CAMBRIDGE
CITY COUNCIL

Equality in Employment

End of Year Workforce Report

April 2018 – March 2019

CONTENTS

1. <u>Purpose</u>

The purpose of this report is to update the Equalities Panel on the workforce profile as at March 2019.

2. <u>Background</u>

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

These are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity

- Race
- Religion or Belief
- Sex
- Sexual Orientation

The Public Sector Equality Duty (PSED) came in to force in April 2011 (Section 149 of the Equality Act 2010) and includes additional duties for public authorities to demonstrate 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 2018-2021 was approved at the Council's Environment and Community Scrutiny Committee on 28 June 2018. The Single Equality Scheme sets out how the Council will meet the requirements of the Public Sector Equality Duty (PSED) over a three year period. The scheme and the strategic plan incorporated within it do not attempt to capture everything the City Council does related to its PSED, but it sets out the organisation's priority areas for action. 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 2018-2021': '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 31st March 2019 in relation to ethnicity, disability, sex, 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 2019, the headcount for Cambridge City Council staff was 785. The head count as at March 2018 was 803.

On 1 April 2018 43 employees in the Planning Service transferred under TUPE (Transfer of Undertakings (Protection of Employment) Regulations) from the City Council to South Cambridgeshire District Council. On 1 April 2019 80 employees from Cambridge Live transferred under TUPE to the City Council. Due to the date of transfer the data relating to Cambridge Live staff is not shown in this report.

3. <u>Summary</u>

- For 2018-19 we set ourselves targets for both BAME (9.5%) and disabled (7.5%) staff as a percentage of the workforce.

- The BAME representation of the workforce has increased from 7.18% (56) in March 2018, to 7.59% (58) in March 2019.

- The percentage of disabled staff has decreased from 6.97% in March 2018 (56/803) to 6.37% (50/785) in March 2019.

- The 45 – 54 age group remains the highest age range.

- 49.81% of the workforce has 10 years or more length of service.

- The sex profile has remained at approximately 50% female staff and 50% male staff (March 2019).

- In light of the information set out in this report, it is recommended that for 2019-20 the BAME workforce target remains at 9.5% and the disability workforce target remains at 7.5%.

- The median gender pay gap for 2019 is 5.53%. This has decreased from 5.91% in 2018.

4.   Workforce Profile

4.1   Ethnicity 2018 - 2019

As at 31st March 2019, 7.59% of all staff declared themselves to be BAME (Black, Asian and Minority Ethnic). Our target for 2018 -19 was 9.5%.

Appendix 1 provides the Council's workforce profile for the year ending 31st March 2019.

4.1.1 Ethnicity Trend Data for 2008 – 2019

Ethnicity Data 2007/8 - 2018/19
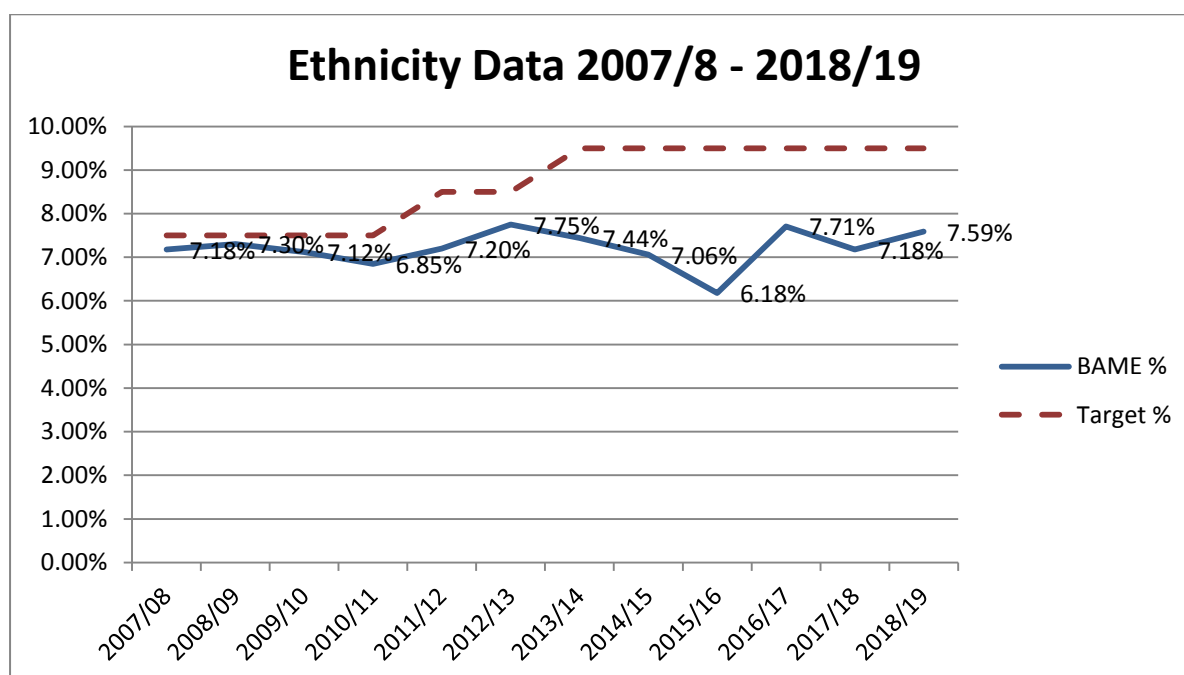
The highest representation of BAME staff is Asian or Asian British: Other (1.27%) & Black or Black British: African (1.15%).

There are three groups that share the lowest figure of 0.13%: Arab, Asian/Asian British – Chinese and Mixed: White & Asian.

There has been a slight increase in the number of staff from BAME communities from 56 in 2018 (7.18%) to 58 in 2019 (7.59%).

To reach our target of 9.5% of the workforce declaring themselves as BAME we would need to increase our workforce profile by approximately 17 staff.

The target for 2018-19 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 2019-20 remains at 9.5%. This will be reviewed in 2020 with the long term aim of matching the Census data.

4.2 Disability 2018 - 2019

As at 31st March 2019, 6.37% (50/785) of the Council's workforce declared themselves as disabled. At March 2018 the percentage was 6.97% (56/803). The target for 2018-19 was 7.5%.

Appendix 2 displays the Disability Profile for 2018-2019.

The Council has achieved Disability Confident Employer status which recognised our commitment to and for disabled people in relation to employment, retention, training and career development.

4.2.1 Disability Trend Data for 2007/8 – 2018/19
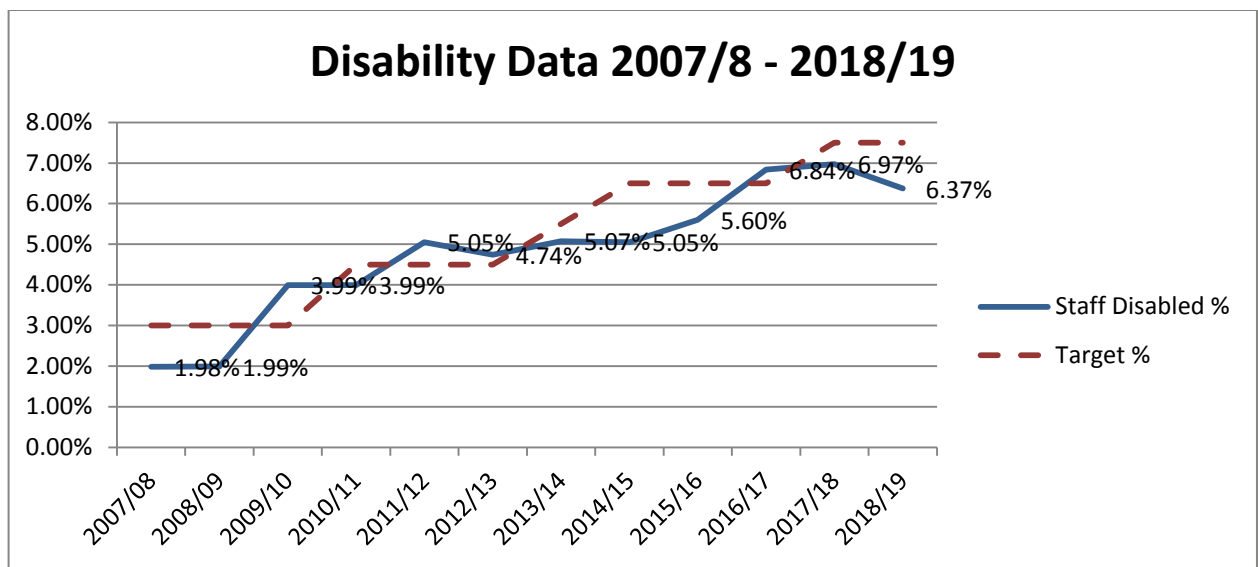
Based on the 2011 Census, 12.97% of the Cambridge City population declared themselves as having a disability. With 64% of the population being economically active, this equates to 8.3% of the economically active population. It is recommended that the target for staff declaring a disability for 2019-20 remains at 7.5%. This will be reviewed in 2020 with the long term aim of matching the Census data.

4.3 Sex 2018 - 2019

As at 31st March 2019, 49.45% (389) of our staff are female and 50.45% (396) are male. The sex Profile of the Council's workforce was 50% female and 50% male in 2017/18.

Appendix 3 shows the workforce sex profile by pay band.

There are 253 part time employees, of which 66.8% are female and 33.2% male. The percentages of males and females working part-time and overall numbers are similar to 2018.

2019

	FT	% of FT	PT	% of PT	Total	
Female	220	41.35%	169	66.80%	**389**	**49.55%**
Male	312	58.65%	84	33.20%	**396**	**50.45%**
Total	**532**	**67.77%**	**253**	**33.23%**	**785**	**100%**

2018

	FT	% of FT	PT	% of PT	Total	
Female	230	42.20%	175	67.83%	**405**	**50.44%**
Male	315	57.80%	83	32.17%	**398**	**49.56%**
Total	**545**	**67.87%**	**258**	**32.13%**	**803**	**100%**

4.3.1 Sex Trend Data for 2008-2019
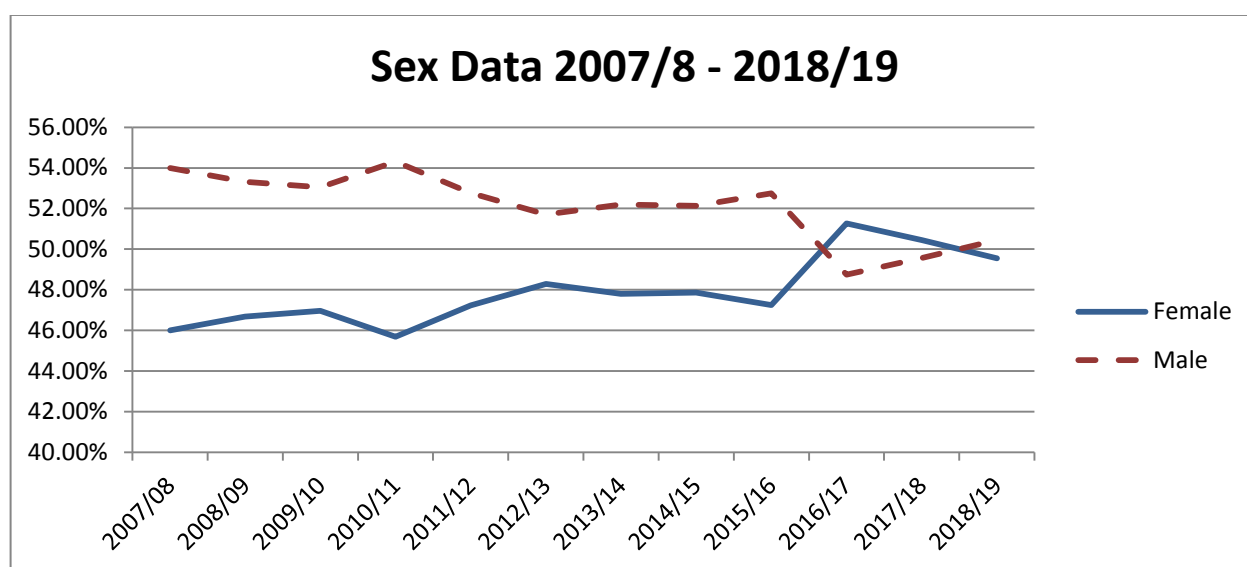
In February 2017, 68 staff in the Waste Service transferred under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) to South Cambridgeshire District Council.

The staff in this group were predominantly male and this had an impact on the gender profile of the Council's workforce. The workforce profile is now nearer to 50/50.

4.4 Age 2018 - 2019

As at 31st March 2019, 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 2017, with a slight rise in the 55-64 age group.

There were 17 members of staff (2.17%) aged 24 or under and 30 members of staff (3.82%) aged 65 and over in 2018/19.

Appendix 4 details the workforce age profile by pay band.

4.4.1 Age Trend Data for 2007/8 – 2018/19
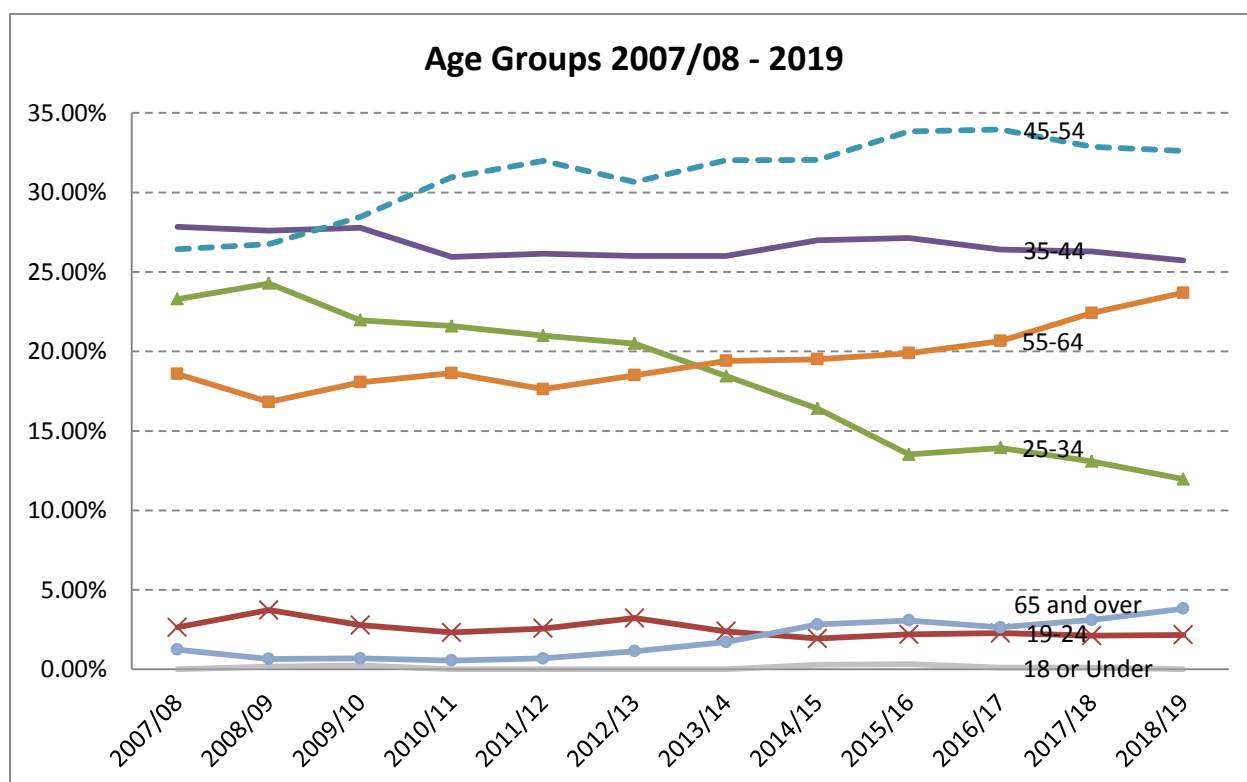
Since 2007/08 the 45-54 age group has risen from 26% to 33%. Over the same period there has been a decline in the 25-34 age group from 24% to 11.97%.

4.4.2 Age Profile 2017-18 & 2018-19

Age Profile 2017-18 and 2018-19
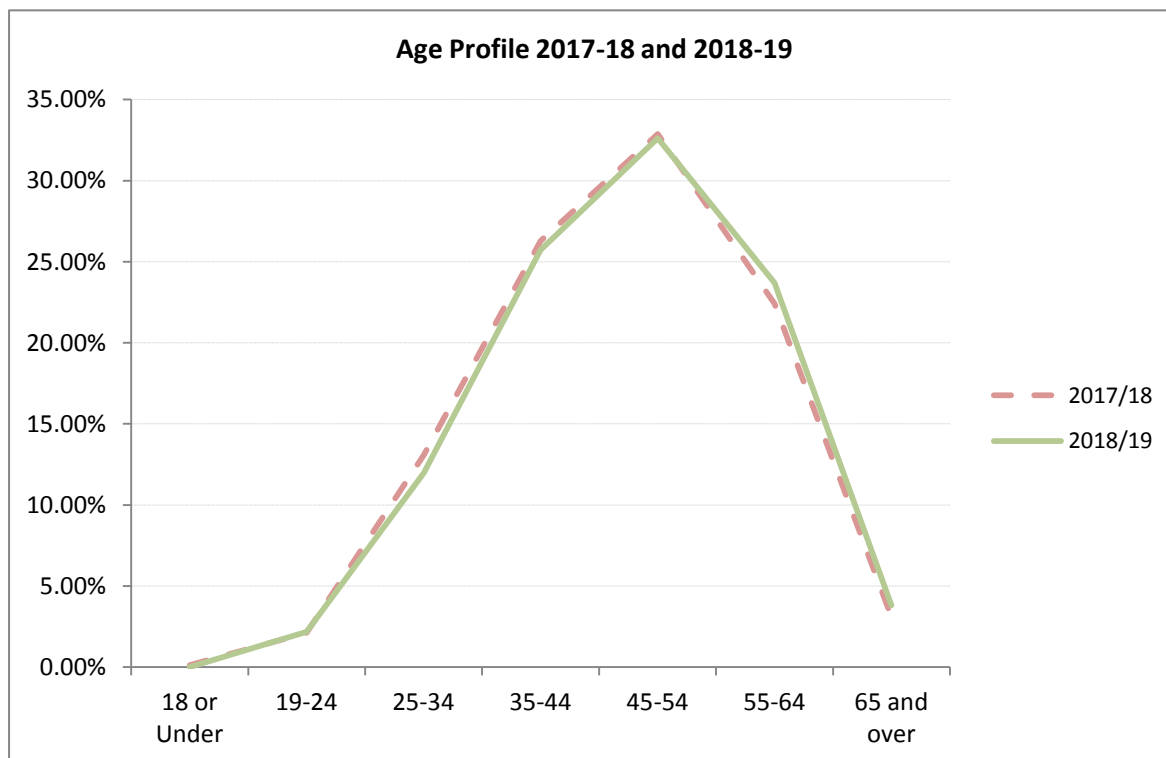
The 2018-19 Age Profile shows a peak in the number of staff aged between 45 and 54. Most of the Council's workforce (94%) is between the ages of 25 and 64.

4.5 Length of Service

391 (49.81%) members of staff have been working for the Council 10 years or more. This is consistent with 2018.

75 (9.55%) members of staff have been working for the Council for less than a year; this broadly consistent with March 2018 with 73 employees (9.09%).

Length of Service	Number of Staff	% Workforce
Less than a year	75	9.55%
1 yr to 2 yrs	59	7.52%
2 yrs to 5 yrs	147	18.73%
5 yrs to 10 yrs	113	14.39%
10 yrs to 20 yrs	249	31.72%
20 years +	142	18.09%
Total	**785**	**100%**

4.5.1 Length of Service Profile 2008 – 2019

Length of Service Profile 2008-2019
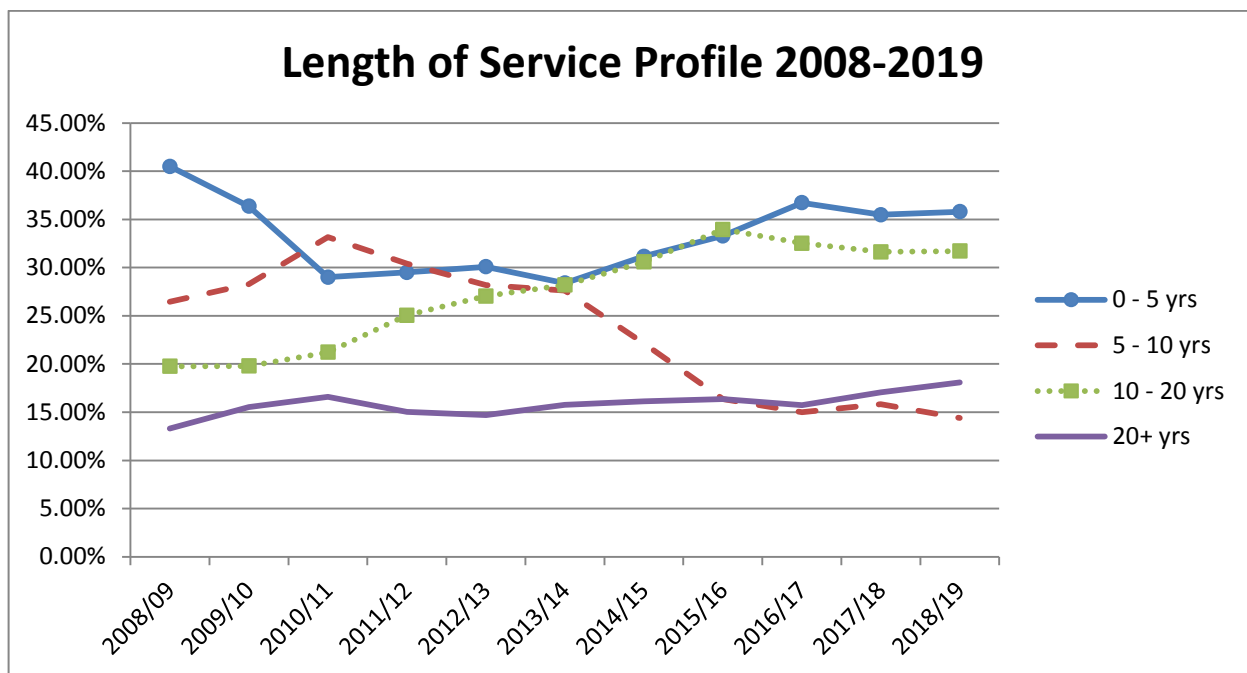
The proportion of the workforce who have worked for Cambridge City Council for more than 20 years has slightly increased to 18%, from 17%.

The percentage of staff who have worked at the Council between 5-10 years decreased since 2011. 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 since 2016-17.

These changes may reflect moves between the bands over the years, where staff have moved from 5-10 years' service into 10-20 years' service the following year.

4.6 Religion or Belief 2018/19

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	7	0.89%
Christian	344	43.82%
Hindu	3	0.38%
Muslim	13	1.66%
None	279	35.54%
Other	32	4.08%
Refuse/Not Specified	107	13.63%
Total	**785**	

43.82% of the workforce identify themselves as Christian (a slight decrease of 1.51% from last year) and 35.54% state that they have no religion or belief (an slight increase of 2.91% from last year).

4.08% of staff stated their religion/belief as Other (down from 4.11%) and 13.63% preferred not to disclose this information (down from 15.19%).

The percentage of the workforce who identify 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 35.54% of the workforce.

13.63% of Council staff has declined to disclose their religion or belief, which is higher than the census data (9%).

The 2011 Census shows that after Christianity, the next most common religions and beliefs are Islam and Hinduism. 4.08% of Council staff declared their religion or belief as "Other". This group is the 4th 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	1.27%
Gay	7	0.89%
Heterosexual	572	72.87%
Lesbian	5	0.64%
Other	4	0.51%
Questioning	3	0.38%
Refuse to declare	184	23.44%
Total	**785**	

72.87% of staff declare themselves as heterosexual, this is a 1.26% increase since March 2018.

25 members of staff (3.18%) declare their sexual orientation as gay, lesbian, bisexual or questioning. This is an increase from 2018 2.62% (21).

23.44% of staff prefer not to declare their sexual orientation (down from 25.40%).

Cambridge City Council has signed up to the live Safer Spaces campaign in 2018, which is a campaign to make services and working environments as safe, inclusive and welcoming as possible for LGBTQ people. As our involvement in Safer Spaces develops the figures above might change as more people might feel safe to disclose their sexual orientation.

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 2018-19 is shown in Appendix 5.

Overall the number of applications received in 2018/19 (1330) is more than those received in 2017/18 (1180).

5.1   Ethnicity

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

There has been an increase in the number of BAME applications received, 273 in 2019 compared to 261 in 2018. This is however a decrease in the percentage of applications received (20.53% from 25.5%) and shortlisted (15.88% from 16.54%). The overall number of applications received increased by 150. Of BAME applicants, there has been an increase in the number of shortlisted applications at 94 from 66. The number of successful applicants was 23 from 6, which represents a higher percentage of successful BAME applicants, 16.43% in 2019 compared to 4.47% in 2018.

Whilst the recruitment data details 23 successful applicants from BAME communities, this is not yet fully reflected in the workforce profile. There was 1 successful internal applicant who was accounted for within the workforce data, 10 successful applicants who were not due to commence employment until after 31st March 2019 therefore were not included in the workforce data and 12 successful external applicants are included in the workforce data.

As at 31st March 2019, 7.59% of all staff declared themselves to be BAME.

2019 Table

Applications	All Applications		BAME Applications		Prefer not to say	
Received	1330		273	20.53%	127	9.55%
Shortlisted	592	44.51%	94	15.88%	24	4.05%
Successful	140	10.53%	23	16.43%	0	0.00%

2018 Table

Applications	All Applications		BAME Applications		Prefer not to say	
Received	1180		261	25.5%	158	13.39%
Shortlisted	421	35.67%	66	16.54%	22	5.22%
Successful	135	11.44%	6	4.47%	1	0.78%

Based on the above figures, we will conduct another audit of BAME applications in 2019 to analyse the recruitment process from application to appointment to ensure fair and objective decision making is being continued.

A recruitment survey and audit of BAME applications was last undertaken in 2013-14. From the analysis of the limited responses to that survey and 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 2019/ 2020, we will also continue to develop our means to reach BAME people to encourage them to apply to work at Cambridge City Council and raise our profile as an employer, promoting opportunities for under-represented groups. This will include (but is not limited to attending local events, liaising with local groups to promote our opportunities, showcasing the work of the Council to gain interest and attract diverse candidates, as well as monitoring our recruitment profile and demonstrating our organisational commitment to diversity.

BAME Applications and Status since 2007-08
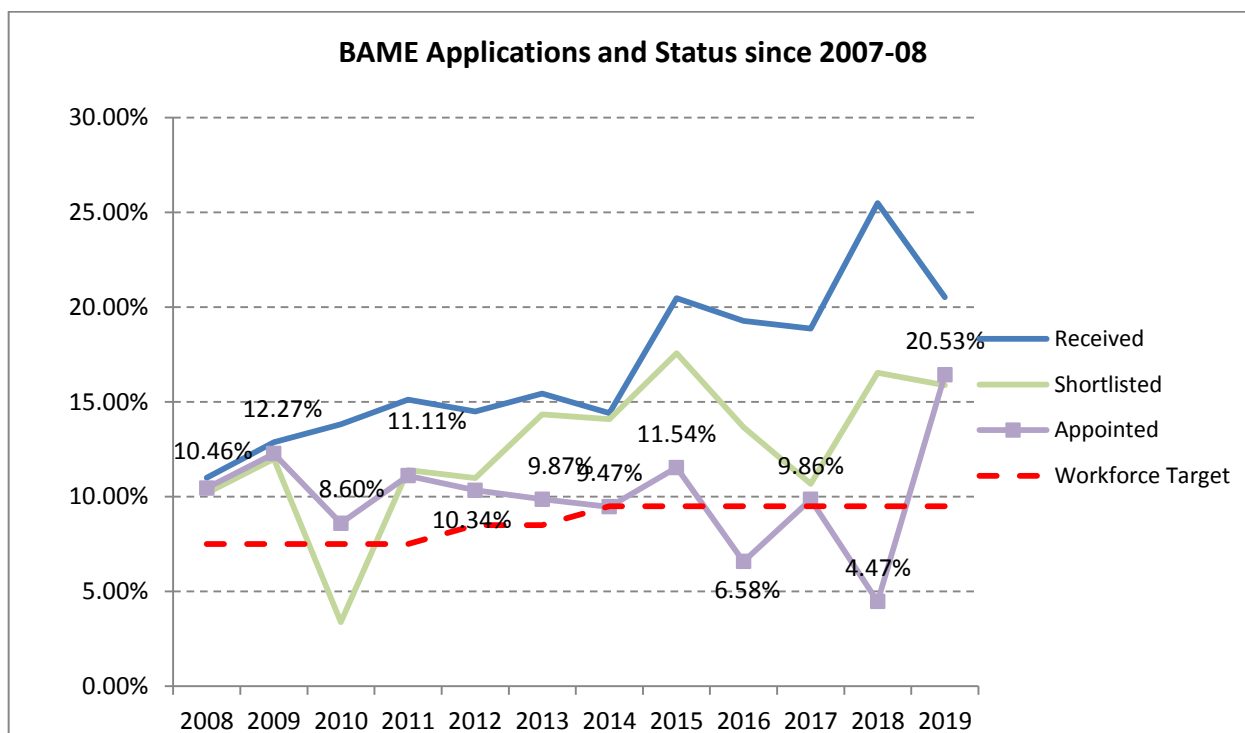
5.2 Disability

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

The percentage of applications received from people with a disability has increased by 0.96% and those applicants that were subsequently shortlisted has increased by 2.44%. The number of applicants with a disability who were successful at appointment has decreased slightly by 1.71%.

2019 Table

Applications	All Applications		Disability Applications	
Received	1330		86	6.47%
Shortlisted	592	44.51%	51	8.61%
Successful	140	10.53%	9	6.43%

2018 Table

Applications	All Applications		Disability Applications	
Received	1180		65	5.51%
Shortlisted	421	35.67%	26	6.17%
Successful	135	11.44%	11	8.14%

It is recommended that the workforce target for 2019-20 remain at 7.5% of staff with a disability as a percentage of the workforce. The representation is currently 6.37%.

Disability Applications & Status since 2007-08
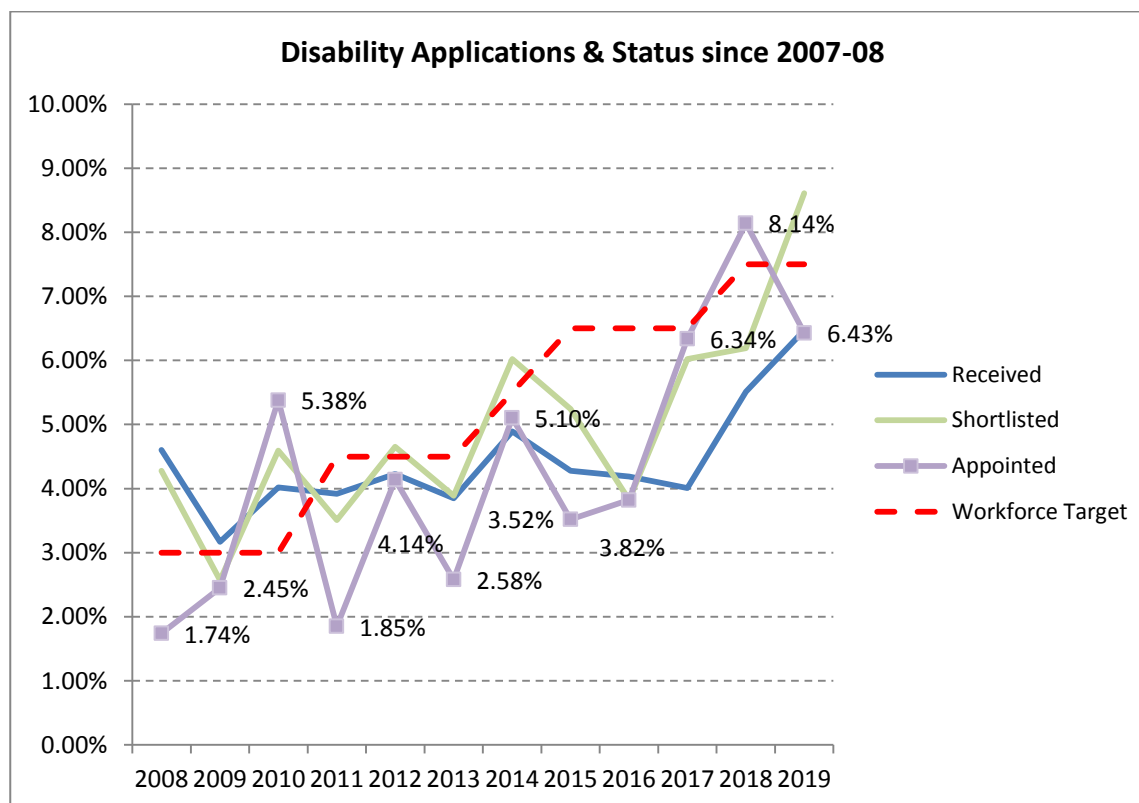
In 2017, the Council was awarded the Disability Confident Employer status. This status recognises employers who have agreed to make certain positive commitments regarding the employment, retention, training and career development of disabled people. The scheme has three levels, of which Disability Confident Employer is the second level.

As part of our commitment to Disability Confident, we will continue to look at how we can support applicants and employees with disabilities, including how best we can identify and remove any barriers which individuals may face within our processes. We will ensure that best practice is implemented within our approach and will uphold our commitment to assure individuals with disabilities that we are taking practical steps to offer positive employment opportunities and are committed to developing the full potential of employees with a disability.

In November 2019 we are required to review and renew the Disability Confident Self-Assessment in order to retain our Disability Confident Employer status.

5.3   Age

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

In 2018/2019 the majority of applications came from people aged between 35 and 44, followed by the 25-34 age group. The largest number of successful applicants is the 35-44 age group.

This year there were 4 applicants from the group aged 18 or under, which resulted in 0 appointments. We have also seen an increase in the number of applications from the 19 – 24 age group, and the number of successful candidates rose to 18.

2019 Table

Age	Applicant	Shortlisted	Successful
18 or Under	4	3	0
19-24	130	57	18
25-34	330	132	32
35-44	338	155	40
45-54	304	161	33
55-64	153	71	15
65 and over	8	5	2
Not Provided	63	8	0
	1330	**592**	**140**

2018 Table

Age	Applicant	Shortlisted	Successful
18 or Under	7	3	2
19-24	128	41	13
25-34	363	124	36
35-44	261	86	34
45-54	229	113	34
55-64	99	43	14
65+	5	4	2
Not provided	88	7	0
	1180	**421**	**135**

5.4   Sex

47.52%% of applications were from males and 52.48% from females.   This trend continues from application through to appointment.

10.53% of all applications were successful. The success rate for male applicants is 9.65% (61 successful from 632 applications) and for females the success rate is 11.32% (79 successful from 698 applications).

The workforce profile overall is 50% female and 50% male.

2019 Table

Applications	All Applications		Male		Female		Not Provided	
Received	1330		632	47.52%	698	52.48%	0	0%
Shortlisted	592	44.51%	264	44.59%	328	55.41%	0	0%
Successful	140	10.53%	61	43.57%	79	56.43%	0	0%

2018 Table

Applications	All Applications		Male		Female		Not Provided	
Received	1180		529	45.18%	642	54.82%	9	0.76%
Shortlisted	421	35.67%	184	43.80%	236	56.19%	1	0.24%
Successful	135	11.44%	55	40.74%	80	59.26%	0	0%

5.5   Vacancies by Pay Band

Band 3 had the most number of advertised vacancies in 2018-19. Bands 4, 6 and 5 respectively are the next highest recruited to grade. The salary range for Band 3 in 2018-19 was £20,541 - £23,866. Typical roles that fall within Band 3:

- Customer Service Advisor
- General Operative
- Business Support Officer
- Assistant Asset Officer
- Cashier

Chart legend: 2016/17, 2017/18, 2018/19

X-axis: Band 1, Band 2, Band 3, Band 4, Band 5, Band 6, Band 7, Band 8, Band 9, Band 10, Band 11, Other (inc Snr Mgmt)

Y-axis: 0, 10, 20, 30, 40, 50, 60
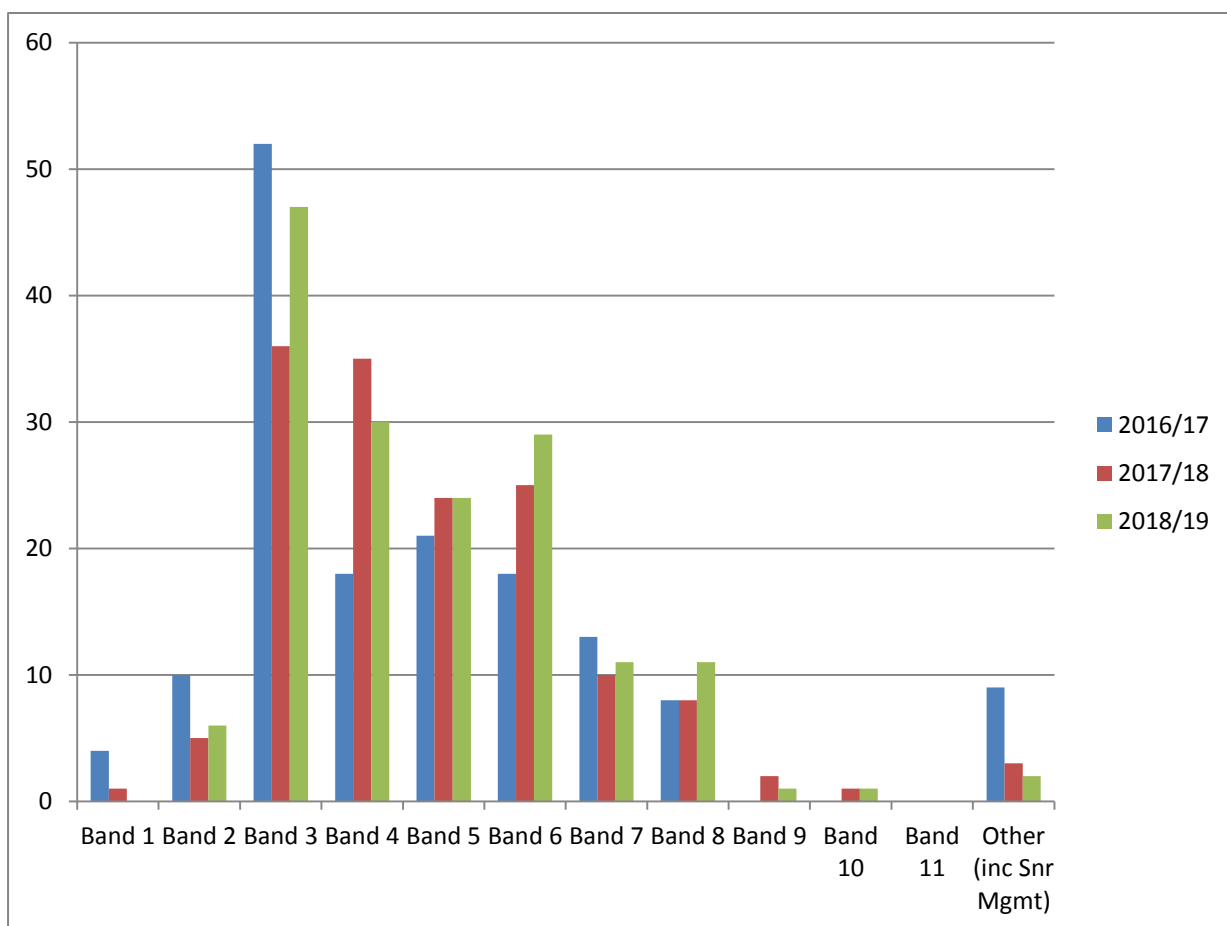
The Councils pay scales for the period of 2018/19 are shown below:

Pay Band	Salary Range	Pay Band		Salary Range
Band 1*	£16,755 - £17,681	Band 10		£52,025 - £56,707
Band 2*	£18,319 - £20,541	Band 11		£58,499 - £65,382
Band 3	£20,541 - £23,866	Head of Service (JNC 1)		£67,689 - £74,571
Band 4	£23,866 - £28,221	Director	Senior Managers	£87,198 - £97,525
Band 5	£29,055 - £33,136	CEX		£113,038 – £127,454
Band 6	£33,136 - £37,107			
Band 7	£38,052 - £42,806	Other:		
Band 8	£42,806 - £45,646	Apprentices		
Band 9	£46,652 - £49,803	Staff that have TUPE'd into the Council.		

*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 £9.00 per hour (November 2018).

With effect from 1 April 2018 we have introduced a Cambridge Weighting supplement to ensure that staff receive a minimum of £10.00 per hour. This has directly benefitted 36 employees during the year.

With effect from 1 April 2019 we introduced a revised pay scale following changes to the National Local Government (NJC) pay scale and locally agreed changes. This included increases at Band 2 and Band 3 salary levels. We will monitor the impact of these changes in and report in 2020 on any changes to recruitment and retention.

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 140 new starters between April 2018 and March 2019. Of these, 104 (74%) were external appointments, and 36 (26%) were internal appointments.

Of the 104 external appointments, 7.69% declared a Disability, 21.15% were from a BAME group, 64 (61.53%) were Female and 40 (38.46%) were Male. The age group with the highest proportion of offers of appointments was the 35-44 age group, compared with 25-34 in 2017-18 and 45-54 in 2015-16 and 2016-17.

Of the 36 internal appointments, 20 (55.5%) of those were promotions (an increase in Pay Band). The breakdown of promotions for April 2018 – March 2019 is as follows:

	No of Promotions (20)	%
Female	8	40%
Male	12	60%
BAME	1	5%
Non BAME	19	95%
Disability	1	5%
No Disability	19	95%
Age		
18 or Under	0	0%
19-24	1	5%
25-34	3	15%
35-44	7	35%
45-54	6	30%
55-64	2	10%
65 and over	1	5%

The majority of promotions were offered to members of staff between the ages of 35-44, a change from 2017/18 where the majority of promotions were for ages 45-54.

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.

The reasons for leaving were as follows:

Reason for Leaving		
Death in Service	1	0.85%
Dismissal	1	0.85%
Retirement	5	4.24%
End of Contract	13	11.2%
Ill Health Retirement	1	0.85%
Redundancy	4	3.39%
TUPE	43	36.4%
Voluntary	50	42.4%
Grand Total	**118**	

- From April 2018 to March 2019, 118 staff left the Council. Of these; 12 had a disability, 82 were female where 36 were male, and 10 were BAME.

- 36.4% of the leavers were by reason of TUPE.

- 10.17% of leavers were staff who had declared a disability (an increase of 6.87% from 2017-18).

- 8.47% of leavers were BAME. This is an increase of 0.52% from 2017-18 (7.95%).

- 69.49% of leavers were female, which is an increase of 6.85% from 2017-18. 30.51% of leavers were male, a decrease from 37.36% in 2017-18. This has had no significant impact on the workforce profile due to the percentage differences in starters for females and males.

5.8 Staff Turnover

Total staff turnover for this period was 15.03% based on all leavers as a percentage of the average number of employees for the year (785). This is higher than for 2017-18 which was 11.3%, however there were no TUPE transfers in 2017-18.

Staff turnover based on voluntary leavers as a percentage of the average number of employees for the year (785) was 6.37% for this period, which is an decrease of 0.48% from 2017-18 (6.85%).

5.9 Leavers by Pay Band

In 2017-18, as with previous years, the highest number of leavers were leaving from posts in Band 3.

Leavers by Pay Band 2018-2019

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Other	TUPE	Senior Manager
Leavers	1.69%	5.93%	28.81%	19.49%	11.86%	11.86%	9.32%	5.08%	4.24%	1.69%	0.00%	0.00%
Workforce	1.15%	4.84%	22.04%	17.45%	22.68%	14.52%	6.88%	4.71%	2.29%	1.27%	0.13%	2.04%
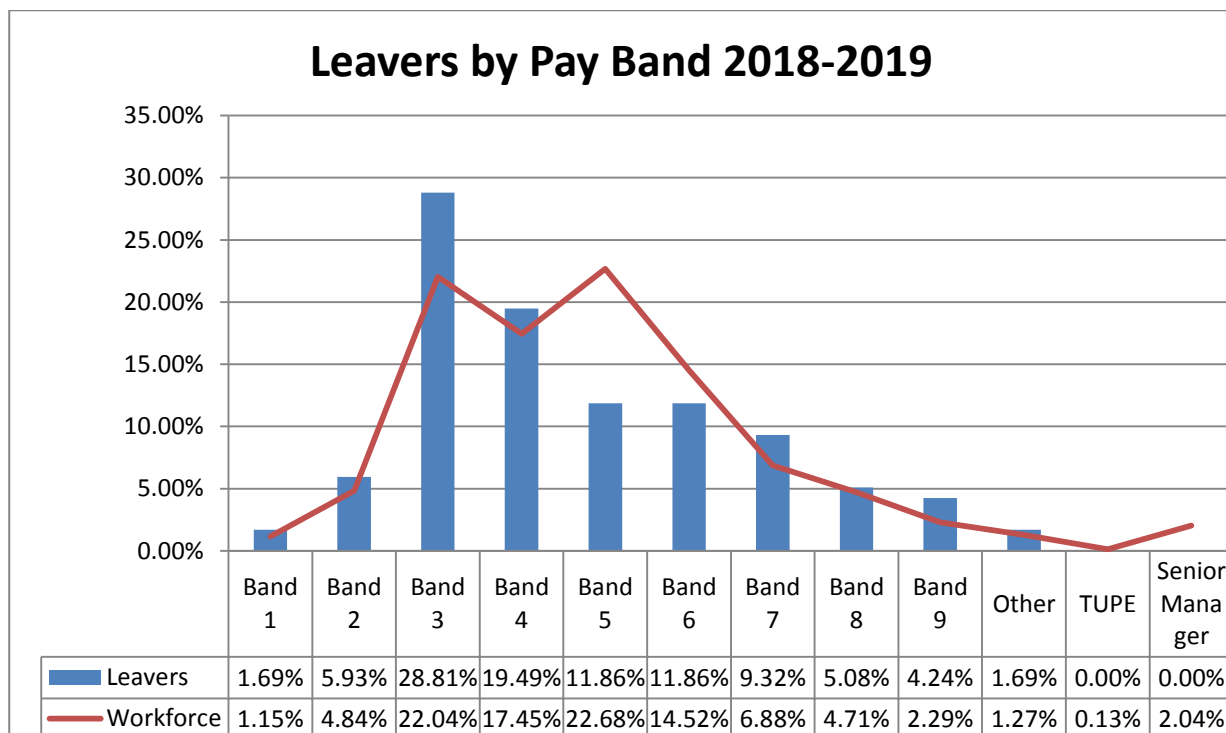
The percentage of leavers in Bands 2,3,5,8 and Senior Managers has decreased since 2017-18.

The biggest percentage increases in leavers have been in Band 4 and 7.

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 65 corporate training courses were held during April 2018 and March 2019. There were 775 attendees on these training courses.

Attendees per course increased from 6.8 in 2017/18 to 11.9 attendees per course during 2018/19.

To support significant change in working practices and office relocations during 2018/19 the council provided staff with a programme of smart working training, attended by 204 members of staff. The training supported staff through office moves, the introduction of new IT and to develop a more flexible working environment.

Training Attendance April 2018 – March 2019

	BAME	Non BAME	Not Provided	Disability	No Disability	Not Provided	Female	Male	Under 55	55 and Over
No of Attendees	53	710	12	51	721	3	483	292	633	142
%	6.84%	91.61%	1.55%	6.58%	93%	0.39%	62.3%	37.68%	81.68%	18.32%
	Attendees 775									

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.

6.84% of staff who attended training in this period declared themselves as BAME, which is 0.75% below the workforce profile of 7.59%.

The sex profile of the workforce is currently 49.45% female and 50.45% male. The breakdown in sex percentage for staff who attended training courses during 2018-19 was 62.32% female and 37.68% male. This shows a decrease in males of 4.64% on 2017/18 figures of 57.67% female and 42.32% male. As with 2017/18 figures 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 18.32% this is a slight increase of 1.15% for this age group compared to 2017/18. The workforce profile has 27.5% of staff aged 55 and over.

6.58% of course attendees declared themselves as disabled. This is a decrease of 1.72% compared to 2017/18 and is in line with workforce profile of 6.37%.

As part of the HR Induction Programme, a half-day training session is delivered for new staff on Equality and Diversity and a half-day course on disability awareness to help

staff members understand that disabled people also face physical environmental barriers that lead to inequalities, as well as the conceptual and intellectual barriers the other protected characteristics experience. There were a total of 101 people that attended corporate induction sessions during 2018/19. We also provided training on mental health awareness and mental health first aid.

Apprenticeships

The Council had 22 apprentices in 2018-19 in the following roles:

Table 1

Apprenticeship	Total at Start of 2018/19	New starts	Completed	Total at Year end 2018/19
Degree Apprenticeship in Chartered Surveying Level 6	1	0	0	1
Multi-Skilled – Operative Level 2	3	0	2	0
Surveying Technician Level 3	2	0	1	1
Electrical Instillation Level 3	1	0	0	1
Property Maintenance Level 2	0	5	0	5
Business Administration Level 3	0	1	0	1
Operational Management Level 5	0	7	0	7
Team Leader/Supervisor Level 3	0	6	0	6
Total	7	19	3	22

Cambridge City Council's Apprenticeship Scheme had a total of 22 members of staff undertaking apprenticeships as of end financial year 2018/19. This is an increase of 15 apprentices, up from the seven apprentices employed by the council at the beginning of financial year 2018/19.

Cambridge City Council Apprenticeships – 2018/19

During 2018/19 the council enrolled 19 levy funded apprentices. In addition to the 19 apprentices, the council already employed three non-levy apprentices who were originally supported under the Anti-Poverty Strategy and who are now directly funded by their employing Services.

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 achieved its public sector requirement for apprenticeships which requires 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.

6.2 Training Attendance 2009 – 2019
The graph below highlights trends over the past decade for both people identifying as BAME or with a disability.

Ethnicity and Disability 2009 – 2019
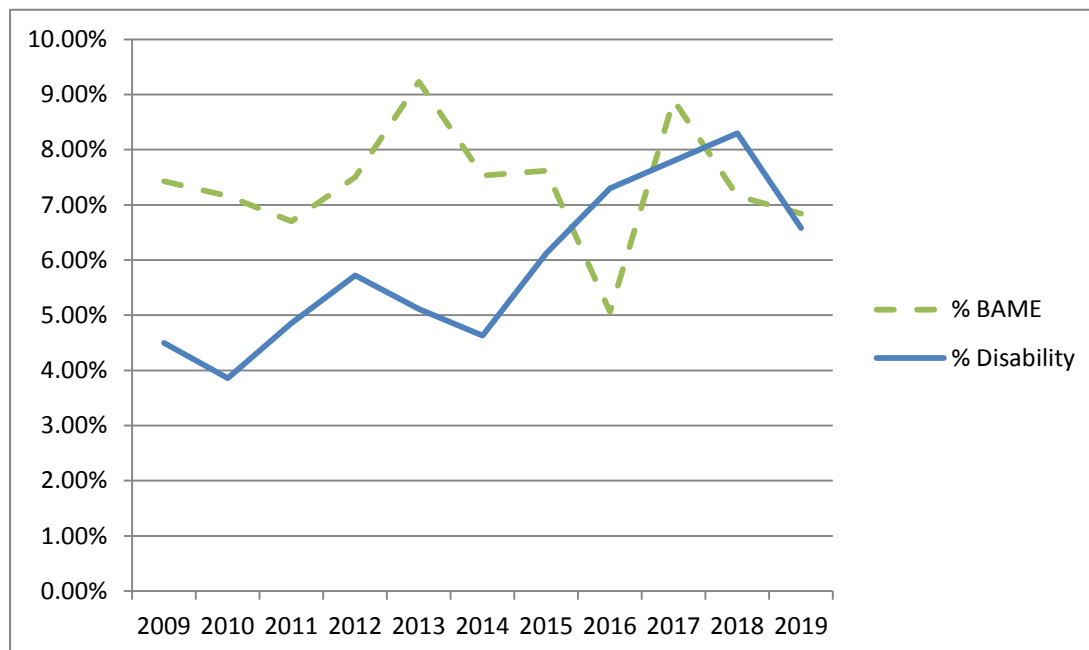
While the BAME attendance figures have seen increases from an average of 7.5% in 2009, this figure is slightly down to 6.84% in 2018/19. The percentage of staff with a disability who have attended training has been generally increasing since 2009 (4.50% in 2009 to 6.58% in 2018/19), and is now above the workforce profile 6.37%.

6.2.1 Age 2010 – 2019

End of Year Workforce Report April 2018 – March 2019
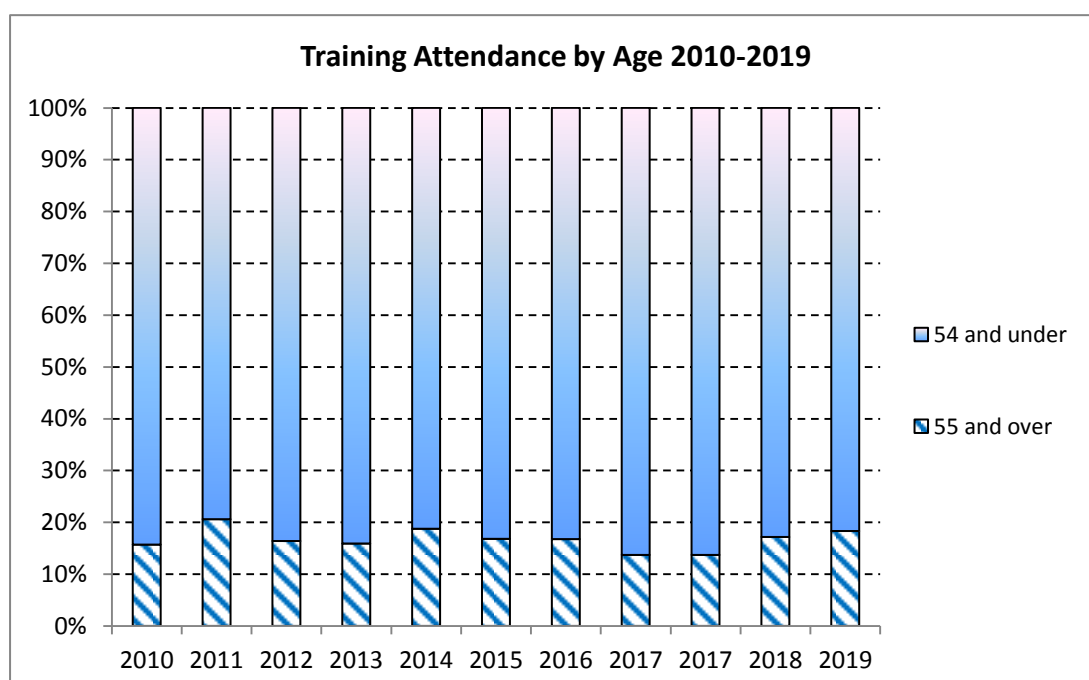
The percentage of trainees aged 55 and over has fluctuated at around 16% since 2010. For 2018/19 it was 18.32% compared to 27.5% for the workforce overall.

6.2.3 Sex 2010 – 2019

Training Attendance by Gender 2010-2019

Year	Female	Male
2010	51.52%	48.48%
2011	43.20%	56.80%
2012	54.02%	45.98%
2013	49.55%	50.45%
2014	52.44%	47.56%
2015	58.50%	41.50%
2016	58.02%	41.98%
2017	60.78%	39.22%
2018	57.67%	42.32%
2019	63.32%	36.68%
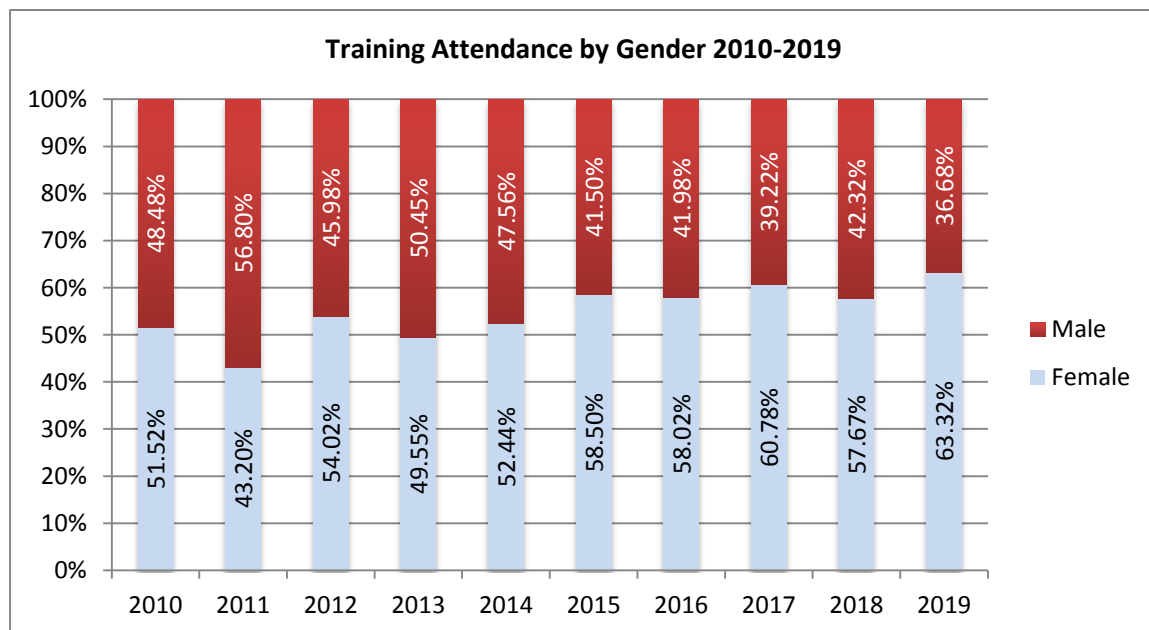
The percentage of female to male staff attending training in 2018-19 is 62.3% to 37.68% respectively. Since 2010, there has tended to be slightly more females attending training than males as in 2018/19.

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 1st April 2018 to 31st March 2019, 5 people (0.64%) have been formally disciplined.

	BAME	Non-BAME	Not Given	Disability	No Disability	Female	Male	Under 55	55 and Over
No. of Staff	0	5	0	1	4	1	4	3	2
%	0%	100%	0%	20%	80%	20%	80%	60%	40%
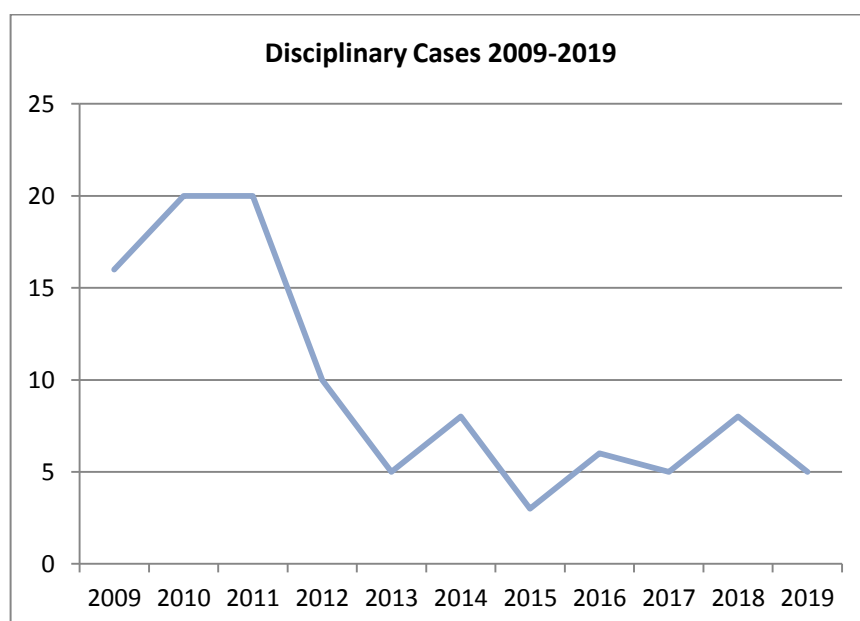
Overall, the number of disciplinary cases recorded has remained low since 2011. This figure shows the number of staff whose disciplinary cases have been concluded with an outcome of written warning upwards.

7.2   Capability

There were no capability processes being undertaken during 2018/19.

Capability Cases 2009 - 2019
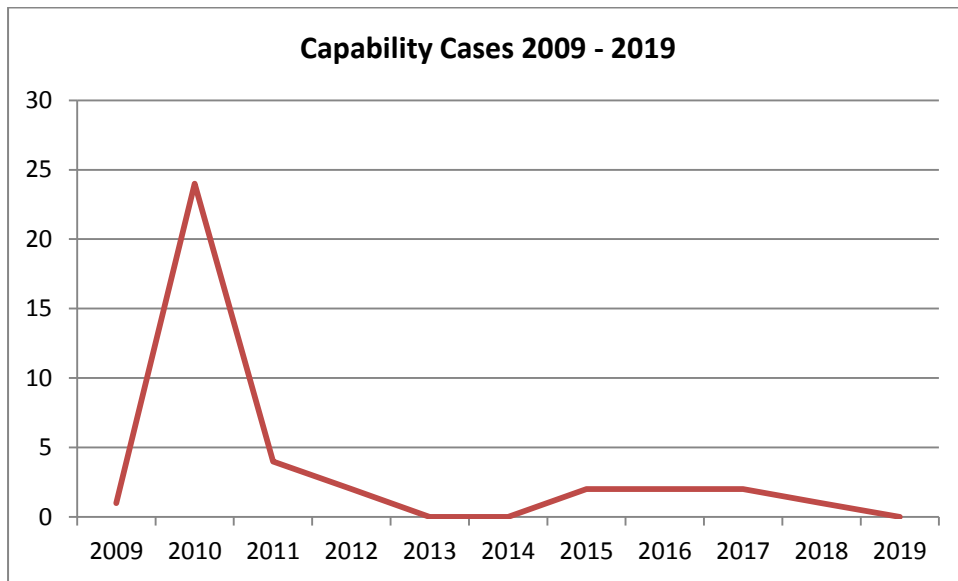
Overall, the number of Capability cases has remained low since 2010.

7.3   Grievances raised

Overall there was 7 grievance cases over this period.

	BAME	Non-BAME	Not Given	Disability	No Disability	Female	Male	Under 55	55 and Over
No. of Staff	1	6	0	1	6	3	4	6	1
%	14.29%	85.71%	0%	14.29%	85.71%	42.86%	57.14%	85.71%	14.29%

Grievance Cases 2009-2019
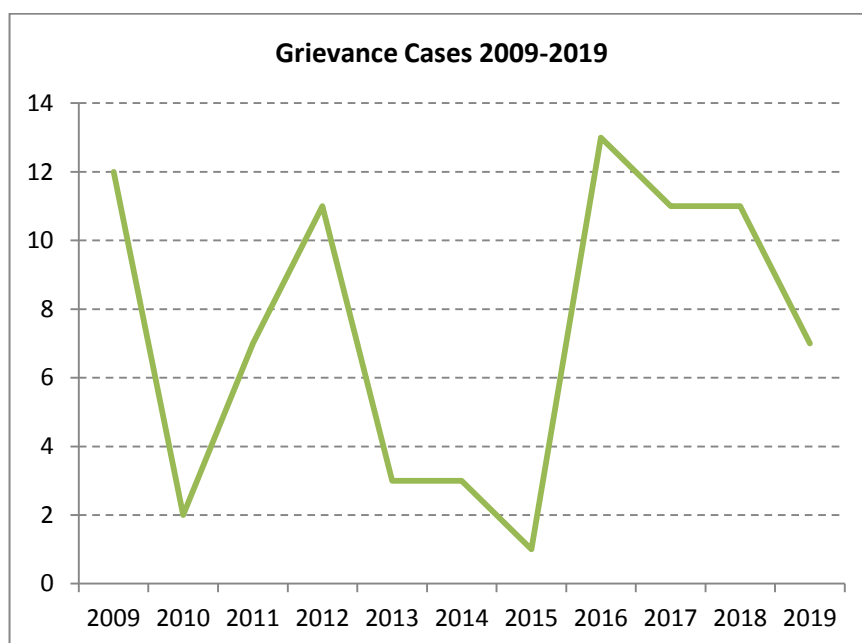
The number of grievance cases has fluctuated since 2009.

7.4 Redundancy

In the period, 1st April 18 – 31st March 19 the Council made 4 people (0.50%) redundant, compared to 7 people from the previous year.

	BAME	Non-BAME	Not Given	Disability	No Disability	Female	Male	Under 55	55 and Over
No. of Staff	1	3	0	2	2	2	2	1	3
%	25%	75%	0.00%	50%	50%	50%	50%	25%	75%

Redundancy Cases 2009-2019
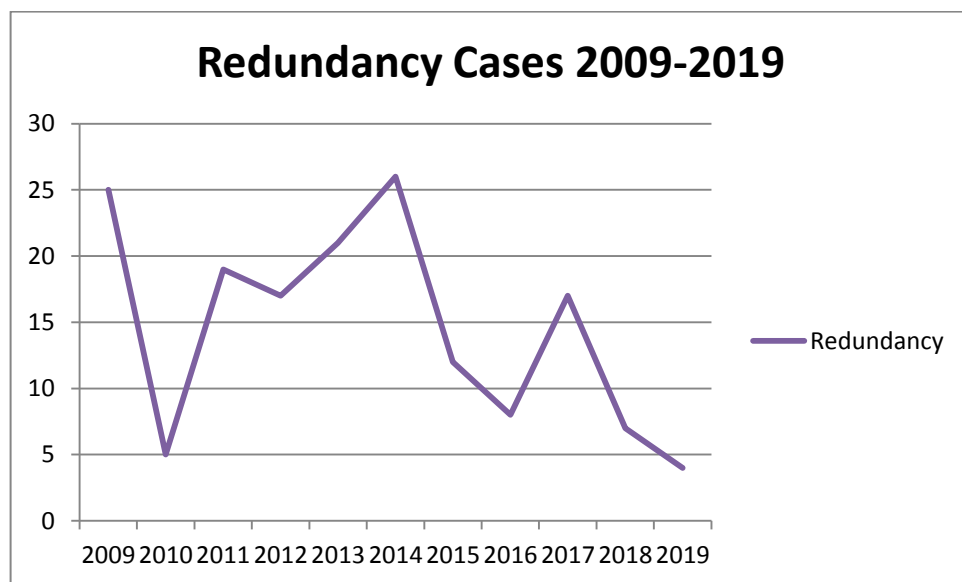
The number of redundancies has fluctuated between 4 and 26 per year since 2009.

7.5 Bullying and Harassment

There was one Bullying and Harassment case in 2018 - 19. As the number of cases is small, equality information has not been provided so as to avoid identifying the individuals concerned.

End of Year Workforce Report April 2018 – March 2019

8. Pay Bands and Gender Pay Gap Reporting

8.1. Ethnicity
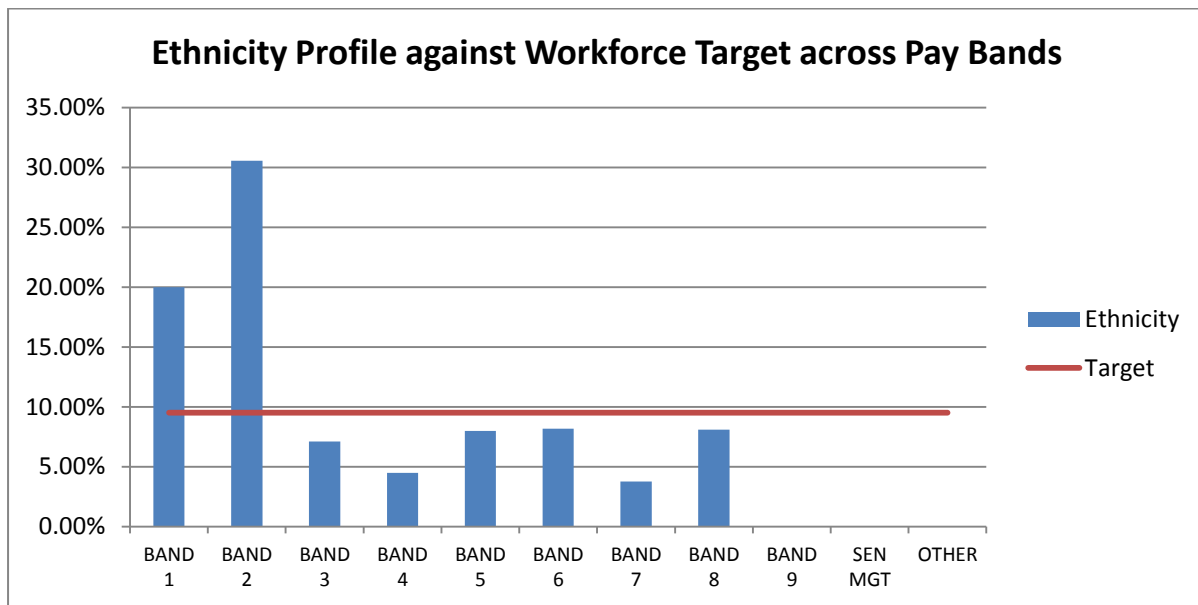
There are no members of staff who declare themselves to be BAME in Band 9, Senior Management or Other pay bands.

Band 1 and 2 are higher than the 9.5% target.

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

8.2. Disability
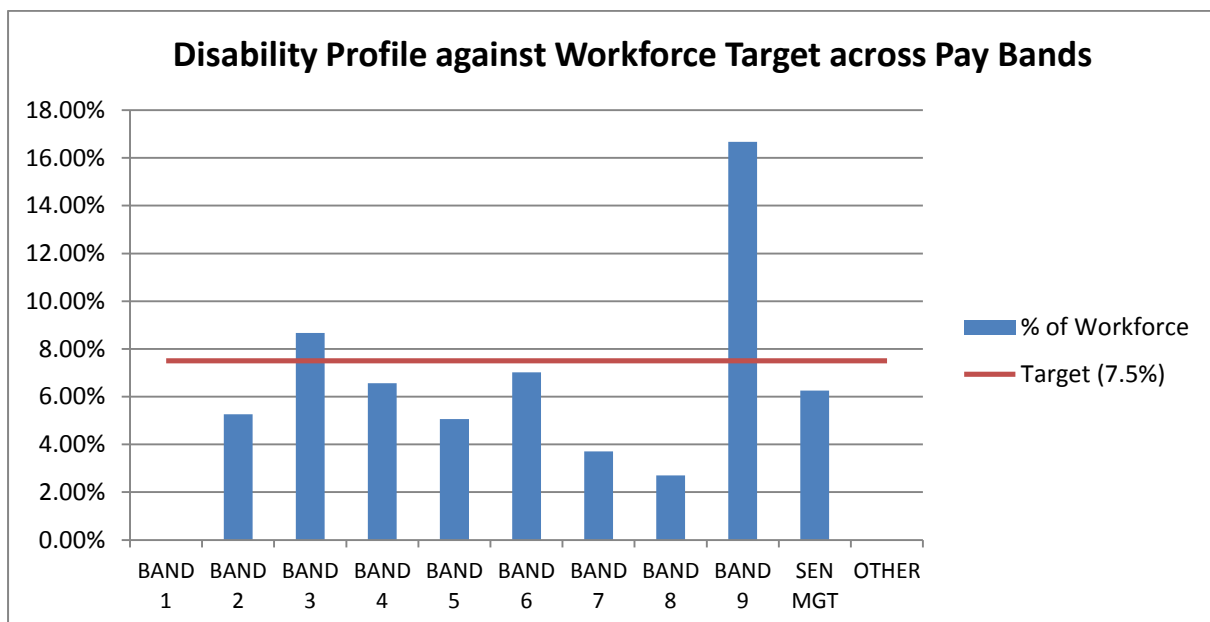
Our current target for staff declaring a disability is 7.5%.

We are exceeding this target in bands 3 & 9.

End of Year Workforce Report April 2018 – March 2019

Band 9 has a higher percentage of staff declaring a disability, at 16.67%.

Appendix 2 details the Disability Profile for the workforce.

8.3. Sex
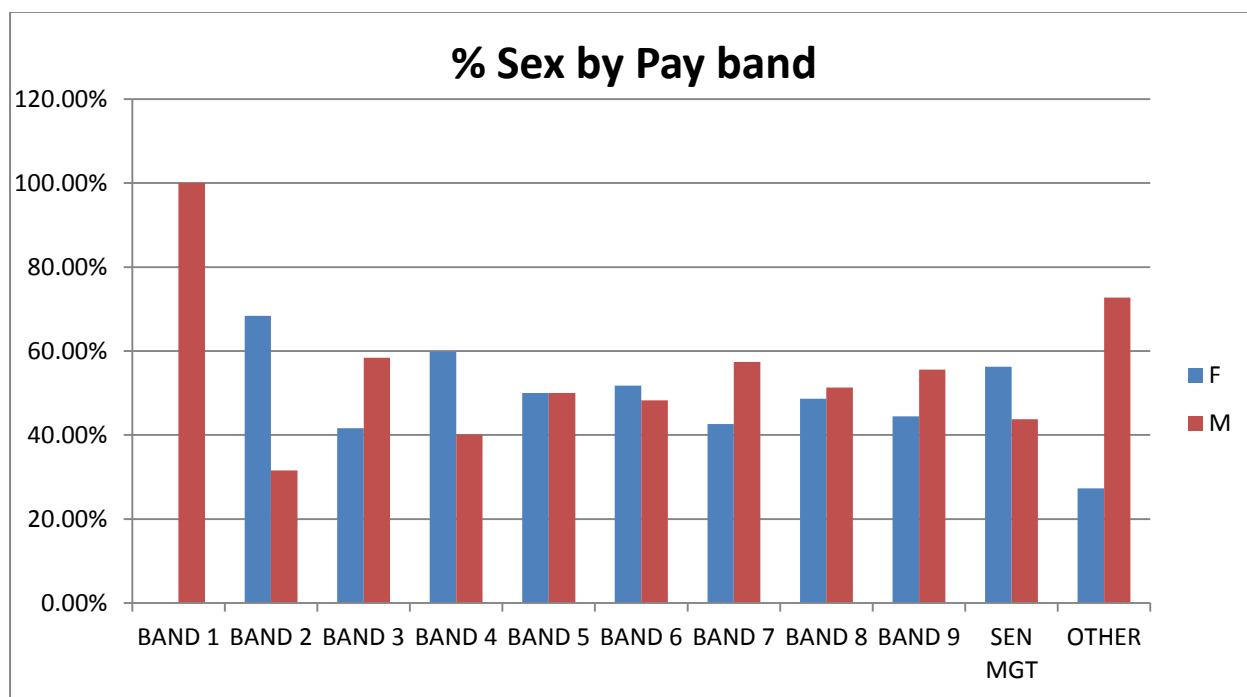
Of our 785 members of staff, 49.55% are female and 50.45% are male.

Women are more highly represented than men in pay bands 2, 4, 6 & Senior Management.

Men are more highly represented than women in Bands 1, 3, 7, 8, 9 and Other

Women and men are equally represented in Band 5.

Appendix 3 details the Sex profile of the workforce by pay band for 2018-19.

8.4. Age

Age Profile 2018-19
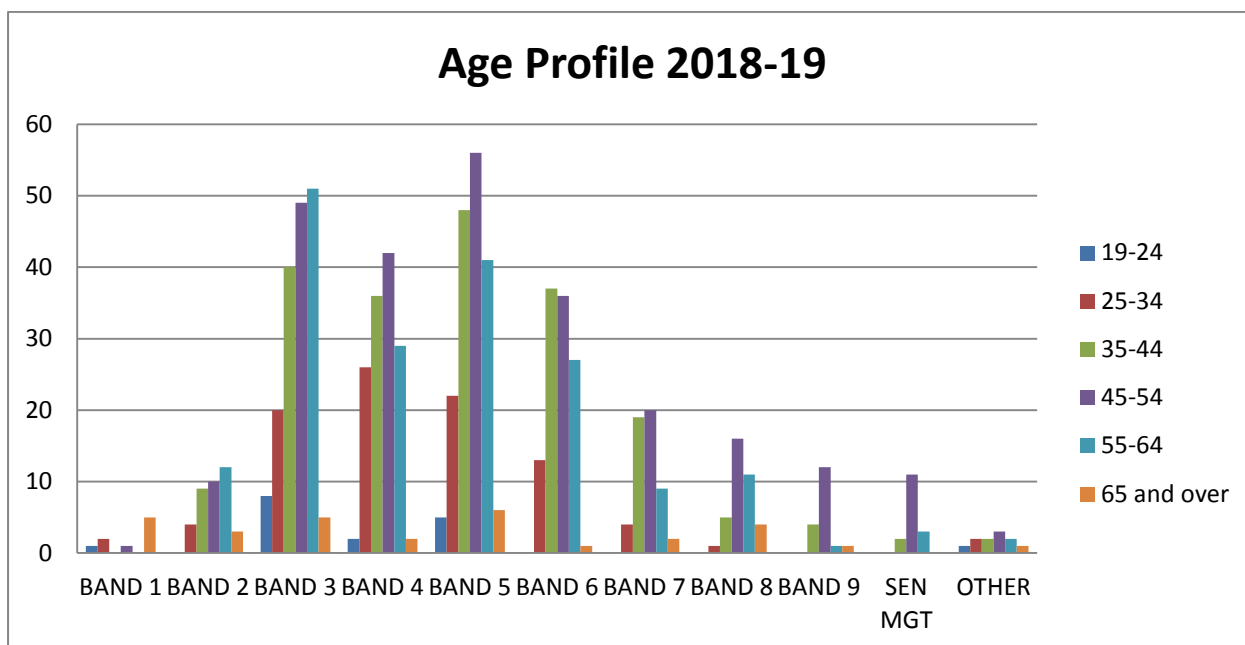
There are 17 employees aged 24 or under, all are in the low to mid pay bands 1-5 and other (includes apprentices).

Members of staff within the 65 and over age group are represented in all bands except Senior Management.

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

Members of staff within the 35-44 group are represented in all bands except Band 1.

Senior Management staff is 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 2018-2019.

8.5 Gender Pay Reporting as at 31 March 2019

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 previously included gender pay reporting in our annual Equality in Employment report and now include this information in this annual report.

As organisations have produced their data we are able to compare information, including with other local authorities.

Over 10,444 companies, private and public sector have now reported their gender pay gap for this year. Of these, 78% report a pay gap in favour of men, 14% a pay gap in favour of women and 8%, no pay gap. Our pay gap is in favour of men.

The table below shows how Cambridge City Council compares with the overall median and mean data. We show more positive outcomes than the overall results.

Comparison Overall Data and Cambridge City

Reported in	Overall Median gender pay gap	Cambridge City Median	Overall Mean average gender pay gap	Cambridge City Mean
2018	9.2%	5.91%	13.3%	3.19%
2019	9.6%	5.53%	13.1%	2.45%

Within the local government sector there are variations. Different councils provide different service areas and have different workforce profiles; counties and unitaries have large numbers of female staff, the profile at district council level varies with the range and type of services and whether services are retained in-house or not. Comparing data between councils is problematic in terms of services and sizes and exploring the reasons for patterns of gender pay should therefore be considered in the context of each council's make up.

The table below shows how Cambridge City Council compares with the results of 322 local authorities reporting in 2019, for overall median and mean data. We show more positive outcomes than the overall results for the mean but not median.

When compared with the public sector as a whole, where the median pay gap is reported as 14.2%, and 14% in 2017/18, local authorities and Cambridge City Council show more positive results.

Comparison with other local authorities

Reported in	Median gender pay gap	Cambridge City Median	Mean average gender pay gap	Cambridge City Mean
2018	5.0%	5.91%	6.8%	3.19%
2019	4.0%	5.53%	6.1%	2.45%

78% of the total local government workforce is female, this is a very different profile to the city council, where 49.55% of the workforce is female.

End of Year Workforce Report April 2018 – March 2019

Appendix 6 shows the comparison of our gender pay between 2018 - 2019 and 2017-2018. The charts for female pay illustrate an increase in pay grade distribution between the years for females but a similar pay distribution for males between the years. This is a contributing factor in the changes in our gender pay gap. A further contributing factor is the change in the workforce profile from 51% female and 49% male in 2017 to 50% female and 50% male in 2018, maintained in 2019 at approximately 50% female and 50% male.

Gender pay and equal pay are not the same thing. Unequal pay is the unlawful practice of paying men and women differently for performing the same or similar work or work of equal value; the gender pay gap is a measure of the difference between the average hourly earnings of men and women.

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.

The Council has around 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 approximately 50% female and approximately 50% male, but this is the total across all staff.

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 50% who have been here for 10 years or more.

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. Our median average pay at March 2019 was £27,358, this compares near the top of Band 4.

We continue to monitor our pay gap and take action to maintain and improve our performance.

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.

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.

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 **2.45%.**

In 2018 the mean gender pay gap was 3.19%.

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 **5.53%.**

In 2018 the median gender pay gap was 5.91%.

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.

2019

Quartile	Female	Male	Grand Total	Female %	Male %
1. Lower Quartile	108	88	196	55%	45%
2. Lower Middle Quartile	104	92	196	53%	47%
3. Upper Middle Quartile	83	113	196	42%	58%
4. Upper Quartile	94	101	195	48%	52%

2018

Quartile	Female	Male	Grand Total	Female %	Male %
1. Lower Quartile	120	82	202	59%	41%
2. Lower Middle Quartile	102	99	201	51%	49%
3. Upper Middle Quartile	94	107	201	47%	53%
4. Upper Quartile	98	103	201	49%	51%

2017

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

Over the three years of data the biggest changes have been in the lower quartile where there are now fewer females and more males. There are now fewer females in the upper quartile, although fewer people in total in this quartile (201-195).

For comparison purposes we have included national data for 322 Local Authorities, for 2019. 78% of the total local government workforce is female, this is a very different profile to the city council, where 49.55% of the workforce is female. The percentage distribution across the quartiles is therefore different.

National Data for 2019

	Female	Male
1. Lower Quartile	61.1%	38.9%
2. Lower Middle Quartile	62.9%	37.1%
3. Upper Middle Quartile	62%	38%
4. Upper Quartile	55.3%	44.7%

The range of hourly rates for males and females in each of the above quartiles are shown below. For comparison purposes 2019, 2018 and 2017 data is shown.

2019

Quartile	Hourly Rates	
1. Lower Quartile	£7.37	£12.36
2. Lower Middle Quartile	£12.36	£15.05
3. Upper Middle Quartile	£15.05	£18.72
4. Upper Quartile	£18.72	£66.02

2018

Quartile	Hourly Rates	
1. Lower Quartile	£7.04	£12.12
2. Lower Middle Quartile	£12.12	£15.06
3. Upper Middle Quartile	£15.19	£18.77
4. Upper Quartile	£18.84	£64.72

2017

| 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

Ethnicity Profile for April 2018 – March 2019

Ethnic Origin	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER	Total	% Ethnicity
							Pay Grade						
Arab					1							1	0.13%
Asian or Asian British:Bangladeshi			1	1	1							3	0.38%
Asian or Asian British:Indian			1			3		1				5	0.64%
Asian or Asian British:Other	1	6	2		1							10	1.27%
Asian or Asian British:Pakistani			1		1	1						3	0.38%
Asian/Asian British - Chinese			1									1	0.13%
Black or Black British:African		2	3		4							9	1.15%
Black or Black British:Caribbean			1	1	1							3	0.38%
Black or Black British:Other		1	1	1		1						4	0.51%
Chinese or other Ethnic:Chinese					1		1					2	0.25%
Chinese or other Ethnic:Other		1				2						3	0.38%
Mixed:Other				1	2			2				5	0.64%
Mixed:White&Asian			1									1	0.13%
Mixed:White&Black African		1		2		1						4	0.51%
Mixed:White&Black Caribbean					1	1						2	0.25%
Other Ethnic Group					1		1					2	0.25%
White:British	4	16	140	115	153	94	44	33	17	15	10	641	81.66%
White:Irish		1	2	2		2	2	1	1	1	1	13	1.66%
White:Other		8	15	11	8	5	4					51	6.50%
Traveller - Roma							1					1	0.13%
Total BAME Employees	**1**	**11**	**12**	**6**	**14**	**9**	**2**	**3**	**0**	**0**	**0**	**58**	
Total in Pay Band	**5**	**36**	**169**	**134**	**175**	**110**	**53**	**37**	**18**	**16**	**11**	**764**	**7.59%**
BAME % For Pay Band	20.00%	30.56%	7.10%	4.48%	8.00%	8.18%	3.77%	8.11%	0.00%	0.00%	0.00%		
Not Provided	4	2	4	3	3	4	1	0	0	0	0	21	2.68%
Total Workforce within Pay Band	**9**	**38**	**173**	**137**	**178**	**114**	**54**	**37**	**18**	**16**	**11**	**785**	
% Workforce within Pay Band	**1.15%**	**4.84%**	**22.04%**	**17.45%**	**22.68%**	**14.52%**	**6.88%**	**4.71%**	**2.29%**	**2.04%**	**1.40%**		

Appendix 2

Disability Profile April 2018 – March 2019

Disability?	Pay Grade											Grand Total
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER	
NO	9	36	158	128	169	106	52	36	15	15	11	735
YES		2	15	9	9	8	2	1	3	1		50
Total	**9**	**38**	**173**	**137**	**178**	**114**	**54**	**37**	**18**	**16**	**11**	**785**
% of Workforce	0.00%	5.26%	8.67%	6.57%	5.06%	7.02%	3.70%	2.70%	16.67%	6.25%	0.00%	

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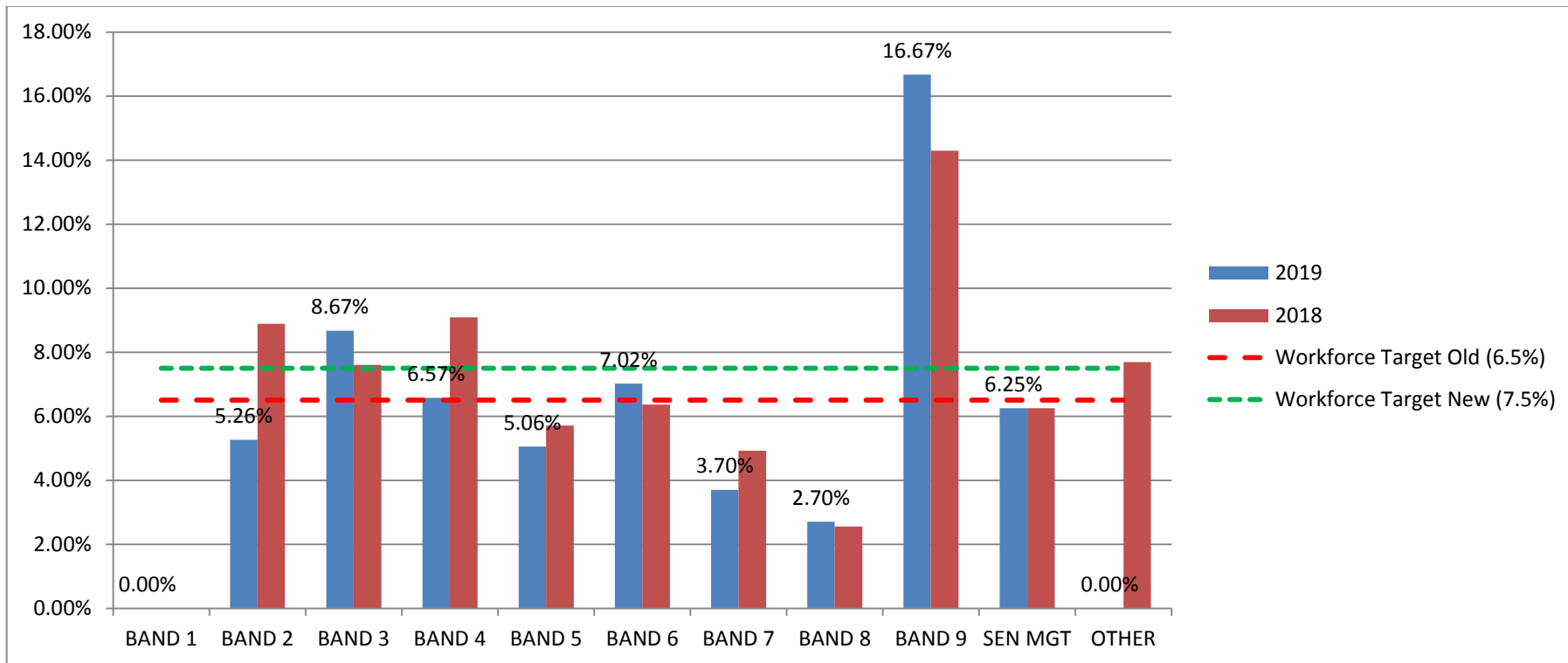
Appendix 3

Sex Profile April 2018 – March 2019

	BAND 1		BAND 2		BAND 3		BAND 4		BAND 5		BAND 6		BAND 7		BAND 8		BAND 9		SEN MGT		OTHER		Total	%
F	0	0.00%	26	68.42%	72	41.62%	82	59.85%	89	50.00%	59	51.75%	23	42.59%	18	48.65%	8	44.44%	9	56.25%	3	27.27%	389	49.55%
M	9	100.00%	12	31.58%	101	58.38%	55	40.15%	89	50.00%	55	48.25%	31	57.41%	19	51.35%	10	55.56%	7	43.75%	8	72.73%	396	50.45%
Total	9		38		173		137		178		114		54		37		18		16		11		785	

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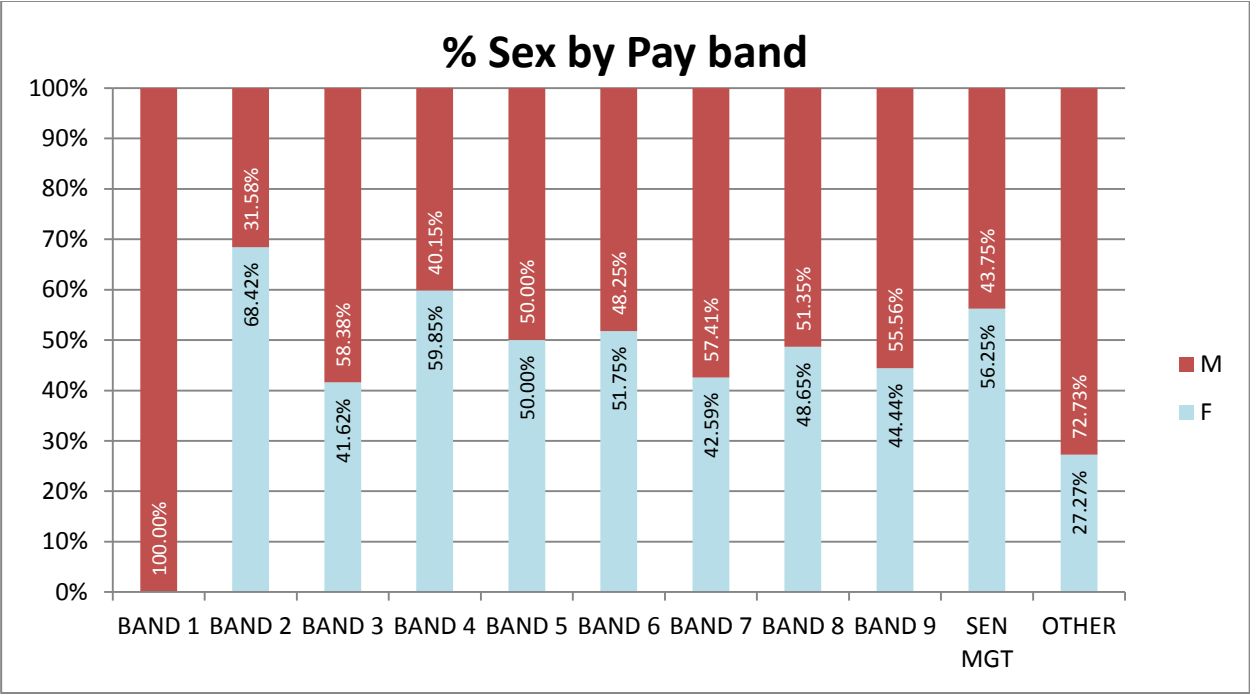
Appendix 4

Age Profile April 2018 – March 2019

	Pay Grade											Total	%
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER		
19-24	1		8	2	5						1	**17**	**2.17%**
25-34	2	4	20	26	22	13	4	1			2	**94**	**11.97%**
35-44		9	40	36	48	37	19	5	4	2	2	**202**	**25.73%**
45-54	1	10	49	42	56	36	20	16	12	11	3	**256**	**32.61%**
55-64		12	51	29	41	27	9	11	1	3	2	**186**	**23.69%**
65 and over	5	3	5	2	6	1	2	4	1		1	**30**	**3.82%**
Total	**9**	**38**	**173**	**137**	**178**	**114**	**54**	**37**	**18**	**16**	**11**	**785**	**100.00%**

Age Profile 2018-19

End of Year Workforce Report April 2018 – March 2019
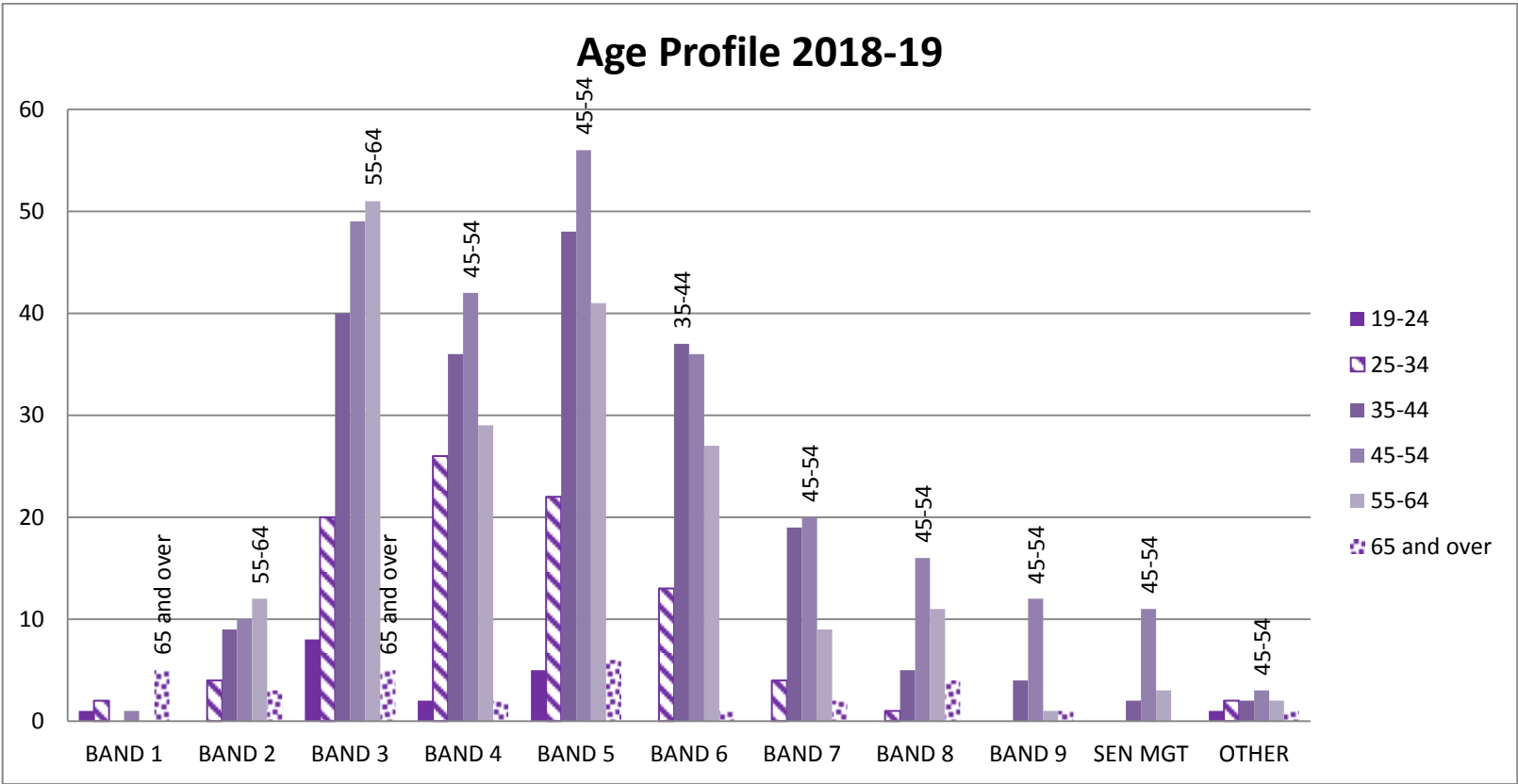
Appendix 5
Recruitment Profile for April 2018 – March 2019

Ethnic Origin	Applicant									Shortlisted									Successful						
	18 or Under	19-24	25-34	35-44	45-54	55-64	65 and over	Not Provided	Total	18 or Under	19-24	25-34	35-44	45-54	55-64	65 and over	Not Provided	Total	19-24	25-34	35-44	45-54	55-64	65 and over	Total
Arab		1		1	2				4																
Asian/Asian British - Bangladeshi		4	14	4	6				28			6	2	2				10		3		1			4
Asian/Asian British - Indian		4	10	13	4	1		3	35		1	4	4	2			1	12			2				2
Asian or Asian British:Pakistani		3	7	2					12		1							1							
Asian/Asian British - Any other		4	4	1	4	3			16		2		1	4				7	1			1			2
Black or Black British:Other			1	2	3	1			7				2	3				5							
Black/African/Caribbean/British - African		6	18	15	23	4			66		1	5	1	8	1			16		1		1			2
Black/African/Caribbean/British - Car			7	2	3				12			3	1	1				5			1	1			2
Chinese or other Ethnic:Chinese				4	1				5				1					1			1				1
Mixed:Other			2	8		3	2		15			1	7		2	2		12			3			2	5
Mixed:White&Asian		1	1	8					10			1	4					5							
Mixed:White&Black African		2	3	7					12		1	2	3					6	1	1	1				3
Mixed:White&Black Caribbean		4	1	7	4			1	17		2		2					4	1						1
Other Ethnic group - Any other		4	13	12	2	3			34			5	2	1	2			10				1			1
Prefer not to say	1	5	13	33	8	9		58	127	1	2		7	4	4		6	24							
Traveller,Roma			3		1				4					1				1							
White:British	3	91	214	185	226	118	5	1	843	2	47	97	92	132	58	3	1	432	15	24	24	28	15		106
White:Irish			4	2		7	1		14			2	2		2			6							
White:Other		1	15	32	17	4			69			6	24	3	2			35		3	8				11
Grand Total	4	130	330	338	304	153	8	63	1330	3	57	132	155	161	71	5	8	592	18	32	40	33	15	2	140

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	Applicant					Shortlisted					Successful			
Ethnic Origin	F	M	Not Given	Disabled	Total	F	M	Not Given	Disabled	Total	F	M	Disabled	Total
Arab	3	1			4									
Asian or Asian British:Bangladeshi	22	6			28	8	2			10	4			4
Asian or Asian British:Indian	14	21		2	35	7	5		1	12	2			2
Asian or Asian British:Pakistani	8	4			12	1				1				
Asian/Asian British - Any other	9	7			16	2	5			7		2		2
Black or Black British:Other	3	4			7	3	2			5				
Black/African/Caribbean/British- African	38	28		1	66	10	6			16	1	1		2
Black/African/Caribbean/British- Car	10	2		3	12	4	1		1	5	2		1	2
Chinese or other Ethnic:Chinese	3	2			5	1				1	1			1
Mixed:Other	7	8		2	15	5	7		1	12	1	4		5
Mixed:White&Asian	7	3		1	10	2	3		1	5				
Mixed:White&Black African	8	4		2	12	3	3		2	6	3		1	3
Mixed:White&Black Caribbean	12	5		1	17	4				4	1			1
Other Ethnic group - Any other	17	17			34	6	4			10		1		1
Prefer not to say	54	73	1	2	127	12	12			24				
Traveller, Roma	1	3			4	1				1				
White:British	433	410	3	70	843	234	198	1	44	432	57	49	7	106
White:Irish	5	9		1	14	3	3		1	6				
White:Other	44	25			69	22	13			35	7	4		11
Grand Total	698	632	4	86	1330	328	264	1	51	592	79	61	9	140

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Appendix 6 – Gender Pay Comparison 2018 to 2019

Female 2018-2019

Female 2017-2018
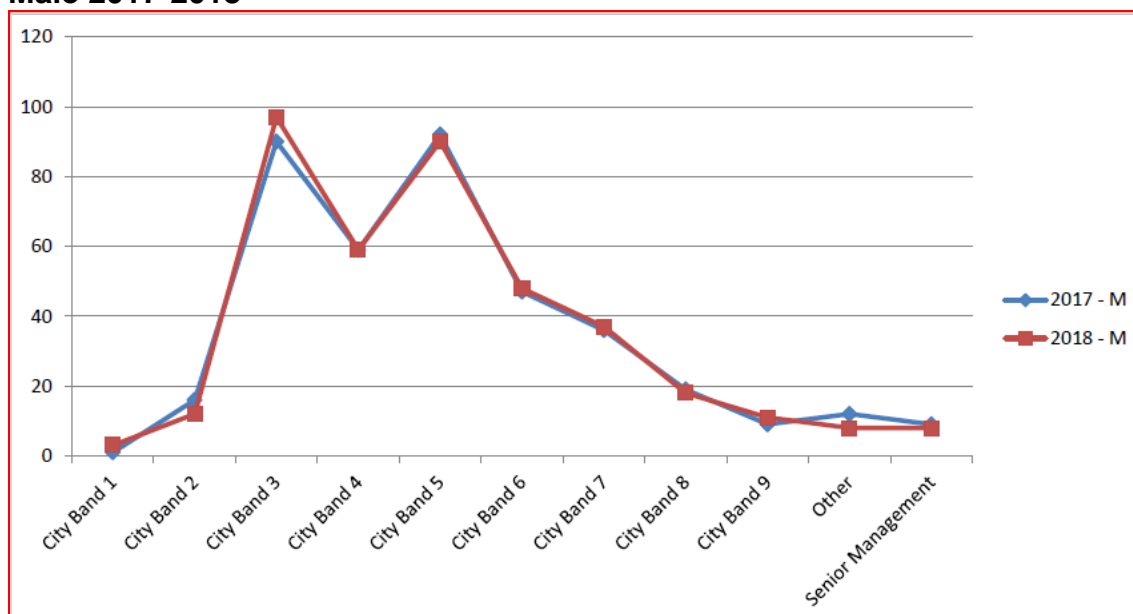

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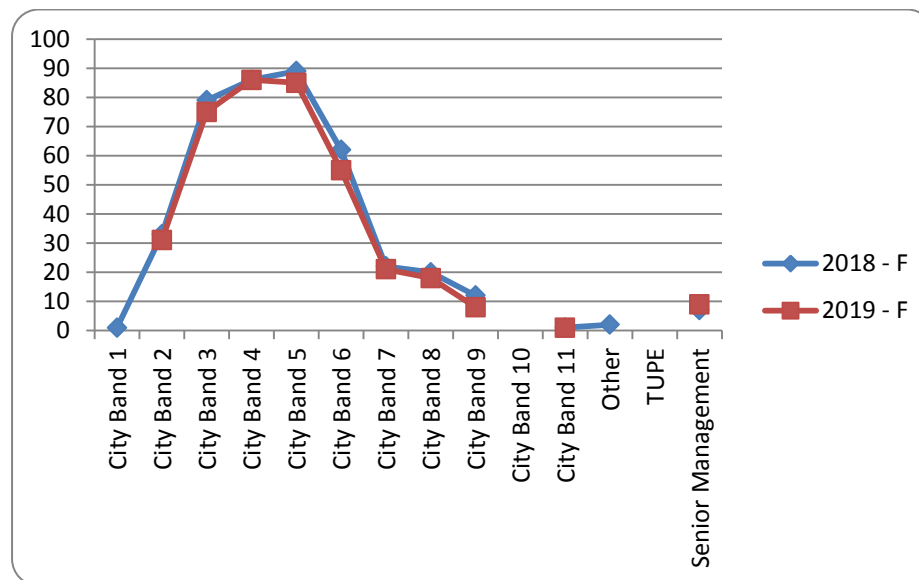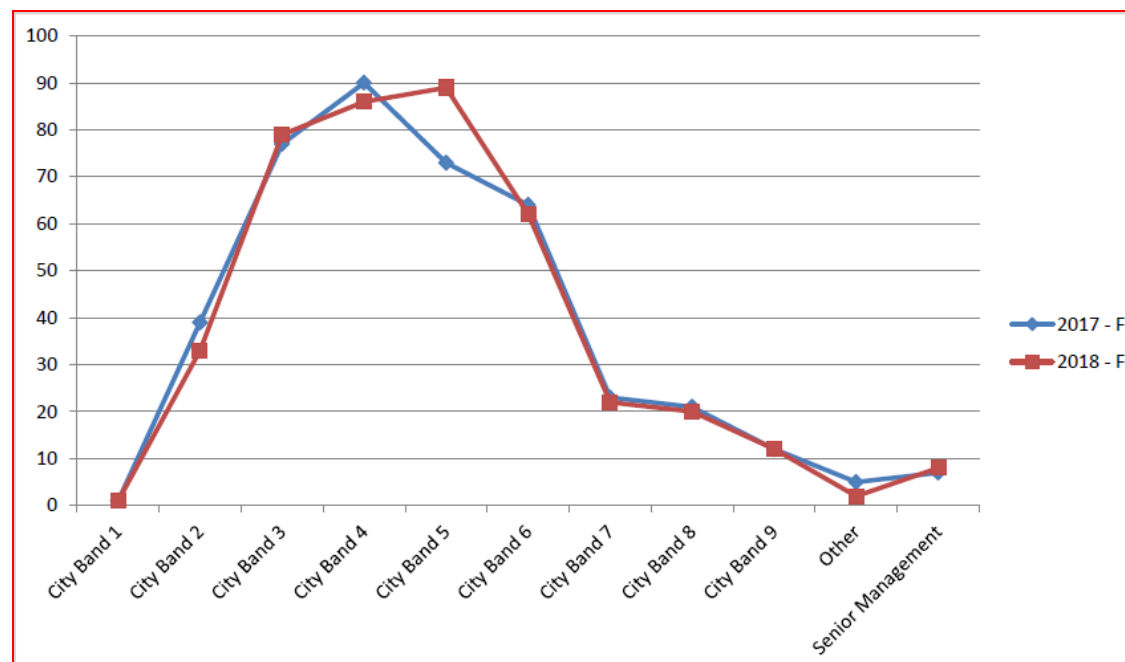
Male 2018-2019
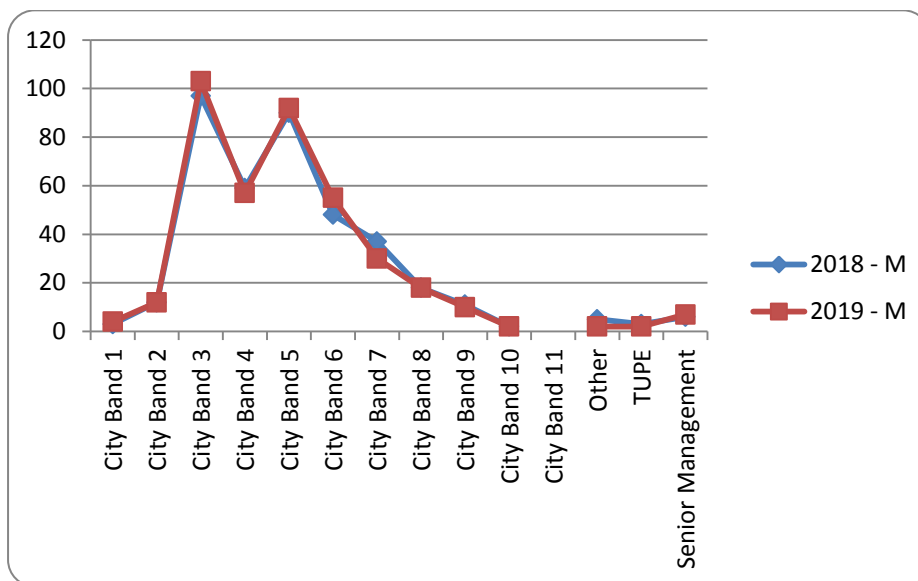
Male 2017-2018

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