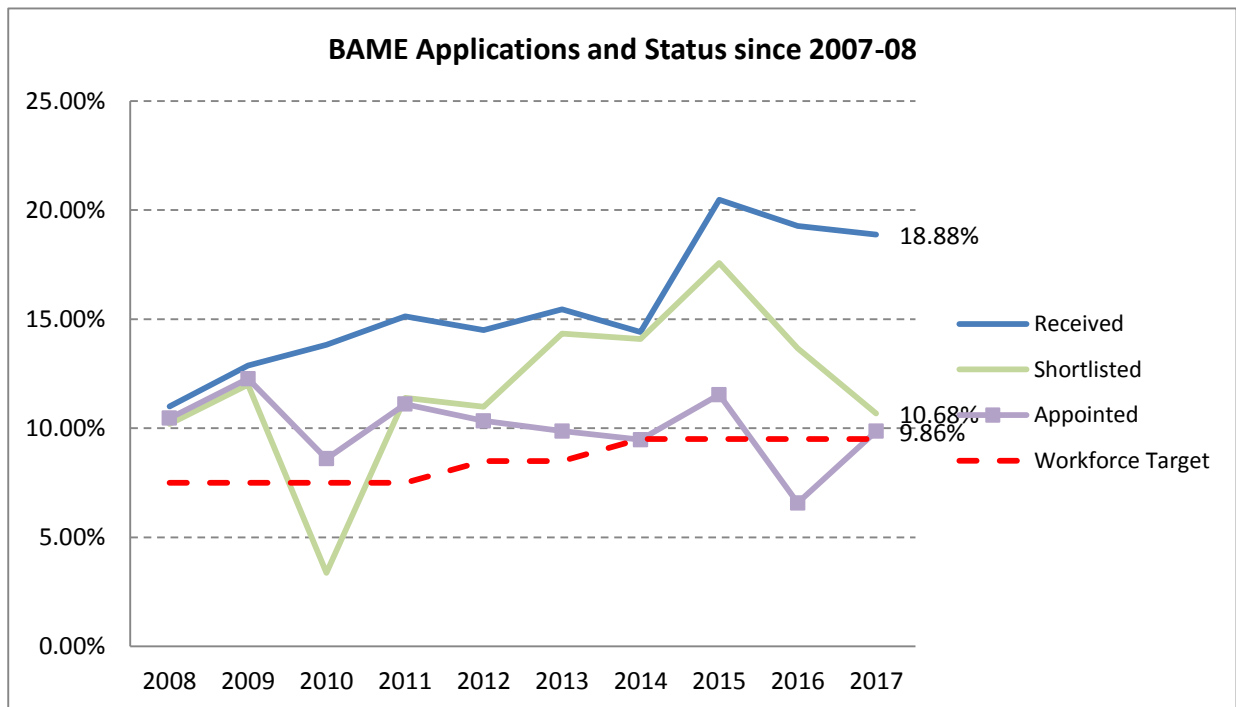
#### 2016 Table

Applications	All Applications		BAME Applications		Prefer not to say	
Received	1265		232	19.27%	61	4.82%
Shortlisted	549	43.40%	72	13.66%	22	4.01%
Successful	157	12.41%	10	6.58%	5	3.18%

A recruitment survey and audit of BAME applications was undertaken in 2013-14.

From the analysis of the limited responses to that survey there did not appear to be anything raised by respondents to indicate that the Council is creating barriers to employment for members of the BAME community, people with a disability or those with other protected characteristics. The audit of BAME applications found that there was no suggestion of discrimination and that all applications from BAME candidates which were rejected, at either short-listing or interview stage, were due to fair objective decision making by the panel in accordance with the Council's recruitment policies.

In 2017 / 2018, we will be developing a plan in liaison with our Community Development Officer (Engagement and Inclusion). This plan will act upon feedback received from BAME applicants regarding the accessibility of vacancies and information, which will be increased through the newly formed Equalities Partnership. The Equalities Partnership brings together equalities groups from across the City and will be able to circulate and promote our opportunities to encourage applications from BAME applicants. In addition, we will also take part in a number of Diversity Events, specifically the Equalities Partnership end of year event, which will allow us to promote both our organisation and our vacancies to BAME applicants (and other groups).



## 5.2 Disability

The disability profile for applications, shortlisted and appointed is shown below.

The percentage of applications received from people with a disability has slightly decreased by 0.18% but those applicants that are subsequently shortlisted has increased by 2.19%. The number of applicants with a disability who were successful has also increased by 2.51%.

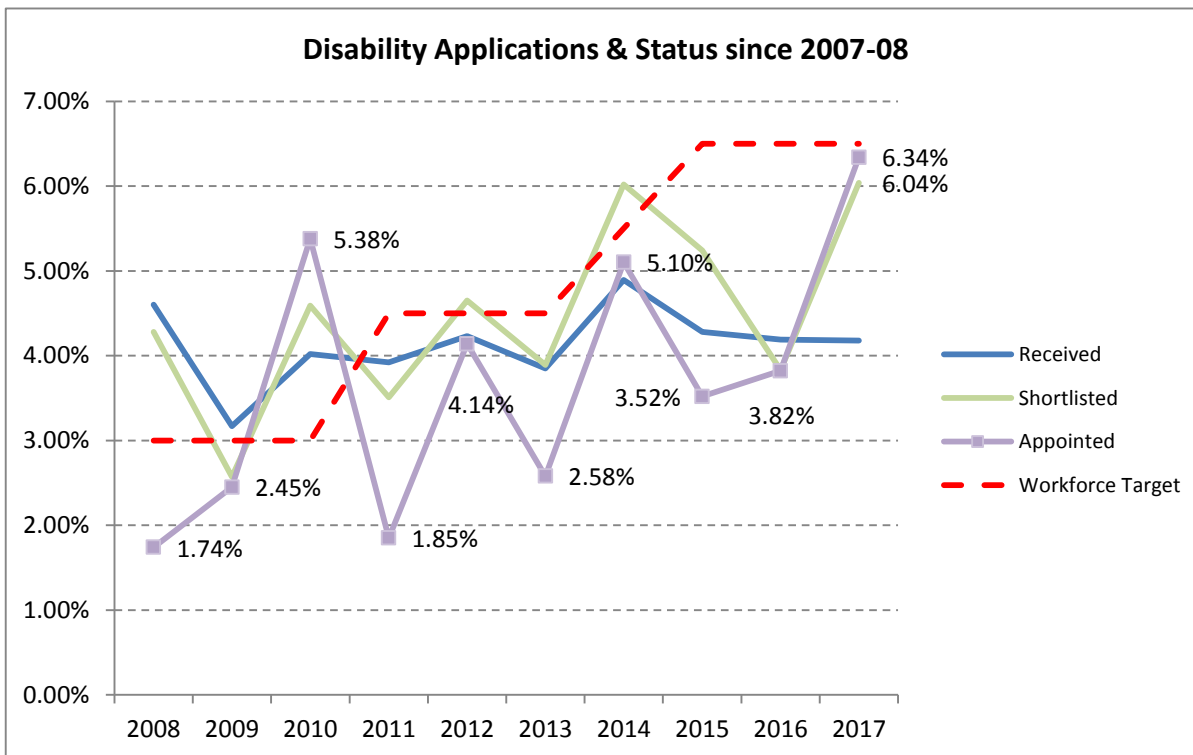
### 2017 Table

Applications	All Applications		Disability Applications	
Received	1197		48	4.01%
Shortlisted	515	43.02%	31	6.02%
Successful	142	11.86%	9	6.34%

### 2016 Table

Applications	All Applications		Disability Applications	
Received	1265		53	4.19%
Shortlisted	549	43.40%	21	3.83%
Successful	157	12.41%	6	3.82%

It is recommended that the workforce target for 2017-18 is increased from 6.5% to 7.5% of staff with a disability as a percentage of the workforce. The representation is currently 6.84%.



The Council currently has and displays the 'Two Ticks' symbol. The symbol is a recognition which Jobcentre Plus gives to employers who have agreed to make certain positive commitments regarding the employment, retention, training and career development of disabled people.

We are in the process of moving from 'Two Ticks' to a 'Disability Confident Employer' under the new Disability Confident Scheme which is replacing 'Two Ticks'.

### 5.3 Age

The age profile for applications, shortlisted and appointed is shown below.

In 2016/2017 the majority of applications came from people aged between 25 and 34, followed by the 45-54 age group. The largest number of shortlisted and successful applicants is the 45-54 age group.

This year there were no applicants from the group aged 18 or Under.

In 2017 there was an unusually high number of applications where age was not provided. We will be reviewing the data capture.

**2017 Table**

Age	Applicant	Shortlisted	Successful
18 or Under	0	0	0
19-24	69	23	11
25-34	322	122	34
35-44	246	112	30
45-54	249	138	41
55-64	146	72	15
65+	3	0	0
Not provided	162	48	11
	<b>1197</b>	<b>515</b>	<b>142</b>

### 2016 Table

Age	Applicant	Shortlisted	Successful
18 or Under	1	1	0
19-24	107	38	17
25-34	400	139	35
35-44	314	149	44
45-54	324	173	48
55-64	104	43	11
65 and Over	6	1	0
Not provided	9	5	2
	<b>1265</b>	<b>549</b>	<b>157</b>

## 5.4 Gender

51.5% of applications were from males, and 48.5% from females. The balance changes through the recruitment stage to appointment stage there were 40.14% males appointed and 59.86% females appointed.

11.86% of all applications were successful. For males this figure is 9.25% (57 successful from 616 applications) and for females this figure is 14.65% (85 successful from 580 applications).

The workforce profile overall is 51% female and 49% male.

### 2017 Table

Applications	All Applications		Male		Female	
Received	1197		616	51.50%	580	48.50%
Shortlisted	515	43.02%	243	47.18%	272	52.82%
Successful	142	11.86%	57	40.14%	85	59.86%

### 2016 Table

Applications	All Applications		Male		Female	
Received	1265		698	55.18%	567	44.82%
Shortlisted	549	43.40%	284	51.73%	265	48.27%
Successful	157	12.41%	77	49.04%	80	50.96%



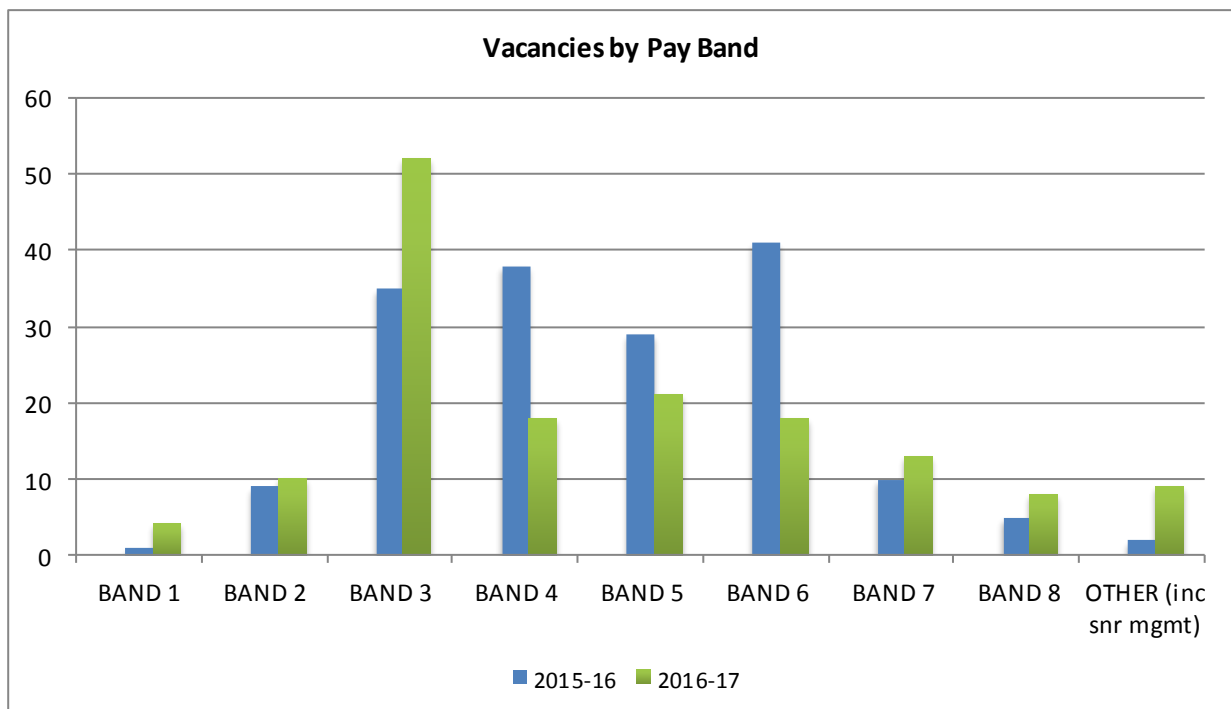
## 5.5 Vacancies by Pay Band

Band 3 had the most number of advertised vacancies in 2016-17. Bands 4, 5 and 6 are the next highest recruited to grade respectively.

The salary range for Band 3 in 2016-17 was £19,939 - £23,166. Typical roles that fall within Band 3:

- Customer Service Advisor
- Community Centre Administrator / Supervisor
- Project Worker
- Business Support Officer
- Finance Officer

The Councils pay scales for the period of 2016/17 are shown below



Pay Band	Salary Range	Pay Band	Salary Range
Band 1*	£14,975 - £16,481	Head of Service (JNC 2)	} Senior Managers £56,784 - £63,465
Band 2	£17,169 - £19,939	Head of Service (JNC 1)	
Band 3	£19,939 - £23,166	Director	
Band 4	£23,166 - £27,394	CEX	
Band 5	£28,203 - £32,164	Other:	} Staff that have TUPE'd into the Council.
Band 6	£32,164 - £36,019	Apprentices	
Band 7	£36,937 - £41,551	Staff that have TUPE'd into the Council.	
Band 8	£41,551 - £44,308		
Band 9	£45,284 - £48,343		
Band 10	£50,500 - £55,045		

\*We are an accredited Living Wage Employer and pay a living wage supplement within Band 1 to ensure staff within this grade receive at least the current UK Living Wage of £8.45 per hour (November 2016).

## 5.6 Starters

All new appointments made are monitored in terms of ethnicity, gender and disability, and cover internal as well as external recruitment.

There were 142 new starters between April 2016 and March 2017. Of these, 104 (73.23%) were external appointments, and 38 (26.76%) were internal appointments. The proportion of internal appointments has increased by 1.34% on 2015/2016.

Of the 104 external appointments, 9.61% declared a Disability, 12.5% were from a BAME group, 64 (61.53%) were Female and 50 (48.37%) were Male. The age group with the highest proportion of offers of appointments was the 45-54 age group, compared with 35-44 in 2014-15 and 45 – 54 in 2015-16.

Of the 38 internal appointments, 26 (68.42%) were promotions (an increase in Pay Band). The breakdown of promotions for April 2016 – March 2017 is as follows:

	No of Promotions (26)	%
Female	14	53.85%
Male	12	46.15%
BAME	0	0.00%
Non BAME	26	100.00%
Prefer not to say	0	0.00%
Disability	1	3.85%
No Disability	25	96.15%
<b>Age</b>		
18 or Under	0	0.00%
19-24	0	0.00%
25-34	6	23.08%
35-44	10	38.46%
45-54	7	26.92%
55-64	3	11.54%
65 and over	0	0.00%

The majority of promotions were offered to members of staff between the ages of 35 and 44.

There was 1 internal appointment made to a member of staff who declared a disability, which was a promotion.

## 5.7 Leavers

The purpose of monitoring leavers in terms of diversity is to highlight whether a disproportionate number of women, disabled people or BAME people are leaving the council in comparison to our overall staff turnover.

From April 2016 to March 2017, 175 staff left the Council. This is 1 less than in 2015-16. Of these, 11 had a disability, 59 were female, and 10 were BAME.

The reasons for leaving were as follows:

Reason for Leaving		
Career Break	1	0.57%
Dismissal	3	1.71%
Retirement	13	7.43%
End of Contract	18	10.29%
Ill Health	4	2.29%
Redundancy	17	9.71%
TUPE	68	38.86%
Voluntary	51	29.14%
<b>Grand Total</b>	<b>175</b>	

- 6.29% of leavers were staff who had declared a disability (an increase from 2.84% in 2015-16).
- 5.71% of leavers were BAME (for data available). This is a decrease of 8.58% from 2015-16.
- 33.71% of leavers were female, which is a decrease from 47.2% in 2015-16. 66.29% of leavers were male. A factor in this change is the Waste service transfer.

## 5.8 Staff Turnover

Total staff turnover for this period was 21.0% based on all leavers as a percentage of the average number of employees for the year (833). This is higher than for 2015-16 which was 18.7%.

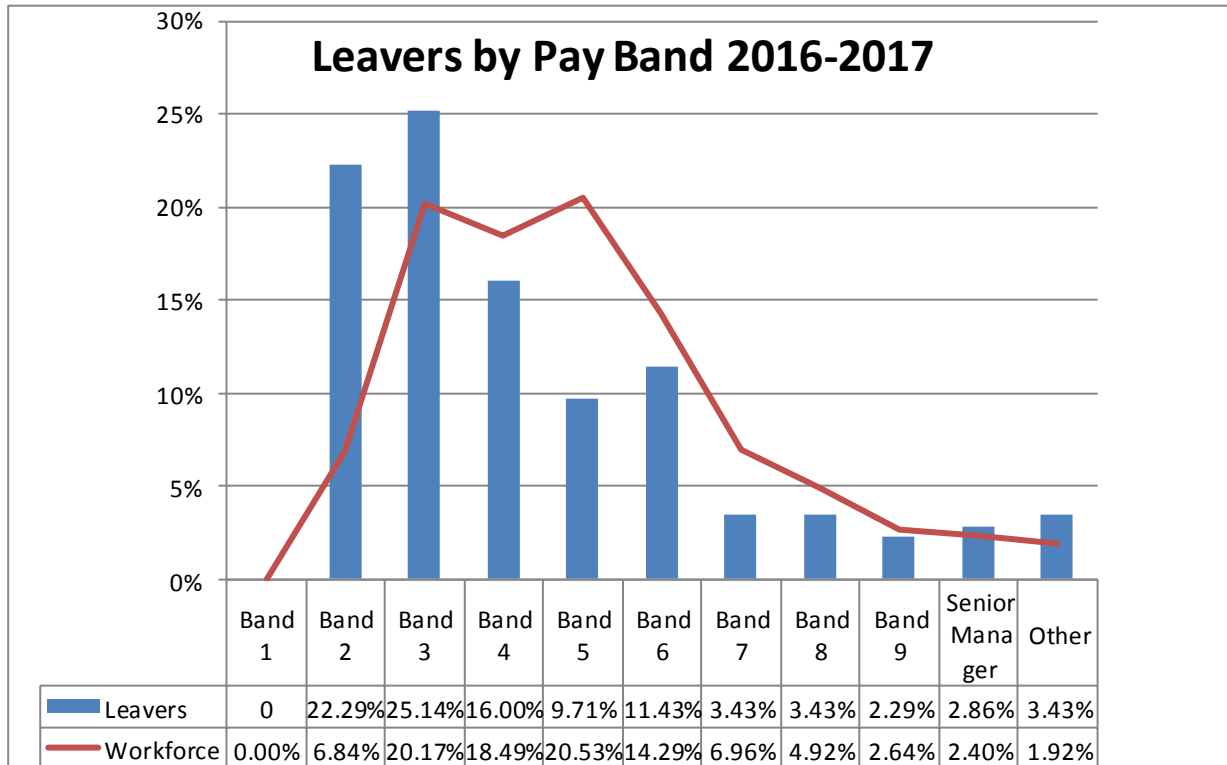
Staff turnover based on voluntary leavers as a percentage of the average number of employees for the year (833) was 6.12% for this period, which is a decrease of 1.88% from 2015-16.

## 5.9 Leavers by Pay Band

In 2016-17, as with previous years, the highest number of leavers were leaving from posts in Band 3, which is in line with the distribution of the workforce across pay bands.

Bands 2 and 3 had a higher proportion of leavers than other Bands. Band 3 has the highest number of staff.

Bands 4-9 have a lower proportion of leavers compared to the workforce profile.



## 6 Training

The Council monitors attendance at Corporate Learning and Development staff training courses in terms of diversity. Corporate training courses account for 17% of the overall Council's Learning and Development budget, with 83% budgeted to the other Service areas.

A total of 98 corporate training courses were held during April 2016 and March 2017. This compares to 124 courses in the same period in 2015/16.

Whilst there was a 35% decrease in the number of overall attendees of training courses during 2016/17 compared to 2015/16, this was largely accounted for by a management development programme which ran during 2015/16.

### Training Attendance April 2016 – March 2017

	BAME	Non BAME	Not Provided	Disability	No Disability	Female	Male	Under 55	55 and Over
No of Attendees	64	630	14	56	657	437	281	634	99
%	8.9%	87.7%	1.9%	7.8%	91.5%	60%	40%	88.3%	13.8%
<b>Attendees 718</b>									

The figures in this report are based on all training attendees, which include members of staff attending more than one training course during this period of time.

8.9% of staff who attended training in this period declared themselves as BAME, which is higher than the workforce profile of 7.71%. This is an increase of 3.84% of overall course attendees declaring themselves as BAME during 2016/17.

The gender profile of the workforce is currently 51% female and 49% male. The breakdown in gender percentage for staff who attended training courses during 2016/17 was female 60% and male 40%. This shows a slight decrease in males on 2015/16 figures of 58% female compared to 42% male. The higher level of females attending corporate training courses can partly be seen to be offset by service specific training for operational staff in areas such as Estates and Facilities and Streets & Open Spaces which employ a larger number of males. This non-corporate training comes from the services' own learning and development budgets.

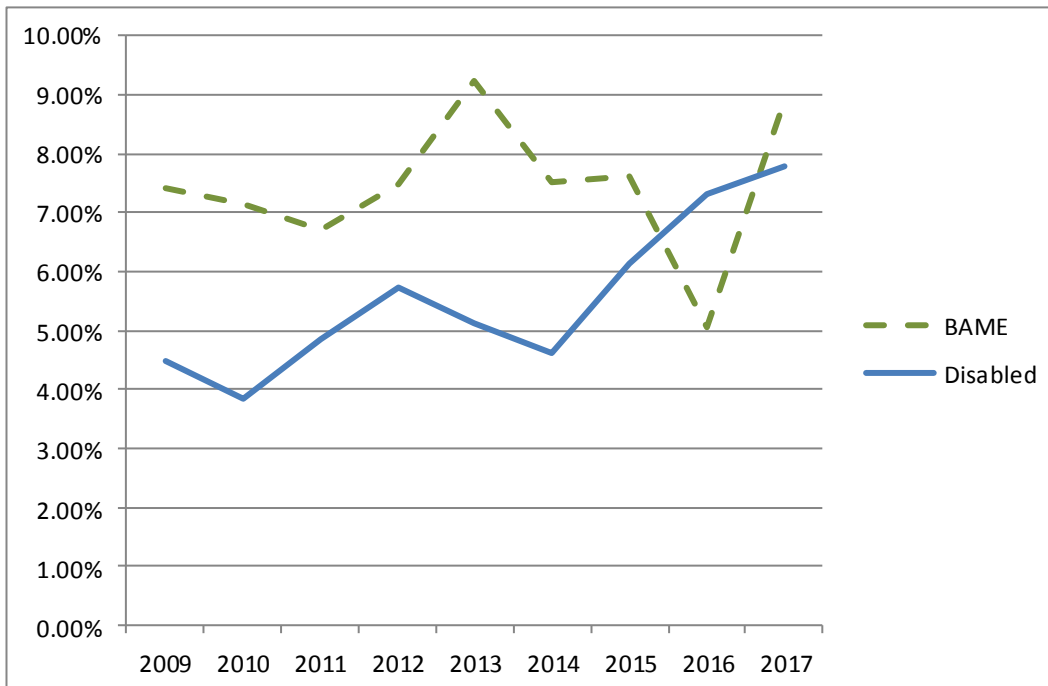
The number for staff over the age of 55 who attended training this year is 13.8%, this is just under a 3% decrease for this aged group compared to 2015/16. The workforce profile has 23.29% of staff aged 55 and over.

7.8% of course attendees declared themselves as disabled. This an increase of 0.5% compared to 2015/16.

As part of the HR Induction Programme, a ½ day training session is delivered for new staff on Equality and Diversity.

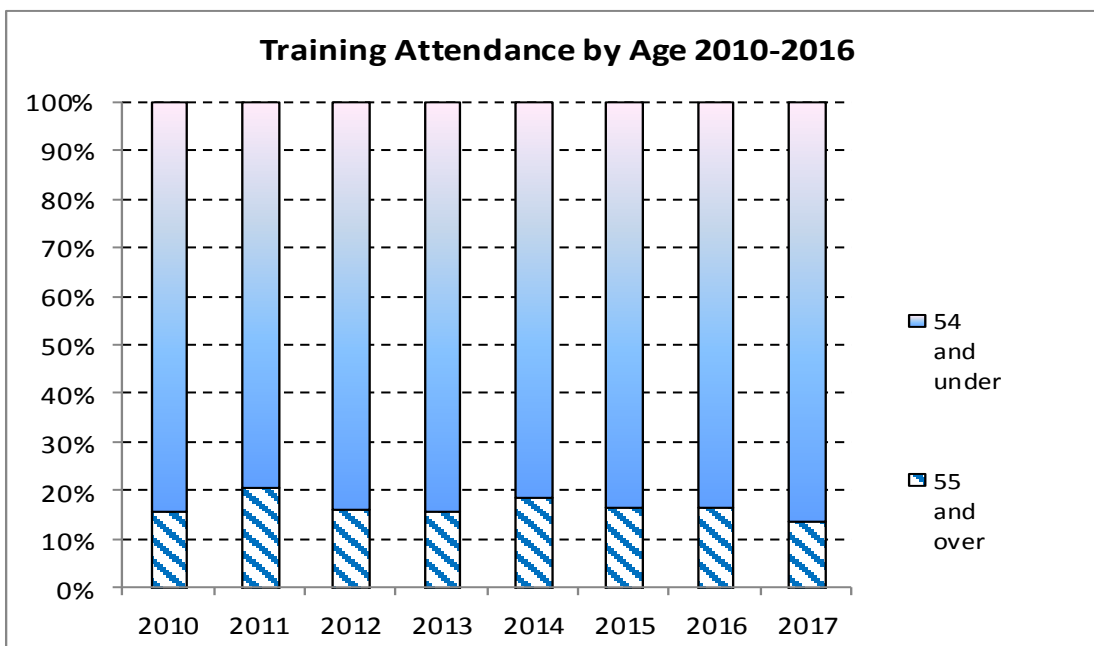
## 6.2 Training Attendance 2009 – 2017

### 6.2.1 Ethnicity and Disability 2009 – 2017



The BAME attendance figures have increased from an average of around 7.5% in 2009 to 8.9% in 2016-17. The percentage of staff with a disability who have attended training has been generally increasing since 2009 (4.50% in 2009 to 7.8% in 2016/17), and is now above the workforce profile 6.84%.

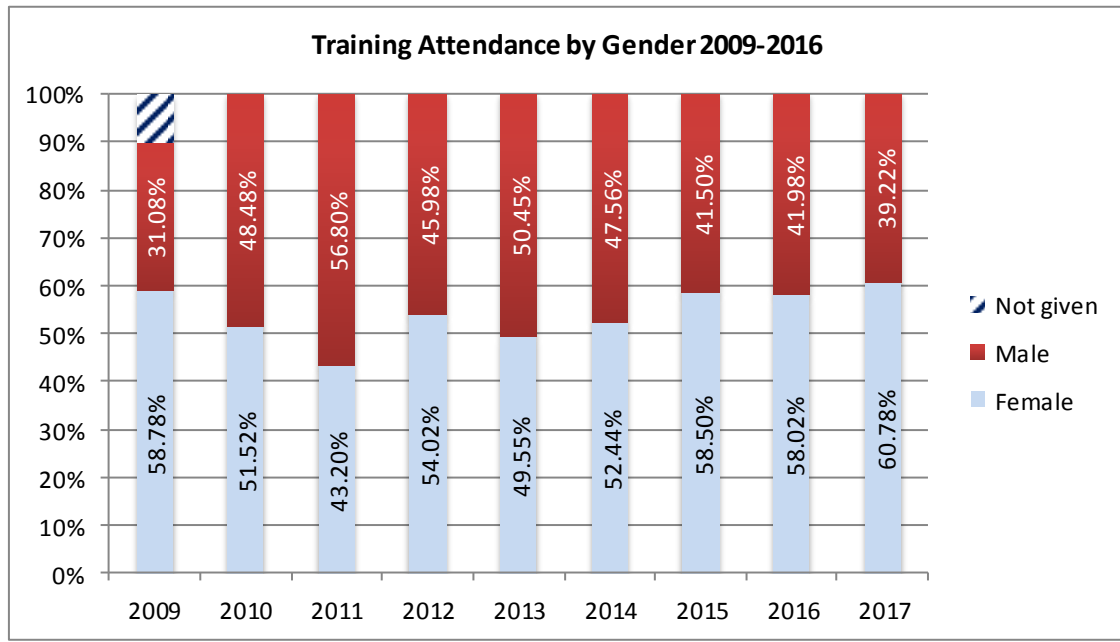
### 6.2.2 Age 2010 – 2017



The Age trend data is for 2010 – 2017, as the 2009 data was reported for trainees under the age of 50 instead of 55.

The percentage of trainees aged 55 and over has decreased from around 16% since 2010, to 13.8% for 2016-17 down from 16.76% for 2015-16 compared to 23.29% for the workforce overall.

### 6.2.3 Gender 2009 – 2017



The percentage of female trainees has fluctuated over the past years with figures between 60.78% and 43.20%. In the 2009 data, 10.14% of attendees did not disclose their gender.

The percentage of female to male staff attending training in 2016-17 is 60% to 40% respectively. Since 2009, there has tended to be slightly more females attending training than males as in 2016/17.

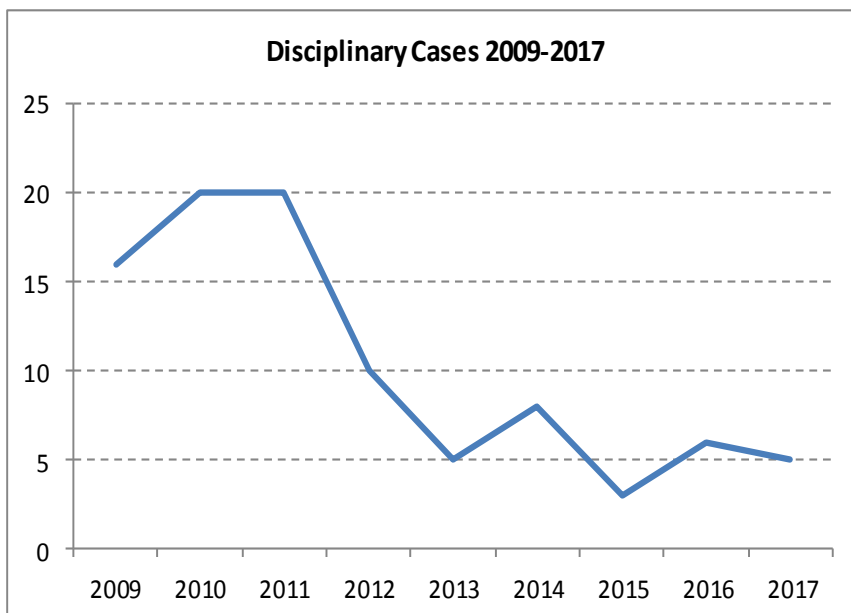
## 7 Disciplinary, Capability, Grievance and Redundancy

Disciplinary, Capability, Grievance and Redundancy cases are monitored in terms of diversity as outlined below.

### 7.1 Disciplinary

During the period April 2016 to March 2017, 5 people (0.60%) have been formally disciplined.

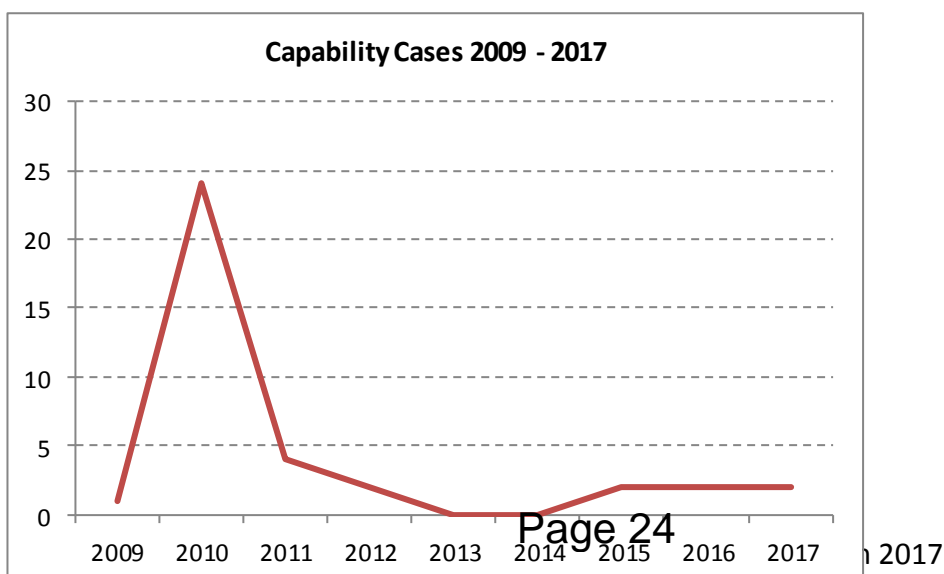
	BAME	Non-BAME	Not Given	Disability	No Disability	Female	Male	Under 55	55 and Over
No. of Staff	0	4	1	0	5	2	3	5	0
%	0.00%	80.00%	20.00%	0.00%	100.00%	50.00%	50.00%	100%	0.00%



The number of disciplinary cases recorded has fallen since 2011. This figure shows the number of staff whose disciplinary cases have been concluded with an outcome of written warning upwards. Verbal warnings are not recorded in this data.

### 7.2 Capability

There were two capability processes being undertaken during 2016-17. As the number of cases is small, equality information has not been provided so as to avoid identifying the individuals concerned.



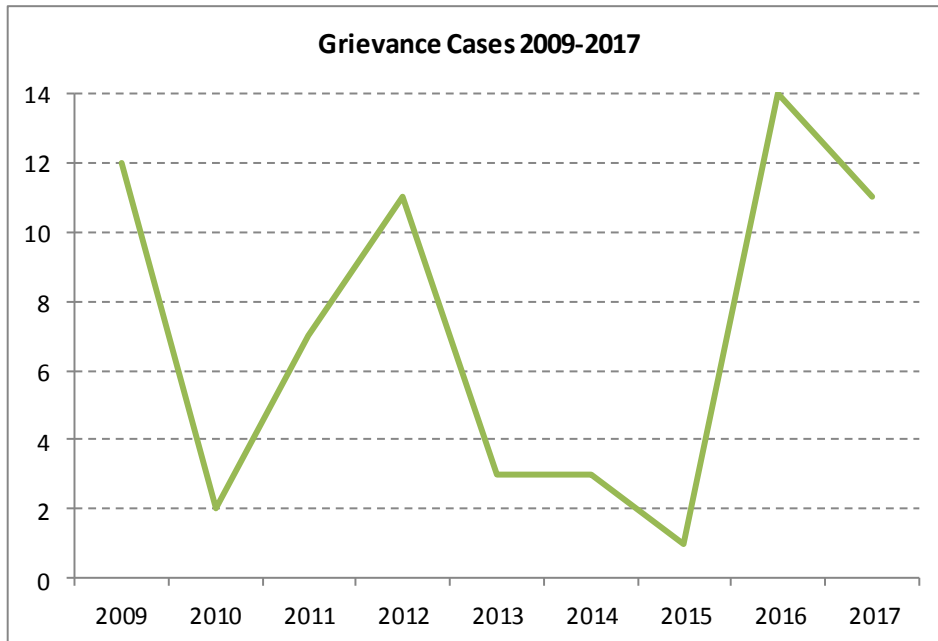


The number of Capability cases has fallen since 2010.

### 7.3 Grievances raised

Overall there were 11 grievance cases over this period. Of these 11 cases;

	BAME	Non-BAME	Not Given	Disability	No Disability	Female	Male	Under 55	55 and Over
No. of Staff	1	10	0	1	10	1	10	7	4
%	9.09%	90.91%	0.00%	9.09%	90.91%	9.09%	90.91%	63.64%	36.36%

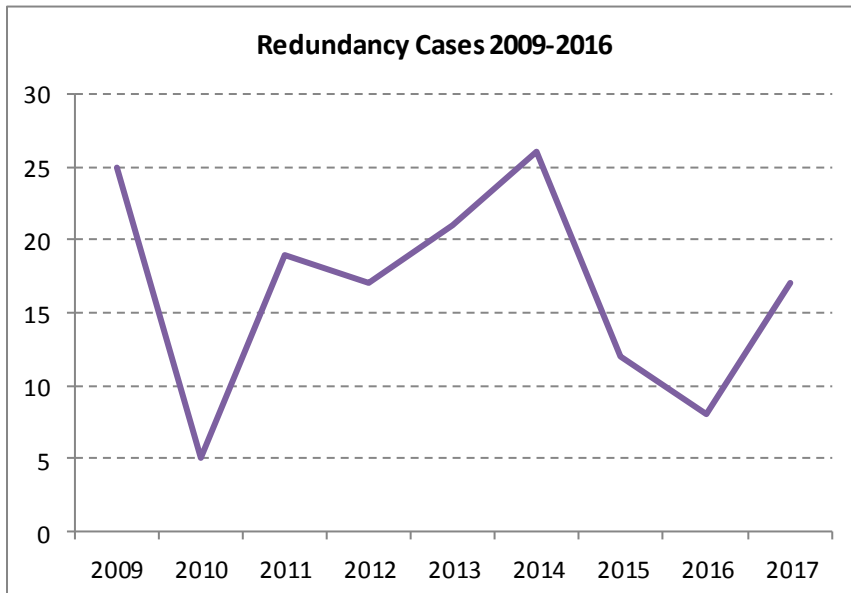


The number of grievance cases has fluctuated since 2009.

## 7.4 Redundancy

In the period, 1<sup>st</sup> April 16 – 31<sup>st</sup> March 17 the Council made 17 people (2%) redundant, compared to 8 people from the previous year. This is broken down as follows:

	BAME	Non-BAME	Not Given	Disability	No Disability	Female	Male	Under 55	55 and Over
No. of Staff	2	15	0	1	16	8	9	6	11
%	11.76%	88.24%	0.00%	5.88%	94.12%	47.06%	52.94%	35.29%	64.71%



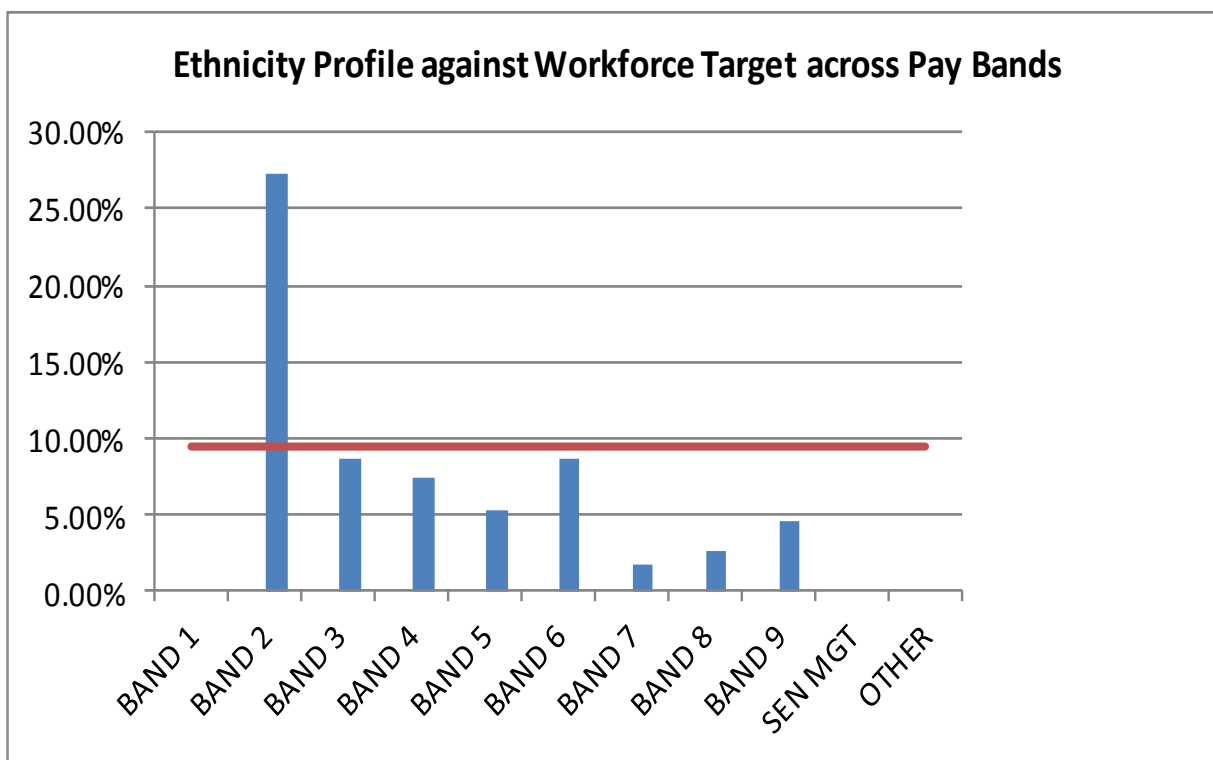
The number of redundancies has fluctuated between 5 and 26 per year since 2009.

## 7.5 Bullying and Harassment

There were no Bullying and Harassment cases in 2016 -17.

## 8 Pay Bands and Gender Pay Gap Reporting

### 8.1 Ethnicity

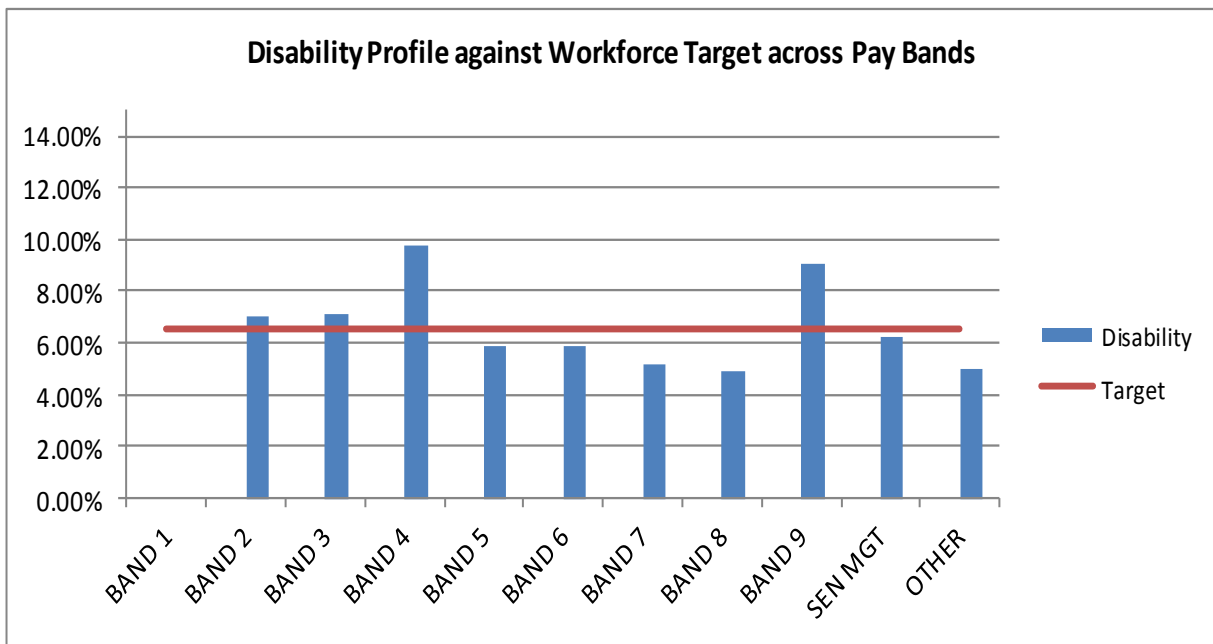


There are no members of staff who declare themselves to be BAME in the Senior Management or Other pay bands.

Band 2 continues to be higher than the 9.5% target.

The BAME workforce profile by pay band is shown in Appendix 1.

## 8.2 Disability



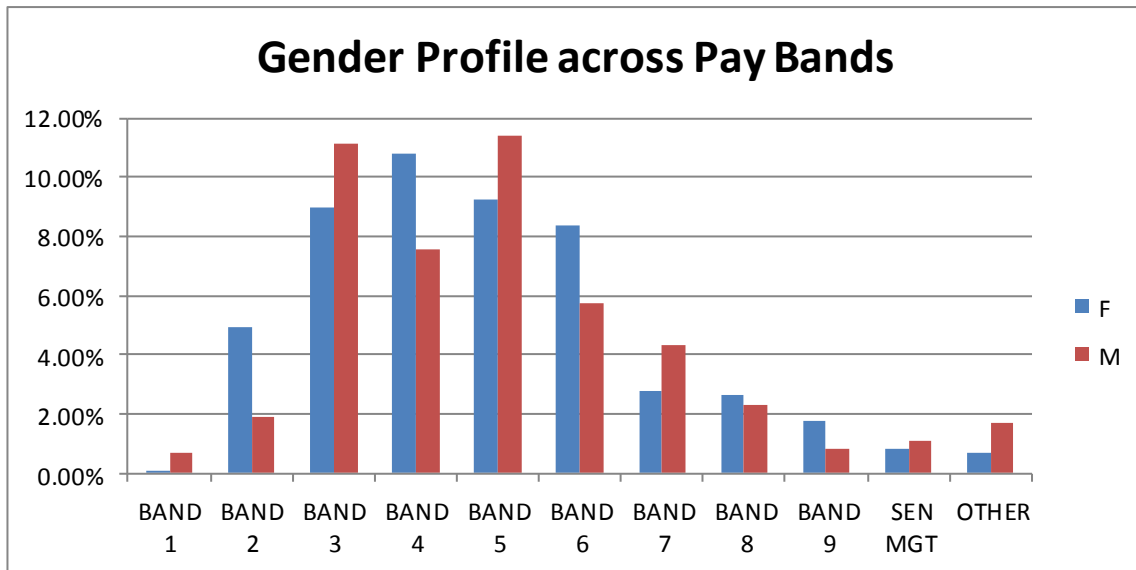
Our current target for staff declaring a disability is 6.5%.

We are exceeding this target in bands 2, 3, 4 and 9, whereas band 1 continues to have no staff who have declared a disability. Band 1, has the least amount of staff. (7)

Band 4 now has a higher percentage of staff declaring a disability, at 9.74%.

Appendix 2 details the Disability Profile for the workforce.

### 8.3 Gender



Of our 833 members of staff, 51.26% are female and 48.74% are male. The ratio has now changed in that there are now more female than male staff. One factor in this change was the TUPE transfer of the Waste Service where staff are predominantly male.

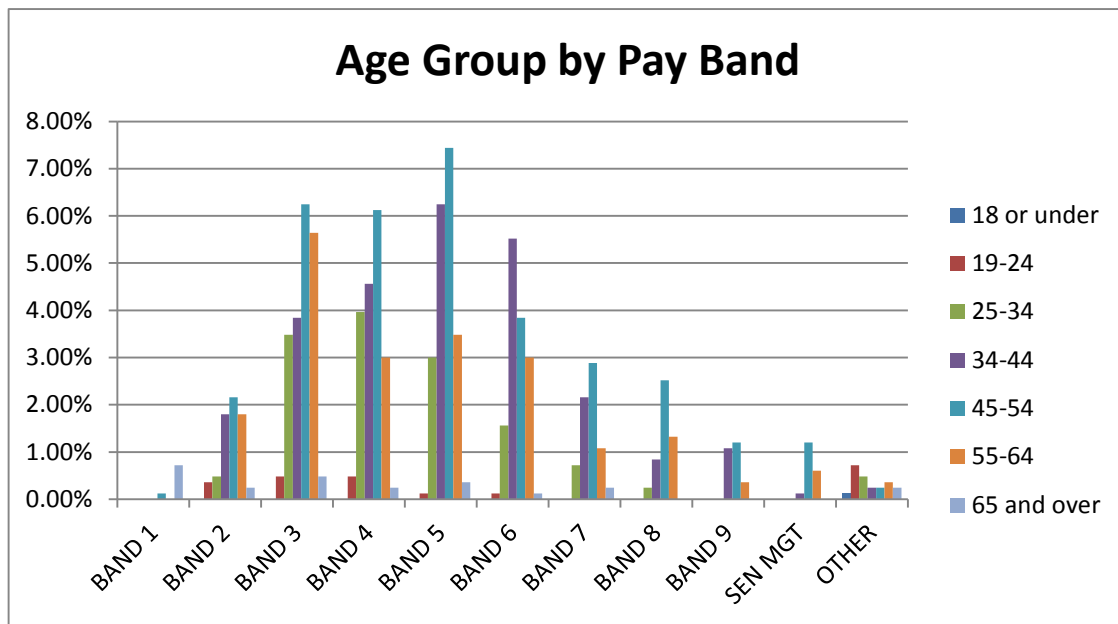
Women are more highly represented than men in pay bands 2, 4, 6, 8 and 9.

Men are more highly represented than women in Bands 1, 3, 5, 7, Senior Management & Other.

In February 2017, 68 staff in the Waste Service transferred under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) to South Cambridgeshire District Council. The staff in this group are predominantly male and this has had an impact on the gender profile of the Council's workforce and gender pay profile for Bands 2 and Band 3.

Appendix 3 details the Gender profile of the workforce by pay band for 2016-17.

## 8.4 Age



There are 20 employees aged 24 or under and 14 are in the low to mid pay bands 2-4 and other (includes apprentices).

Members of staff within the 65 and over age group are represented in all bands except Band 8, 9 and Senior Management. They are the highest represented group in Band 1 with 6 out of 7 staff.

Members of staff aged 25-34 are represented in all bands except bands 1, 9 and Senior Management.

Members of staff within the 34-44 group are represented in all bands except band 1.

Senior Management staff are made up of staff between the age groups of 35-44, 45-54 and 55-64, the majority being in the 45-54 age group.

Appendix 4 details the age profile for the Workforce by pay band for 2016-2017.

## 8.5 Gender Pay Reporting as at 31 March 2017

In 2017 new equality regulations were introduced on Gender Pay reporting. Cambridge City Council is required to publish information under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. We have previously included gender pay reporting in our annual Equality in Employment report and will now include the new information in this annual report.

We will monitor our progress and report each year. As more organisations produce their data we will be able to compare information. We are analysing our data and practices to better understand the percentage gaps reported below.

The definitions and types of information to be reported are defined in the regulations and to aid understanding the definitions are shown below, together with the data.

The Council has an Equal Pay Statement which states:

We believe that all employees regardless of their gender identity, ethnicity, age, disability, sexual orientation or religious belief, should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value. It is in the interest of the Council and good business practice to ensure that we have a fair and equitable pay system.

City Council employees are appointed on the same City Pay Band for identical or broadly similar work. All roles are job evaluated to determine the pay band. The City Council pay bands consist of 4, 5 or 6 pay points. The use of pay points allows for the award of an annual increment (pay increase) based on performance, until the top of the band is reached.

It is inevitable that staff who are employed to carry out similar roles will be employed at different pay points albeit within the same City Pay Band, based on salary on appointment, when they were appointed and incremental progression, before reaching the top of the pay band. The length of service profile of the City Council has over 48% who have been here for 10 years or more. There are proportionately more females who have worked for the Council for less than 2 years, following recruitment over this period.

The Council has over 800 employees in a wide range of roles and pay bands. There are roles which have a higher percentage of male employees and other roles with a higher percentage of female employees. Male and female staff are not represented equally in all pay bands. There are pay bands with higher representation of females and others with higher representation of males. The overall gender balance of the Council is 51% female and 49% male, but this is the total across all staff.

The distribution of male and female staff in different types of role, with higher/lower pay bands will impact on mean and median averages. This is not a factor of the pay system, all roles are job evaluated to determine the pay grade, but the distribution of male and female staff in certain types of roles.

The gender pay profile of the Council by pay grade is shown in Appendix 3 and more information is shown at section 4.3 and 8.3 above.

### **8.5.1 The 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 (see regulation 8). This is shown as a percentage.

The mean gender pay gap is **3.98%**.

A **mean** average involves adding up all of the numbers and dividing the result by how many numbers were in the list.

### **8.5.2 The 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 (see regulation 9). This is shown as a percentage.

The median gender pay gap is **8.20%**.

A **median** average involves listing all of the numbers 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.

### **8.5.3 The mean bonus gender pay gap**

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees (see regulation 10);

The mean bonus gender pay gap is not applicable as we do not pay bonuses.

### **8.5.4 The median bonus gender pay gap**

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees (see regulation 11);

The median bonus gender pay gap is not applicable as we do not pay bonuses.

### **8.5.5. The proportion of males and females receiving a bonus payment**

The proportions of male and female relevant employees who were paid bonus pay (see regulation 12);

The proportion of males and females receiving a bonus payment is not applicable as we do not pay bonuses.



## 8.5.6 The proportion of males and females in each quartile pay band

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands (see regulation 13).

This calculation requires an employer to show 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. These quartile pay bands are established when making the calculation, so any other pay banding used in a workplace must not be used.

There are four sections (called quartiles) with an equal number of employees in each section (or as close as possible to this). The quartiles (from the lowest to highest) are called the lower quartile, the lower middle quartile, the upper middle quartile, and the upper quartile.

Quartile	Female	Male	Grand Total	Female %	Male %
1. Lower Quartile	124	76	200	62%	38%
2. Lower Middle Quartile	99	101	200	50%	51%
3. Upper Middle Quartile	88	113	201	44%	56%
4. Upper Quartile	101	100	201	50%	50%

The range of hourly rates for males and females in each of the above quartiles are shown below.

Quartile	Hourly Rates	
1. Lower Quartile	£5.55	£12.00
2. Lower Middle Quartile	£12.00	£14.61
3. Upper Middle Quartile	£14.66	£18.18
4. Upper Quartile	£18.18	£64.08

## Appendix 1

### Ethnicity Profile for April 2016 – March 2017

Ethnic Origin	Pay Grade											Total	% Ethnicity
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER		
Arab					1							1	0.12%
Asian or Asian British:Bangladeshi			3	2								5	0.62%
Asian or Asian British:Indian		1		1		3			1			6	0.75%
Asian or Asian British:Other		6	2									8	0.99%
Asian or Asian British:Pakistani			1		1	1						3	0.37%
Black or Black British:African		2	3	1	2							8	0.99%
Asian or Asian British:Chinese			1									1	0.12%
Black or Black British:Caribbean			1	2	1							4	0.50%
Black or Black British:Other		2	2			1						5	0.62%
Chinese or other Ethnic:Chinese				1	1							2	0.25%
Chinese or other Ethnic:Other		2				2						4	0.50%
Mixed:Other					1	1		1				3	0.37%
Mixed:White&Asian		1	1	1	1							4	0.50%
Mixed:White&Black African		1		3								4	0.50%
Mixed:White&Black Caribbean						2						2	0.25%
Traveller: From a Travelling Community							1					1	0.12%
Other Ethnic Group					1							1	0.12%
White:British	3	27	136	124	154	97	51	36	20	14	14	676	84.08%
White:Irish		1	2	3	2	3	1	1	1	1	1	16	1.99%
White:Other		12	11	10	5	6	4	1	0	0	1	50	6.22%
<b>Total BAME Employees</b>	<b>0</b>	<b>15</b>	<b>14</b>	<b>11</b>	<b>9</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>62</b>	
<b>Total in Pay Band (Data Supplied)</b>	<b>3</b>	<b>55</b>	<b>163</b>	<b>148</b>	<b>170</b>	<b>116</b>	<b>57</b>	<b>39</b>	<b>22</b>	<b>15</b>	<b>16</b>	<b>804</b>	<b>7.71%</b>
<b>BAME % For Pay Band</b>	<b>0.00%</b>	<b>27.27%</b>	<b>8.59%</b>	<b>7.43%</b>	<b>5.29%</b>	<b>8.62%</b>	<b>1.75%</b>	<b>2.56%</b>	<b>4.55%</b>	<b>0.00%</b>	<b>0.00%</b>		

Not provided	4	2	5	6	1	3	1	2		1	4	29	3.61%
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Total Workforce within Pay Band	7	57	168	154	171	119	58	41	22	16	20	<b>833</b>
% Workforce within Pay Band	0.84%	6.84%	20.17%	18.49%	20.52%	14.29%	6.96%	4.92%	2.64%	1.92%	2.40%	

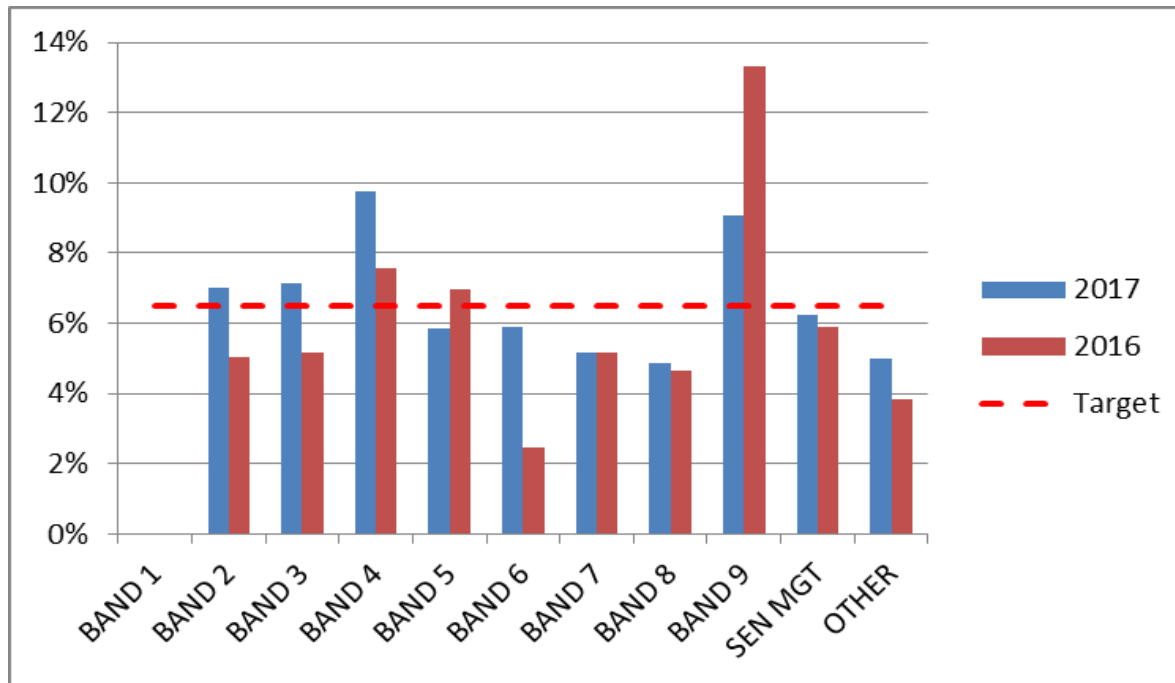
End of Year Workforce Report April 2016 – March 2017

## Appendix 2

### Disability Profile April 2016 – March 2017

Disability?	Pay Grade											Total
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER	
NO	7	53	156	139	161	112	55	39	20	15	19	776
YES	0	4	12	15	10	7	3	2	2	1	1	57
<b>Total</b>	<b>7</b>	<b>57</b>	<b>168</b>	<b>154</b>	<b>171</b>	<b>119</b>	<b>58</b>	<b>41</b>	<b>22</b>	<b>16</b>	<b>20</b>	<b>833</b>
%	0%	7.02%	7.14%	9.74%	5.85%	5.88%	5.17%	4.88%	9.1%	6.25%	5%	

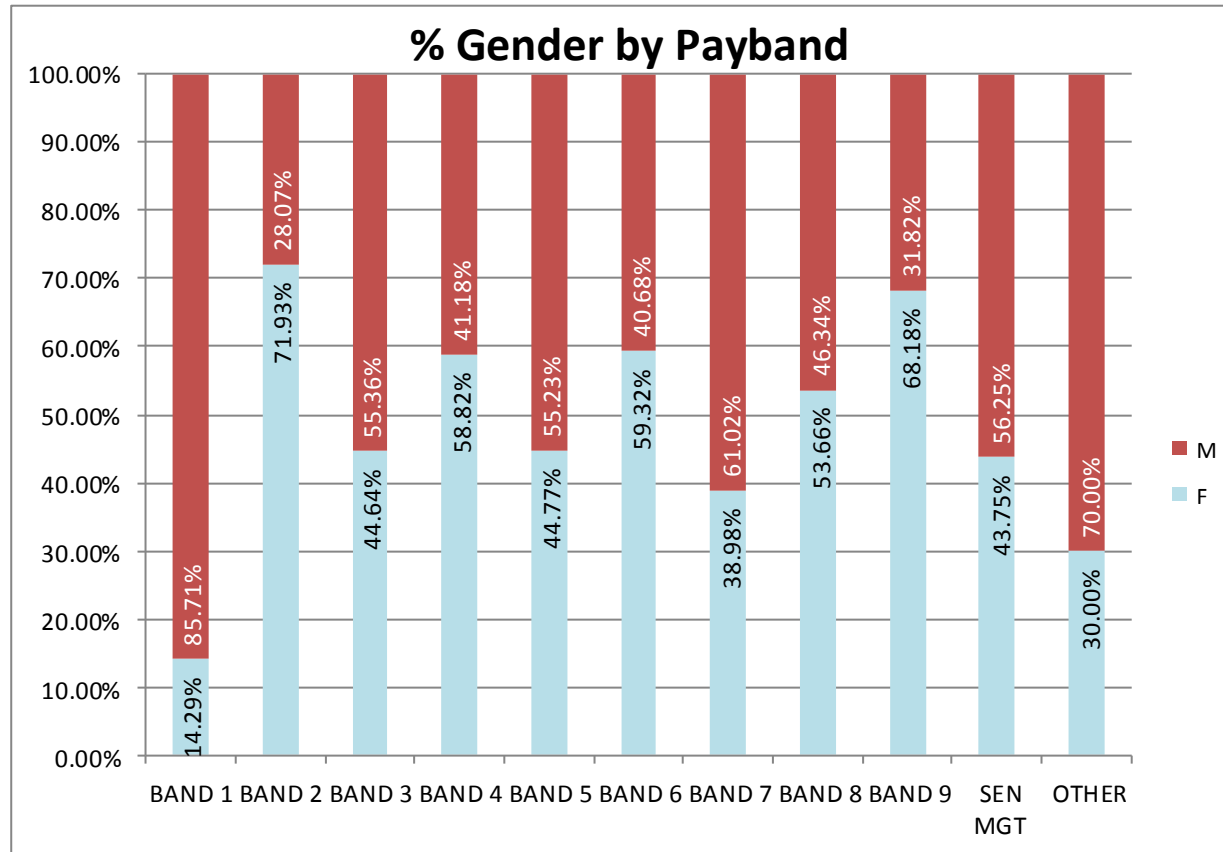
Page 35



# Appendix 3

## Gender Profile April 2016 – March 2017

	BAND 1		BAND 2		BAND 3		BAND 4		BAND 5		BAND 6		BAND 7		BAND 8		BAND 9		Senior Management		Other		Total	%	
	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%		
Female	14.3%	1	71.9%	41	44.6%	75	59.1%	91	44.4%	76	58.8%	70	39.7%	23	53.7%	22	68.2%	15	43.8%	7	30.0%	6	427	51.26%	
Male	85.7%	6	28.1%	16	55.4%	93	40.9%	63	55.6%	95	41.2%	49	60.3%	35	46.3%	19	31.8%	7	56.2%	9	70.0%	14	406	48.74%	
<b>Grand Total</b>		<b>7</b>		<b>57</b>		<b>168</b>		<b>154</b>		<b>171</b>		<b>119</b>		<b>58</b>		<b>41</b>		<b>22</b>		<b>16</b>		<b>20</b>		<b>833</b>	

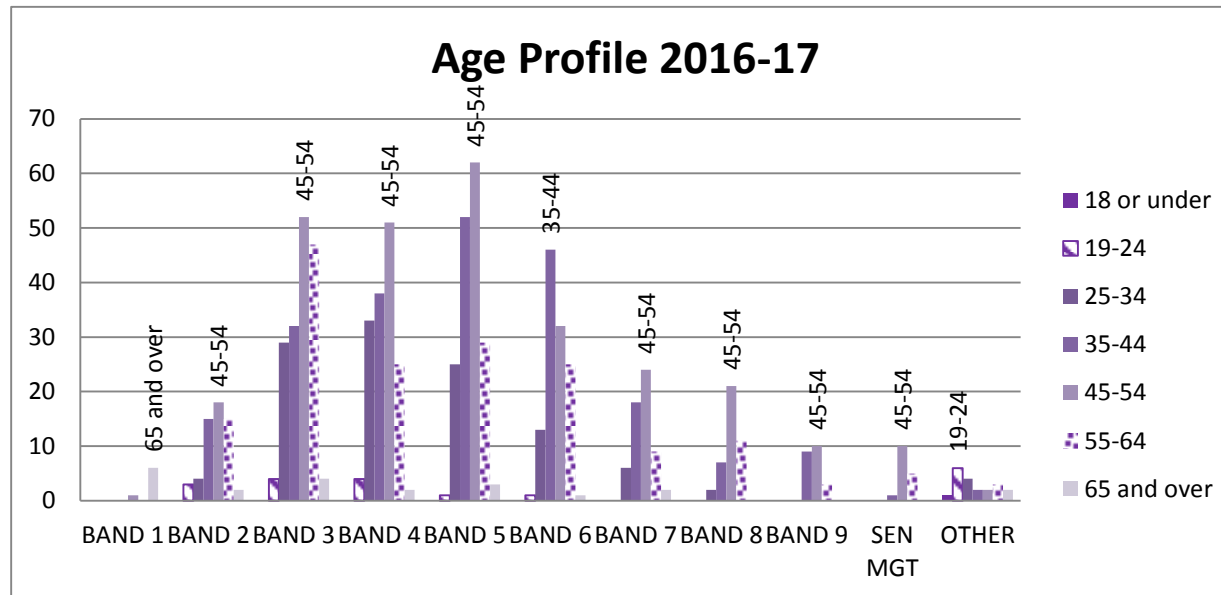


## Appendix 4

Age Profile April 2016 – March 2017

Pay Grade													
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER	Total	%
18 or under											1	1	0.12%
19-24		3	4	4	1	1					6	19	2.28%
25-34		4	29	33	25	13	6	2			4	116	13.93%
35-44		15	32	38	52	46	18	7	9	1	2	220	26.41%
45-54	1	18	52	51	62	32	24	21	10	10	2	283	33.97%
55-64		15	47	25	29	25	9	11	3	5	3	172	20.65%
65 and over	6	2	4	2	3	1	2				2	22	2.64%
<b>Total</b>	<b>7</b>	<b>57</b>	<b>168</b>	<b>154</b>	<b>171</b>	<b>119</b>	<b>58</b>	<b>41</b>	<b>22</b>	<b>16</b>	<b>20</b>	<b>833</b>	<b>100.00%</b>

Page 37



End of Year Workforce Report April 2016 – March 2017

## Appendix 5

### Recruitment Applications Profile April 2016 – March 2017

Ethnic Origin	Applicant									Shortlisted									Successful								
	18 or Under	19-24	25-34	35-44	45-54	55-64	65+	No Info	Total	18 or Under	19-24	25-34	35-44	45-54	55-64	65+	No Info	Total	18 or Under	19-24	25-34	35-44	45-54	55-64	65+	No Info	Total
Arab			3	2				1	6								1	1									0
Asian or Asian British:Bangladeshi		3	8	3	4	5			23		1	1		3	1			6				1					1
Asian or Asian British:Indian			15	5	5	2	1	5	33			2	1	1			1	5									0
Asian or Asian British:Other			3	7	2	2		1	15			1	2	1				4				1					1
Asian or Asian British:Pakistani		2	3	2	1	1			9		1		1					2		1		1					2
Black or Black British:African		1	27	9	6	2		1	46			5	1	1			1	8			1						1
Black or Black British:Caribbean				1	4	4		1	10				1	1	2		1	5					1				1
Black or Black British:Other			1					2	3								1	1							1		1
Chinese or Other Ethnic:Chinese		1		1	2	1			5				1	2				3				1					1
Chinese or Other Ethnic:Other									0									0									0
Mixed:Other			1	1	2			1	5				1	2				3			1	1					2
Mixed:White & Asian			11	4					15			4						4			1						1
Mixed:White & Black African			1	2	1			1	5				1					1			1						1
Mixed:White & Black Caribbean			3	1	2				6			1	1	2				4				1					1
Traveller:From a Travelling Community				1					1									0									0
White:British		53	189	140	197	117	2	60	758		18	91	79	116	65		25	394		9	27	22	34	14		7	113
White:Irish			5	5				6	16			2	2				4	8			1				1		2
White:Other		1	20	23	9	2		3	58			6	11	5				22			4	4	2				10
Other Ethnic Group		1	12	18	6	4		3	44			2	5		1			8			1						1
Prefer not to say		7	20	21	8	6		77	139		3	7	5	4	3		14	36		1						2	3
<b>Grand Total</b>		<b>69</b>	<b>322</b>	<b>246</b>	<b>249</b>	<b>146</b>	<b>3</b>	<b>162</b>	<b>1197</b>	<b>0</b>	<b>23</b>	<b>122</b>	<b>112</b>	<b>138</b>	<b>72</b>	<b>0</b>	<b>48</b>	<b>515</b>	<b>0</b>	<b>11</b>	<b>34</b>	<b>30</b>	<b>41</b>	<b>15</b>	<b>0</b>	<b>11</b>	<b>142</b>

...continued

Ethnic Origin	Applicant					Shortlisted					Successful				
	Female	Male	Not Given	Disabled	Total	Female	Male	Not Given	Disabled	Total	Female	Male	Not Given	Disabled	Total
Arab	1	5			6		1			1					0
Asian or Asian British:Bangladeshi	9	14		1	23	3	3			6	1				1
Asian or Asian British:Indian	24	9		1	33	3	2			5					0
Asian or Asian British:Other	8	7			15	2	2			4	1				1
Asian or Asian British:Pakistani	5	4			9	2				2	2				2
Black or Black British:African	24	22		2	46	3	5			8	1				1
Black or Black British:Caribbean	3	7			10	1	4			5	1				1
Black or Black British:Other	2	1			3	1				1	1				1
Chinese or Other Ethnic:Chinese	2	3			5	1	3			4	1				1
Chinese or Other Ethnic:Other					0					0					0
Mixed:Other	1	4			5	1	2			3	1	1			2
Mixed:White & Asian	3	12			15	1	3			4		1			1
Mixed:White & Black African	2	3			5	1				1	1				1
Mixed:White & Black Caribbean	3	3			6	1	3			4	1				1
Traveller:From a Travelling Community		1			1					0					0
White:British	386	372		38	758	217	176		26	393	69	45		7	114
White:Irish	5	11		5	16	3	5		4	8		1		1	1
White:Other	37	21		1	58	13	9		1	22	5	4		1	9
Other Ethnic Group	17	27			44	4	4			8		1			1
Prefer not to say	48	90	1	2	139	15	21		2	36		4			4
<b>Grand Total</b>	<b>580</b>	<b>616</b>	<b>1</b>	<b>50</b>	<b>1197</b>	<b>272</b>	<b>243</b>	<b>0</b>	<b>33</b>	<b>515</b>	<b>85</b>	<b>57</b>	<b>0</b>	<b>9</b>	<b>142</b>

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