

## EQUALITIES PANEL



### AGENDA

**To: Chair:** Antoinette Jackson

**Elected Members:** Councillors Abbott, Bird, Holt, O'Connell and Ratcliffe

**Public Members:** Graham Lewis, Nicky Wrigley, Orsola Spivack and Judith Margolis

**Staff Members:** Jackie Hanson, Ari Henry, Karen Lee, Joe Obe and Jenna Varga

*Dispatched: Friday, 12 June 2015*

**Date:** Monday, 22 June 2015

**Time:** 4.00 pm

**Venue:** Meeting Room - Brown's Field Community Centre, 31a Green End Road Cambridge CB4 1RU

**Contact:** Toni Birkin

**Direct Dial:** 01223 457013

#### 1 **Welcome, Introductions and Apologies**

Norah Al Ani resignation from the Equalities Panel – Norah has recently decided to step down from the Equality Panel after many years of giving her support. We would like to express in the notes of the meeting our thanks and deep gratitude for all of her work and wish her all the best for her future. The Strategy Officer will shortly begin the process of recruiting a new public member for the Panel.

#### 2 **Declarations of Interest**

#### 3 **Minutes of Previous Meeting and Matters Arising (Pages 7 - 10)**

#### **4 Diversity Forum Update - Accessibility - Mark Taylor**

The Diversity Forum invited a number of speakers to talk about accessibility issues in the City and has asked participants to suggest a number of ways to encourage good practice. This list of ideas will be published on the City Council website as a resource for businesses, organisations and individuals. The Panel will hear a summary of the discussion from Mark Taylor – the Council's Access Officer and will be asked to add any suggestions that they might have to the good practice list. This discussion will be informed by the accessibility issues for users, residents and visitors identified in the recent report from the Cambridge City Centre Access Study (see link below) commissioned by the Council. This report focussed on streets and open spaces owned and managed by the City Council and the County Council.

<http://democracy.cambridge.gov.uk/documents/s28744/CityCentreAccessStudy.pdf>

#### **5 Workforce Report - Deborah Simpson (Pages 11 - 42)**

Every year the Council produces a report about how the Council's workforce reflects the profile of the local community. In particular, in order to meet the public sector's specific duties as described by the Equality Act 2010, the Council publishes staff-related data on the following: ethnicity, disability, gender, age, religion or belief, and sexual orientation. Deborah Simpson, Head of Human Resources, will go through the key points of the report and answer any questions that the Panel may have. The Workforce Report is attached as a separate paper for you to read before the meeting.

#### **6 Single Equality Scheme Update - David Kidston.**

At the special meeting of the Equality Panel on 2 February 2015, David Kidston, Strategy and Partnership Manager, presented the draft Single Equality Scheme Panel as part of the wider public consultation on the new scheme. He will give a brief verbal update on the findings of the consultation and the progress made to date on the Single Equality Scheme 2015 -2018.

## **7 New areas for discussion for the Equalities Panel in 2015/ 2016**

At the Equalities Panel meeting in June 2014, we asked all members of the Equalities Panel for suggestions as to themes or topics that they would like to discuss at meetings of the Panel and the Diversity Forum. Since then, the Panel and the Forum have considered children and young people's issues, disability and accessibility issues, welfare reform and anti-poverty issues including food banks, credit unions and food poverty. In previous years we have considered older peoples issues, hate crime and welfare reform. We would welcome suggestions from the Panel on new topics for the coming year.

## Information for the Public

### **Public Participation**

Some meetings may have parts that will be closed to the public, but the reasons for excluding the press and public will be given.

Most meetings have an opportunity for members of the public to ask questions or make statements.

To ask a question or make a statement please notify the Committee Manager (details listed on the front of the agenda) prior to the deadline.

- For questions and/or statements regarding items on the published agenda, the deadline is the start of the meeting.
- For questions and/or statements regarding items NOT on the published agenda, the deadline is 10 a.m. the day before the meeting.

Speaking on Planning or Licensing Applications is subject to other rules. Guidance for speaking on these issues can be obtained from Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

Further information about speaking at a City Council meeting can be found at;

<https://www.cambridge.gov.uk/speaking-at-committee-meetings>

Cambridge City Council would value your assistance in improving the public speaking process of committee meetings. If you have any feedback please contact Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

### **Filming, recording and photography**

The Council is committed to being open and transparent in the way it conducts its decision making. The public may record (e.g. film, audio, tweet, blog) meetings which are open to the public.

Anyone who does not want to be recorded should let the Chair of the meeting know. Those recording meetings are strongly urged to respect the wish of any member of the public not to be recorded.

**Fire Alarm** In the event of the fire alarm sounding please follow the instructions of Cambridge City Council staff.

**Facilities for disabled people** Level access to the Guildhall is via Peas Hill.  
A loop system is available on request.

Accessible toilets are available on the ground and first floor.

Meeting papers are available in large print and other formats on request prior to the meeting.

For further assistance please contact Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**Queries on reports** If you have a question or query regarding a committee report please contact the officer listed at the end of relevant report or Democratic Services on 01223 457013 or [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk).

**General Information** Information regarding committees, councilors and the democratic process is available at <http://democracy.cambridge.gov.uk/>

**Mod.Gov App** You can get committee agenda and reports for your tablet by using the mod.gov app

This page is intentionally left blank

## **EQUALITIES PANEL**

2 February 2015

4.00 - 5.45 pm

### **Present:**

**Chair:** Antoinette Jackson

**Public Members:** Judith Margolis and Orsola Rath Spivack

**Elected Members:** Councillors Abbott, Austin, M. Smart and Ratcliffe

**Staff Members:** Jackie Hanson, Ari Henry, Karen Lee and Joe Obe.

### **Officers:**

Head of Human Resources: Deborah Simpson

Strategy and Partnerships Manager: David Kidston

Committee Manager: Toni Birkin

<b>FOR THE INFORMATION OF THE COUNCIL</b>
---

### **15/1/EP Welcome, Introductions and Apologies**

Apologies were received from Graham Lewis, Norah Al-Ani, Nicky Wrigley and Councillor Bick.

### **15/2/EP Declarations of Interest**

There were no declarations of interest.

### **15/3/EP Minutes of Previous Meeting and Matters Arising**

The minutes of the meeting of the 17<sup>th</sup> November 2014 were agreed and signed as a correct record.

### **15/4/EP Draft Single Equality Scheme**

Cambridge City Council had developed a draft Single Equality Scheme that sets out how the organisation will challenge discrimination and promote equal opportunity in all aspects of its work over the next three years. It included five

strategic objectives that demonstrate how the organisation will meet the aims of the Equality Duty and the requirement to prepare and publish one or more equalities objectives. Public consultation on the scheme would take place from for 12 weeks from 2 February to 25 April 2015.

The Strategy and Partnerships Manager, David Kidston, introduced the draft Single Equality Scheme and invited the Equalities Panel to comment.

In particular, Members of the Panel were asked to advise on:

1. Are there any additional sources of evidence that could be included in the Scheme to strengthen our understanding of equalities groups in Cambridge?
2. Do the 5 objectives identified for the Single Equality Scheme and the associated actions set out in the action plan address the key issues currently facing equality groups in Cambridge?
3. Within the context of the reduced resources available to the City Council over the period of the SES, are there any other activities or areas of focus that should be included in the action plan?

Panel comments regarding question one:

- i. Questioned the evidence base.
- ii. Welcomed the trial of commissioned work with focus groups to consider LGBTQ concerns.
- iii. Questioned the reliability of statistic regarding the numbers of reported disabilities, what definitions were being used and if it include mental health.
- iv. Suggested that the report was concise and realistic about the desired outcomes.
- v. Welcomed the links to portfolio planning.
- vi. Suggested that lobbying of other organisations might be necessary to achieve results.

Officers present stated the following in response to Panel Members' questions:

- vii. Work was on-going with Cambridgeshire Alliance regarding the best ways to break down the data into useful information.
- viii. More information would be available on the web site in due course.
- ix. The scheme was in part a response to Single Equalities Act but was also an opportunity to adopt a strategic approach.
- x. Would prioritise a strategic set of priorities with deliverable actions.



- xi. Some areas were outside the control of the council and there was a need to be realistic about what could be achieved.
- xii. A partnership approach would be taken whenever possible.

The Panel suggested that road and pavement works caused disproportionate problems for those with disabilities. This was agreed to be an area outside the Single Equality Scheme but was something the Panel wanted to discuss further. The Strategy and Partnerships Manager undertook to invite a representative from the County Council's Highways department to a future Equalities Panel.

Panel comments regarding question two:

- xiii. Expressed the hope that there would be good communication protocols to avoid duplication of work.
- xiv. Welcomed the element of celebration of diversity highlighted in the scheme.
- xv. Questioned how equal people felt and suggested there may be areas of concern that did not fit the diversity strands.
- xvi. Suggested that more work was needed to assist the public in identifying which agency could help them.
- xvii. Objective three (To ensure all residents have equal access public activities and spaces in Cambridge and are able to participate fully in the community) was too broad in scope and might raise expectations beyond what the City Council could achieve through the Single Equality Scheme.

Officers present stated the following in response to Panel Members' questions:

- xviii. The picture was complex and joint working was promoted as the best way to achieve results. For example, the work undertaken with troubled families.
- xix. Confirmed that the various events celebrating diversity had evolved over time and were generally led by community groups. Some support was offered by the Council, both practical and financial.
- xx. Stated that complaints about a third party regarding treatment which individuals perceived as discriminatory were often received by the Council. However, unless there was a direct link to that body, such as them being a grant recipient, no action could be taken beyond providing advice or signposting the complainant to a regulatory body.
- xxi. The Strategy and Partnerships Manager undertook to qualify Objective 3 to make it clear that the City Council would *work towards* improving access to public activities and spaces and participation in the community.

Panel comments regarding question three:

- xxii. Improved publicity was suggested, including alternative ways of getting the message across such as film and social media.
- xxiii. Mainstream the Single Equality Scheme so that it becomes an automatic consideration.

The Strategy and Partnerships Manager and outlined the next steps in consultation process and thanked the Panel for their contributions. Jackie Hanson confirmed that relevant groups would be invited to participate in the consultation process.

The meeting ended at 5.45 pm

**CHAIR**



Equality in Employment

End of Year Workforce  
Report

April 2014 – March 2015

**Report by: Head of Human Resources**

**June 2015**

# CONTENTS

<b>1. PURPOSE.....</b>	<b>3</b>
<b>2. BACKGROUND.....</b>	<b>3</b>
<b>3. SUMMARY .....</b>	<b>3</b>
<b>4. WORKFORCE PROFILE .....</b>	<b>4</b>
4.1    ETHNICITY 2014 - 2015 .....	4
4.1.1  Ethnicity Trend Data for 2008 - 2015 .....	4
4.2    DISABILITY 2014 - 2015.....	5
4.2.1  Disability Trend Data for 2008 - 2015 .....	5
4.3    GENDER 2014 - 2015.....	6
4.3.1  Gender Trend Data for 2008-2015.....	6
4.4    AGE 2014 - 2015 .....	6
4.4.1  Age Trend Data for 2008 – 2013 .....	7
4.4.2  Age Profile 2014-15 .....	8
4.5    LENGTH OF SERVICE .....	8
4.5.1  Length of Service Profile 2008 - 2014 .....	9
4.6    RELIGION OR BELIEF.....	10
4.7    SEXUAL ORIENTATION .....	11
<b>5. RECRUITMENT PROFILE.....</b>	<b>12</b>
5.1    ETHNICITY.....	12
5.2    DISABILITY .....	13
5.3    AGE.....	14
5.4    GENDER .....	14
5.5    VACANCIES BY PAY BAND .....	15
<b>6. TRAINING.....</b>	<b>16</b>
6.1    TRAINING ATTENDANCE APRIL 2014 – MARCH 2015 .....	16
6.2    TRAINING ATTENDANCE 2009 – 2015 .....	17
6.2.1  Ethnicity and Disability 2009 – 2015 .....	17
6.2.2  Age 2010 – 2015.....	17
6.2.3  Gender 2009 – 2015.....	18
<b>7. DISCIPLINARY, CAPABILITY, GRIEVANCE AND REDUNDANCY .....</b>	<b>19</b>
7.1    DISCIPLINARY .....	19
7.2    CAPABILITY .....	19
7.3    GRIEVANCE .....	20
7.4    REDUNDANCY.....	20
7.5    BULLYING AND HARASSMENT .....	20
<b>8. STARTERS.....</b>	<b>21</b>
<b>9. LEAVERS.....</b>	<b>22</b>
9.1    LEAVERS BY PAY BAND .....	22
9.2    EXIT QUESTIONNAIRES .....	23
<b>10. PAY BANDS .....</b>	<b>24</b>
10.1   ETHNICITY.....	24
10.2   DISABILITY .....	25
10.3   GENDER .....	25
10.4   AGE.....	26
<b>APPENDIX 1 .....</b>	<b>27</b>
<b>APPENDIX 2 .....</b>	<b>28</b>
<b>APPENDIX 3 .....</b>	<b>29</b>
<b>APPENDIX 4 .....</b>	<b>30</b>
<b>APPENDIX 5 .....</b>	<b>31</b>

## 1. Purpose

The purpose of this report is to update the Equalities Panel on the workforce profile as at March 2015.

## 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 following information sets out the Council's workforce profile as at 31<sup>st</sup> March 2015 in relation to ethnicity, disability, gender, age, religion or belief, and sexual orientation. All the data shown is for headcount – not full time equivalents.

Cambridge City Council's new Single Equality Scheme for 2015-2018 was approved at the Council's Strategy and Resources Scrutiny Committee on 19 January 2015, subject to the results of public consultation carried out from February to May 2015. The finalised Single Equality Scheme for 2015-2018 will be considered by Strategy and Resources Scrutiny Committee on 13 July 2015. One of the five objectives for the scheme relates to employment issues: 'To ensure that the City Council's employment policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council.

At March 2015, the headcount for Cambridge City Council staff was 1,030. This is a decrease of 16 staff since March 2014.

On 1<sup>st</sup> April 2015, a number of people transferred from Cambridge City Council to the Cambridge Live Cultural Trust. This has resulted in a headcount on 1<sup>st</sup> April of 975.

## 3. Summary

For 2014-15 we set ourselves renewed targets for both BAME (9.5%) and disabled (6.5%) staff as a percentage of the workforce.

The BAME figure has decreased from 7.44% in March 2014, to 7.06% in March 2015. The percentage of disabled staff has remained almost the same from 5.07% in March 2014 to 5.06% in March 2015.

The Gender profile for the council remains very similar to 2013-14, with approximately 48% female staff and 52% male staff, and the number of staff aged over 65 has increased.

In light of the information set out in this report, it is recommended that both the BAME and Disability targets remain at 9.5% and 6.5% respectively.

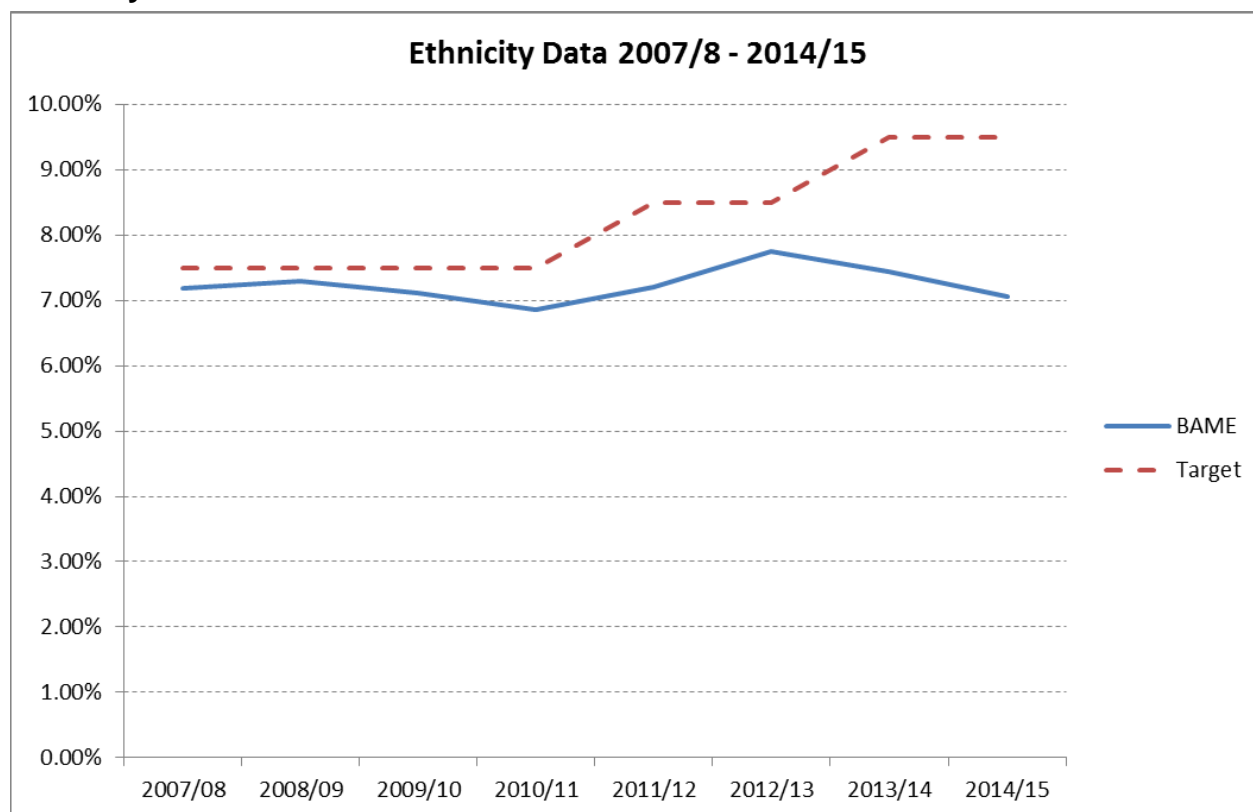
## 4. Workforce Profile

### 4.1 Ethnicity 2014 - 2015

As at 31<sup>st</sup> March 2015, 7.06% of all staff declared themselves to be BAME (Black, Asian and Minority Ethnic). Our target for 2014/15 was 9.5%.

Appendix 1 provides the Council's workforce profile for the year ending 31<sup>st</sup> March 2015.

#### 4.1.1 Ethnicity Trend Data for 2008 - 2015



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

The highest representation of BAME staff is Asian or Asian British: Indian (1.31%), and this continues the trend seen since 2011.

In a continuing trend since at least 2008, Chinese or Other Ethnic: Chinese and Chinese or Other Ethnic: Other continue to be the lowest represented in the workforce (0.20%). This is compared to the Census data for Cambridge City Population in which 2% identify themselves as Chinese.

We continue to have no members of staff who identify as being from a travelling community.

The number of staff who identify themselves as White:Other has reduced from 71 (6.95%) in March 2014 to 67 (6.75%) in March 2015.

The target for 2014-15 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

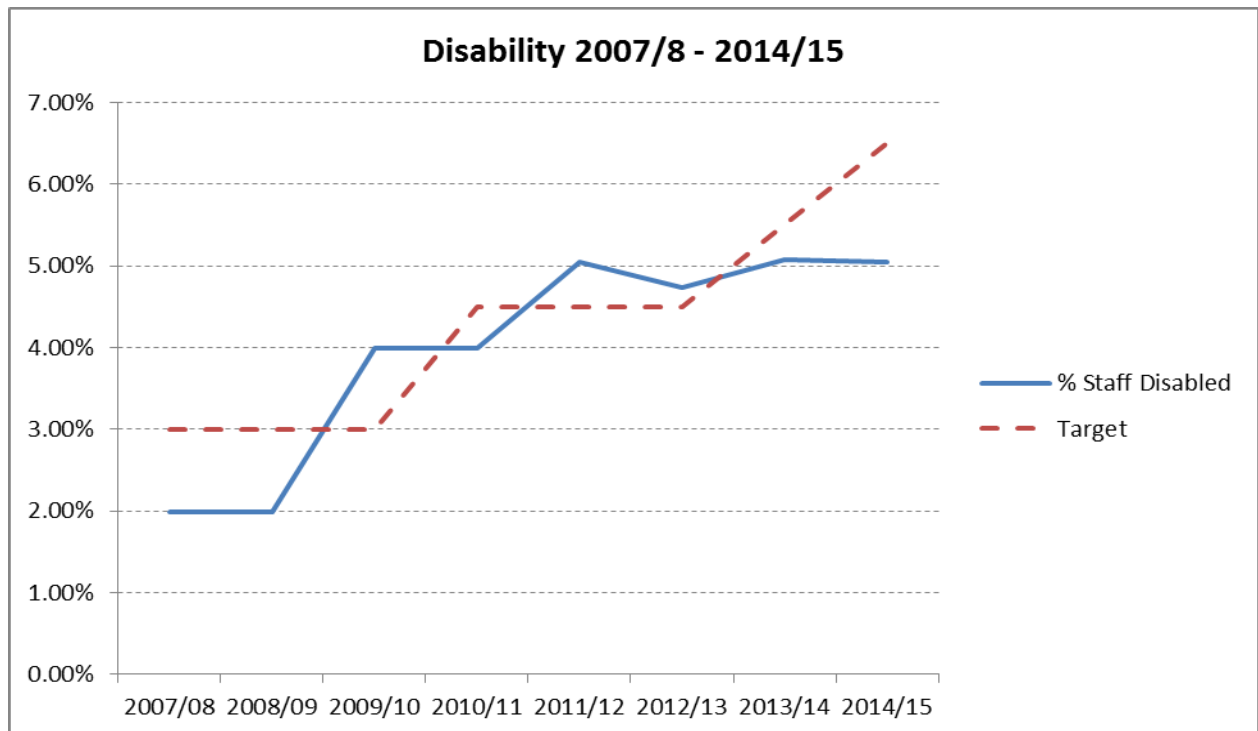
recommended that the target for 2015-16 remains at 9.5%. This will be reviewed in 2016 with the long term aim of matching the Census data.

## 4.2 Disability 2014 - 2015

As at 31<sup>st</sup> March 2015, 5.06% of the Council's workforce declared themselves as disabled. At March 2014 the percentage was 5.07%. The percentage has not increased this year. The target for 2014-15 was 6.5%.

Appendix 2 and Section 10.2 display the Disability Profile for 2014-2015.

### 4.2.1 Disability Trend Data for 2008 - 2015



The Disability Profile for the Council's workforce has risen by around 3% over the past 6 years.

Band 9 and Other continue to be the two pay groups with the highest percentage of staff declaring a disability, at 11.76% for Band 9 and 12.5% for Other. There are no staff declaring a disability who are in City pay Band 1.

In 2014, the agreement in place with Papworth Trust for the Work Choice scheme ended. Papworth Trust no longer provide this service and as of May 2015 the Council are actively searching for a new provider for this scheme.

A data validation exercise was undertaken in Autumn 2013. In previous years this has resulted in an increase in the number of people declaring a disability. The next data validation exercise is due to take place in Autumn 2015.

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 2015-16 remains at 6.5%. This will be reviewed in 2016 with the long term aim of matching the Census data.

### 4.3 Gender 2014 - 2015

As at 31<sup>st</sup> March 2015, 47.9% of our staff are female and 52.1% are male.

Appendix 3 shows the workforce Gender Profile by Pay band.

There are 334 part time employees, and 73% of these are female. This is a 2% decrease from 75% in 2014.

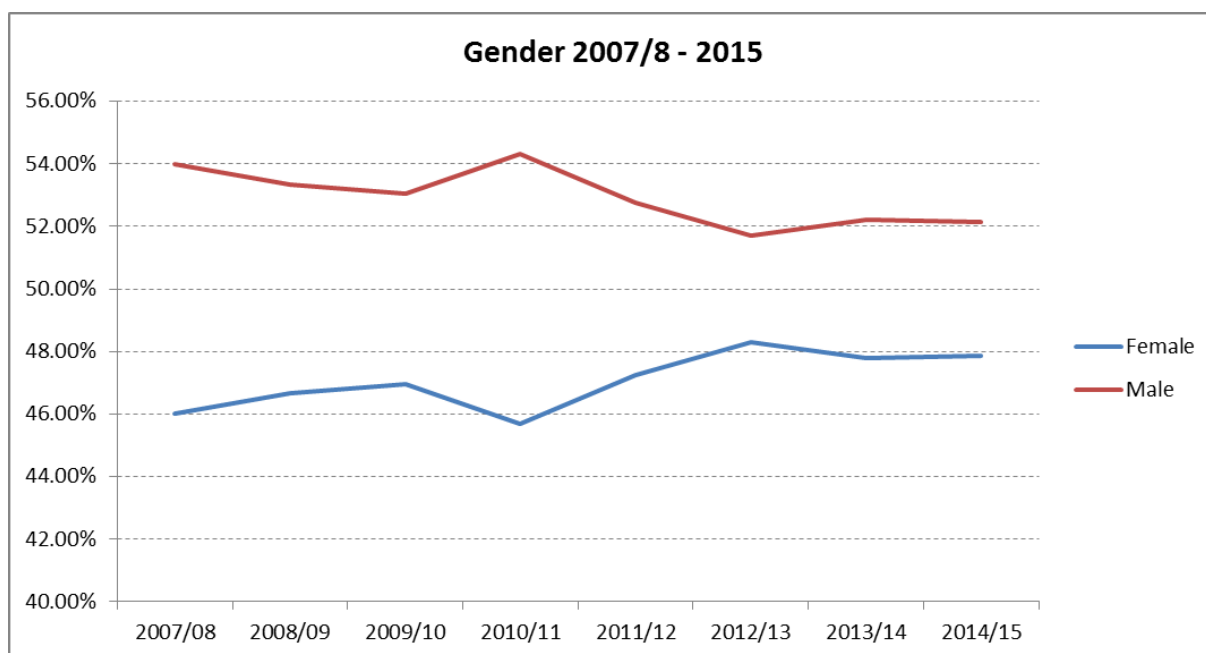
There continues to be an increase in the percentage of part time staff (32.52% at March 2015, compared to 32.05% in March 2014).

There has been a very small shift from the 50% split of female staff working full and part time to 50.1% of women working full time and 49.9% working part time.

The percentage of male employees who are working full and part time has changed by 1.6% to 83.40% full time and 16.6% part time (from 85% -15% in 2014).

	FT	%FT	PT	%PT	Total	
Female	247	50.10%	246	49.90%	<b>493</b>	<b>47.86%</b>
Male	448	83.43%	89	16.57%	<b>537</b>	<b>52.14%</b>
<b>Total</b>	<b>695</b>	<b>67.48%</b>	<b>335</b>	<b>32.52%</b>	<b>1030</b>	

#### 4.3.1 Gender Trend Data for 2008-2015



The Gender Profile of the Council's workforce has remained at around 52% male, 48% female for the past 3 years.

### 4.4 Age 2014 - 2015

As at 31<sup>st</sup> March 2015, the highest percentage of Council staff were in the 45-54 age group. This has been the case since 2010.

Since March 2013, there have been decreases in the 19-24 and 25-34 age groups, and increases in all other age groups.



There are 23 members of staff (2.23%) aged 24 or under and 29 members of staff (2.82%) aged 65 and over.

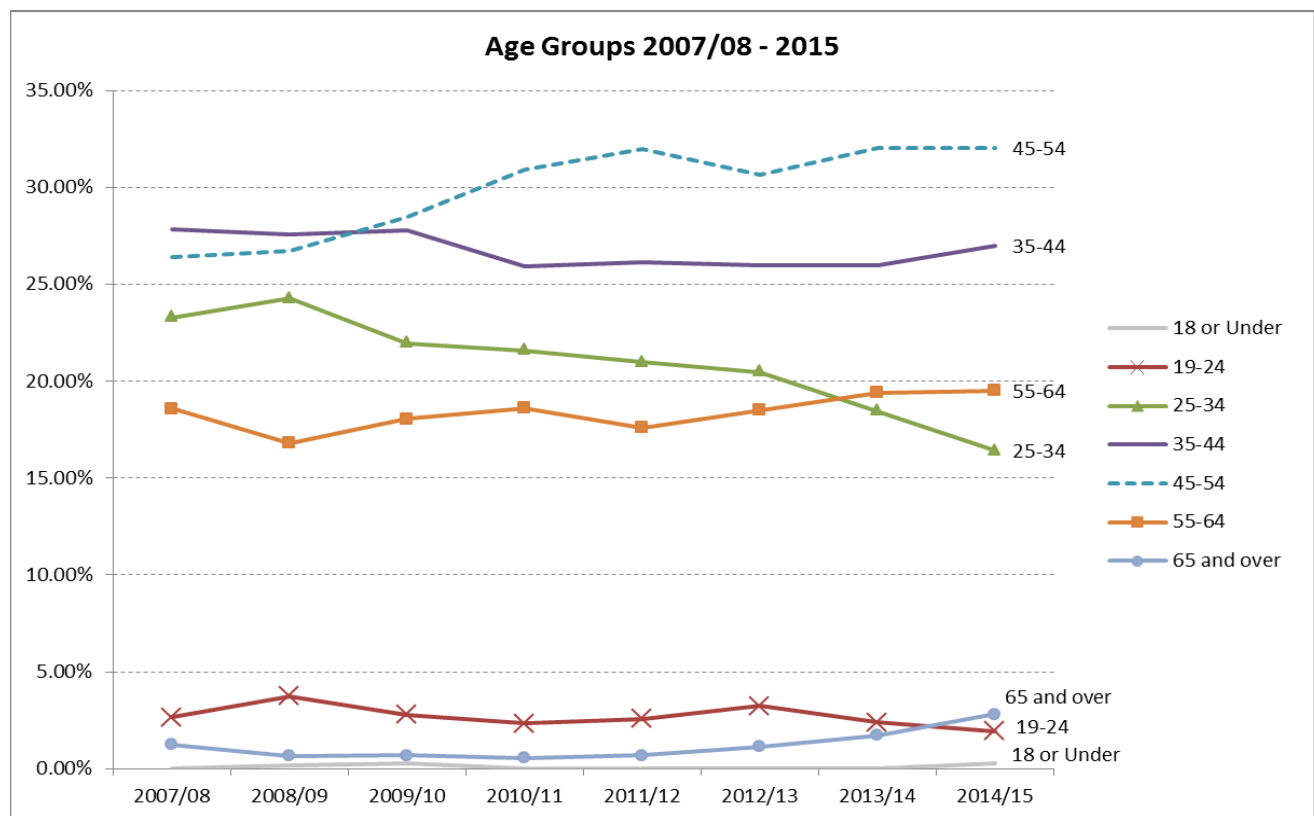
Appendix 4 details the Workforce Age profile by Pay Band.

In Autumn 2014, 4 apprentices were recruited by the Council to work in the Estates & Facilities and Refuse & Environment Services. A further 2 were recruited in March 2015 in Revenues & Benefits and the Children's and Young People's Participation Service.

During 2015-16 we are planning to recruit the following apprentices:

- Building Control Surveyor
- Customer Service Assistant
- Estates & Facilities Operative x 2
- Revenues & Benefits x 2

#### 4.4.1 Age Trend Data for 2008 – 2015

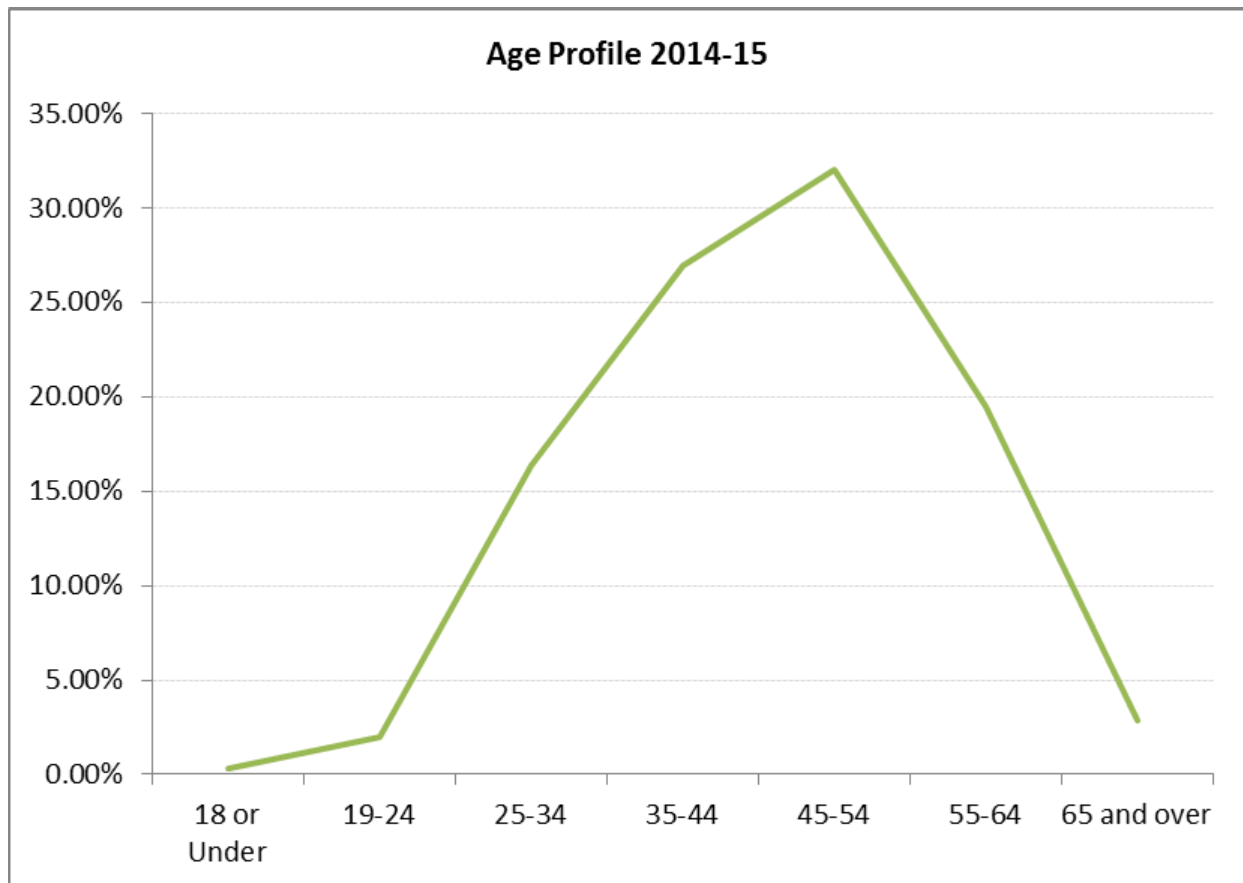


Since 2007/08 the 45-54 age group has risen from 26% to 32%. This has been matched by a decline in the 24-34 age group which has gone from 24% to 16.5% in the same time period.

The 35-44 age group saw a drop in 2010 but has remained at almost the same figure ever since but in 2014/15 rose by 1%.

The 65 and over age group has shown small increases since 2008, and there are now staff aged 18 or Under for the first time since 2009/10.

#### 4.4.2 Age Profile 2014-15



The 2015 Age Profile shows a peak in the number of staff aged between 45 and 54. Most of the Council's workforce (95%) are between the ages of 25 and 64.

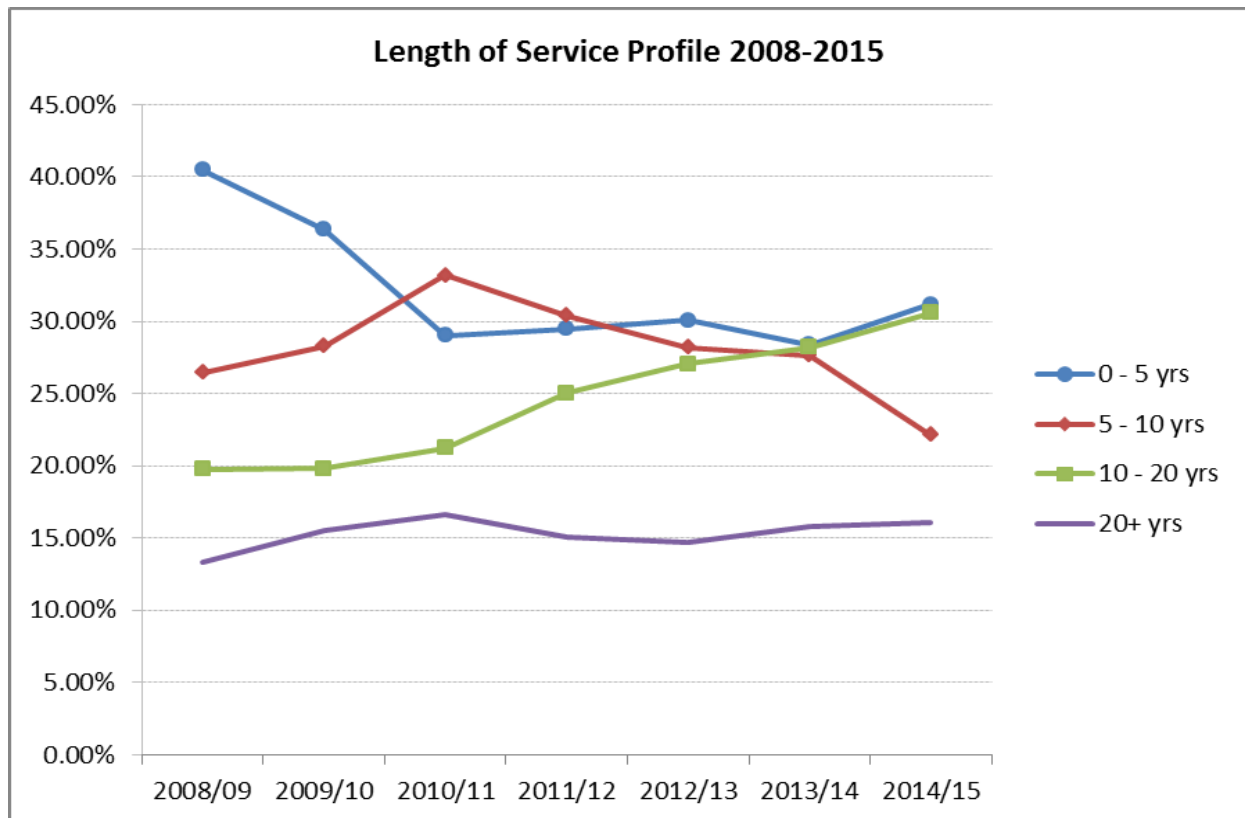
#### 4.5 Length of Service

481 (46.97%) members of staff have been working for the Council 10 years or more. This is an increase of 21 since March 2014 and 41 in the past 2 years.

89 (8.64%) staff have been working for the Council for less than a year. This is a decrease of 7 since March 2014.

Length of Service	Number of Staff	% Workforce
Less than a year	89	8.64%
1 - 2 years	91	8.83%
2 - 5 years	141	13.69%
5 - 10 years	228	22.14%
10 - 20 years	315	30.58%
20+ years	166	16.12%
<b>Total</b>	<b>1030</b>	

#### 4.5.1 Length of Service Profile 2008 - 2014



The proportion of the workforce who have worked for Cambridge City Council for more than 20 years has remained at around 15-16%. The number of staff who have worked at the Council for less than 5 years has dropped since 2010 although this has increased slightly to over 30% in 2015.

The percentage of staff who have worked at the Council between 5 and 10 years has decreased since 2011, when the largest proportion of staff fell under this category. The 2015 figures are around 5% lower than in 2013/14 while the 10-20 years group continues to rise. 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 over 10% increase since 2008.

## 4.6 Religion or Belief

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	4	0.39%
Christianity	430	41.75%
Hindu	7	0.68%
Jewish	1	0.10%
Muslim	11	1.07%
Sikh	1	0.10%
None	289	28.06%
Other	38	3.69%
Refuse/Not Specified	249	24.17%
Total	<b>1030</b>	

41.75% of the workforce identify themselves as Christian (a reduction of 0.7%) and 28.06% state that they have no religion or belief (an increase of 0.05%).

3.69% of staff stated their religion/belief as Other (up from 3.44%) and 24.17% preferred not to disclose this information.

The percentage of the workforce who identify themselves as Christian has been at 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 28% of the workforce.

24% of Council staff have 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 were 50.50% compared to 24% 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 3.69% 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:

<b>Sexual Orientation</b>	<b>Number of Staff</b>	<b>% Workforce</b>
Bisexual	11	1.07%
Gay	7	0.68%
Heterosexual	664	64.47%
Lesbian	3	0.29%
Other	3	0.29%
Questioning	3	0.29%
Refuse to declare	339	32.91%
Total	<b>1030</b>	

64.47% of staff declare themselves as heterosexual. This is a 0.13% increase since March 2014.

24 members of staff (2.62%) declare their sexual orientation as gay, lesbian, bisexual or questioning.

32.91% of staff prefer not to declare their sexual orientation.

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 32.91% 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.

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.

## 5. Recruitment Profile

The full Recruitment Profile for 2014-15 is shown in Appendix 5.

### 5.1 Ethnicity

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

There has been an increase in BAME applications received (6.06% increase from 14.41% to 20.47%). There have also been increases in the percentage of shortlisted applications (3.48% increase from 14.09% to 17.57%), and successful applications (2.07% increase from 9.47% to 11.54%) from BAME groups.

These figures continue to be above the target of 9.5% and the workforce profile of 7.06% at all stages of recruitment.

There were 15 (11.54%) BAME applicants who were successful. This is a 2.07% increase from 9.47% in 2013-14, and is 2% higher than the workforce target of 9.5%.

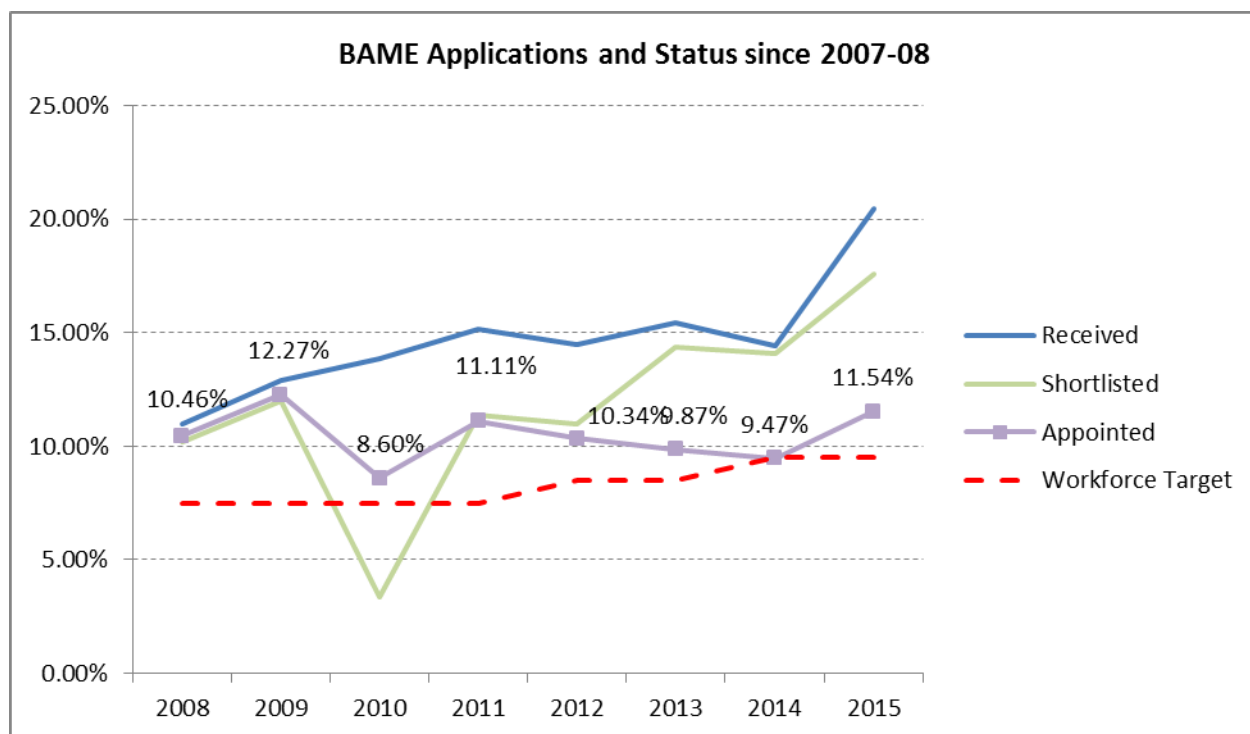
In order to raise the workforce profile from 7.06% to the target of 9.5%, a further 24 BAME staff would need to be recruited based on the current headcount.

A recruitment survey and audit of BAME applications was undertaken in 2013-14. A paper copy of the survey was conducted in the first quarter of 2014 and an online survey is being prepared. 18 responses have been received to date.

The survey is being undertaken to help develop targeted approaches to increase the representation of people from BAME communities (especially the Chinese community) within our workforce along with people with disabilities and younger people. From the analysis of the limited responses so far, there does not appear to be anything raised by respondents that would 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.

<b>Applications</b>	<b>All Applications</b>		<b>BAME Applications</b>		<b>Prefer not to say</b>	
Received	1214		227	20.47%	105	8.65%
Shortlisted	515	42.42%	84	17.57%	37	7.18%
Successful	142	11.70%	15	11.54%	12	8.45%

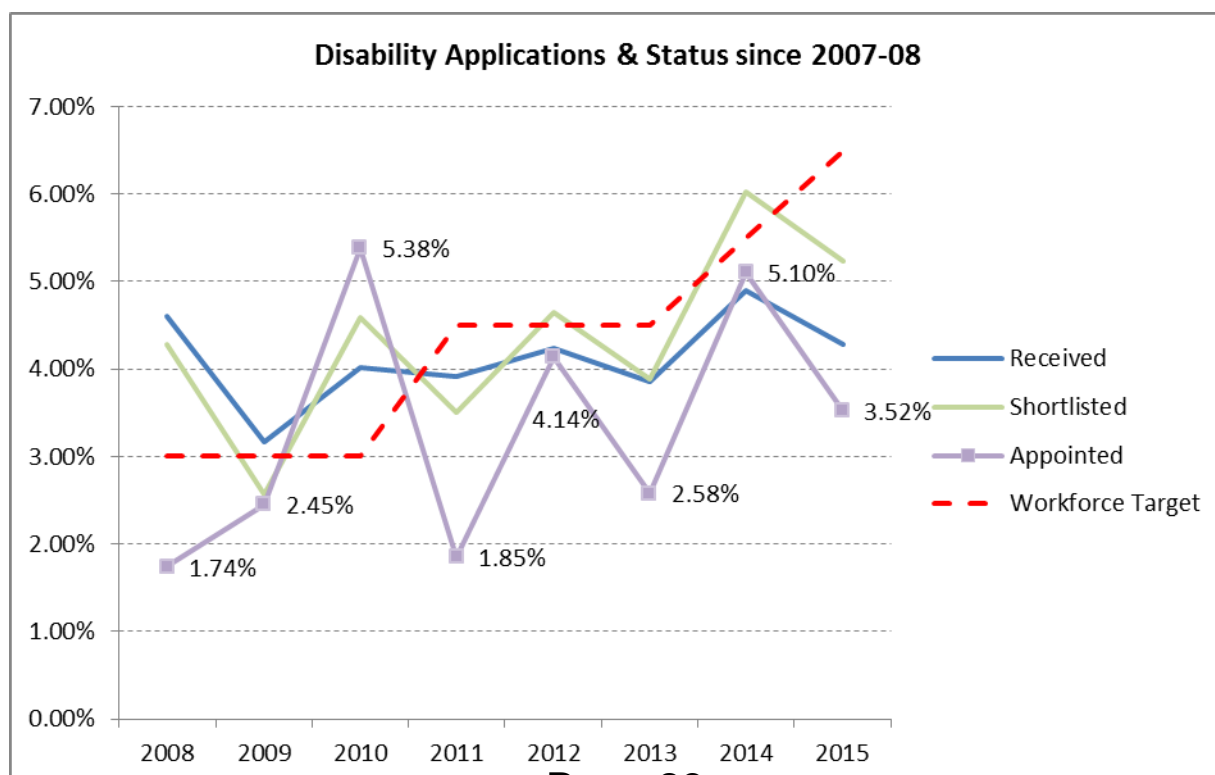


## 5.2 Disability

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

There have been decreases of between 0.61% and 1.58% in applications from people with a disability at all stages of recruitment. The number of applicants with a disability who were successful has fallen from 5.10% to 3.52%.

Applications	All Applications		Disability Applications	
Received	1214		52	4.28%
Shortlisted	515	42.42%	27	5.24%
Successful	142	11.70%	5	3.52%



Having and displaying the “Two Ticks” symbol remains a Council commitment. 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.

During 2014 the Work Choice agreement with Papworth Trust ended, and Papworth Trust no longer provide this service. As of May 2015, the Council are actively searching for a new provider for this scheme.

The workforce target was increased this year to 6.5%. The recommended target for 2015-16 is to remain at 6.5%. In order to meet this target there would need to be 14 people with a disability recruited based on the current headcount.

### 5.3 Age

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

The majority of applications continue to come from people aged between 25 and 34. The shortlisting stage has moved back to a 25-34 majority age group from the 35-44 age group which had the majority in 2014-15. Successful applicants were mostly from the 35-44 age group.

This year there were 4 successful applicants aged 18 or Under.

Age	Applicant	Shortlisted	Successful
18 or Under	18	7	4
19-24	183	64	23
25-34	380	158	36
35-44	284	124	43
45-54	227	105	23
55-64	84	45	10
65 and Over	3	2	2
Not provided	35	10	1
	<b>1214</b>	<b>515</b>	<b>142</b>

### 5.4 Gender

51.89% of applications were from males, and 48.02% from females. As the applications move through the stages of recruitment the difference moves from a male majority to female majority. At appointment stage there were 56 (39.44%) male staff appointed and 86 (60.56%) female staff appointed.

11.70% of all applications were successful. For males this figure is 8.89% (56 successful from 630 applications) and for females this figure is 14.75% (86 successful from 583 applications). There was 1 applicant who did not disclose their gender, and this person was not successful in their application.

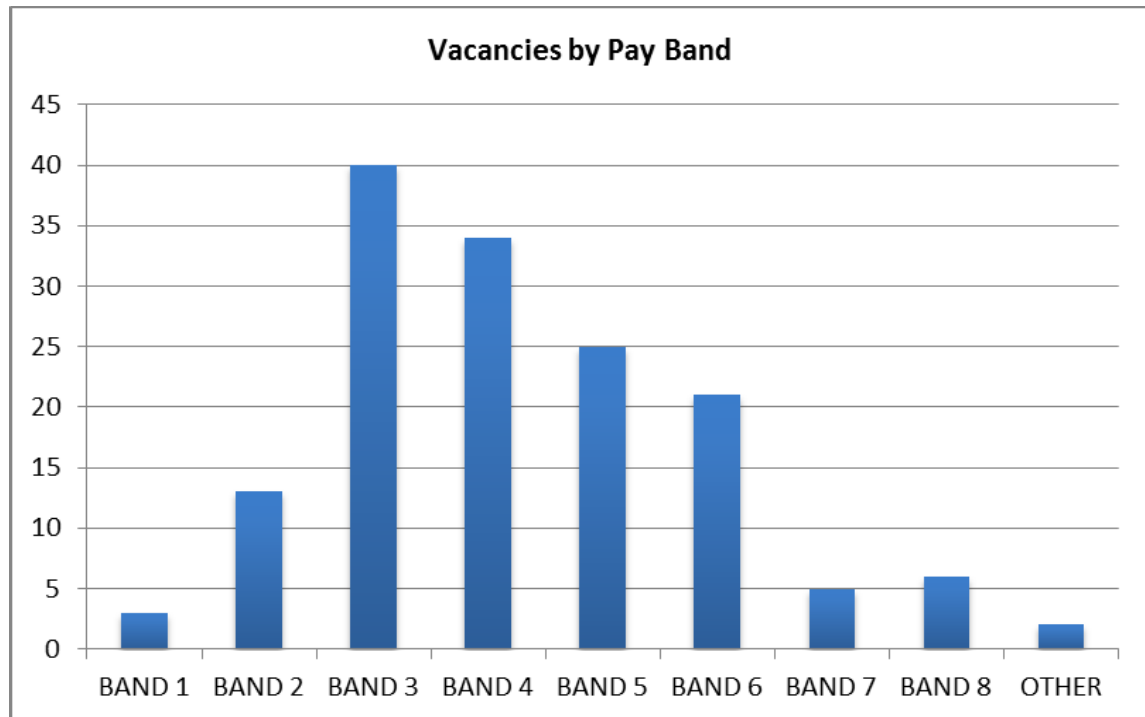
Applications	All Applications		Male		Female		Prefer not to say	
Received	1214		630	51.89%	583	48.02%	1	0.08%
Shortlisted	515	42.42%	232	45.05%	283	54.95%	0	0.00%
Successful	142	11.70%	56	39.44%	86	60.56%	0	0.00%



## 5.5 Vacancies by Pay Band

Band 3 had the most number of advertised vacancies in 2014-15. Bands 4, 5 and 6 are the next highest recruited to grade respectively.

The profile of Vacancies is broadly similar to the workforce profile by pay band, with most posts being in grades 3 and 4.



## 6. Training

The Council monitors attendance at Corporate Learning and Development staff training courses in terms of diversity.

A total of 208 courses were held from April 2014 to March 2015, compared to 174 for the same period in 2013-14.

### 6.1 Training Attendance April 2014 – March 2015

	BAME	Non-BAME	Not provided	Disability	No Disability	Female	Male	Under 55	55 and Over
No of Attendees	111	1346	78	94	1441	898	637	1277	258
%	7.62%	92.38%	5.08%	6.12%	93.88%	58.50%	41.50%	83.19%	16.81%
<b>1535 Attendees</b>									

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

7.62% of staff who attended training in this period declared themselves as BAME, which is higher than the workforce profile of 7.06%. This is an increase from 7.53% who attended training in the previous period from 2013-2014.

The gender profile of the workforce currently sits at 48% Female and 52% Male. The numbers of staff attending training are 58.5% Female and 41.5% Male.

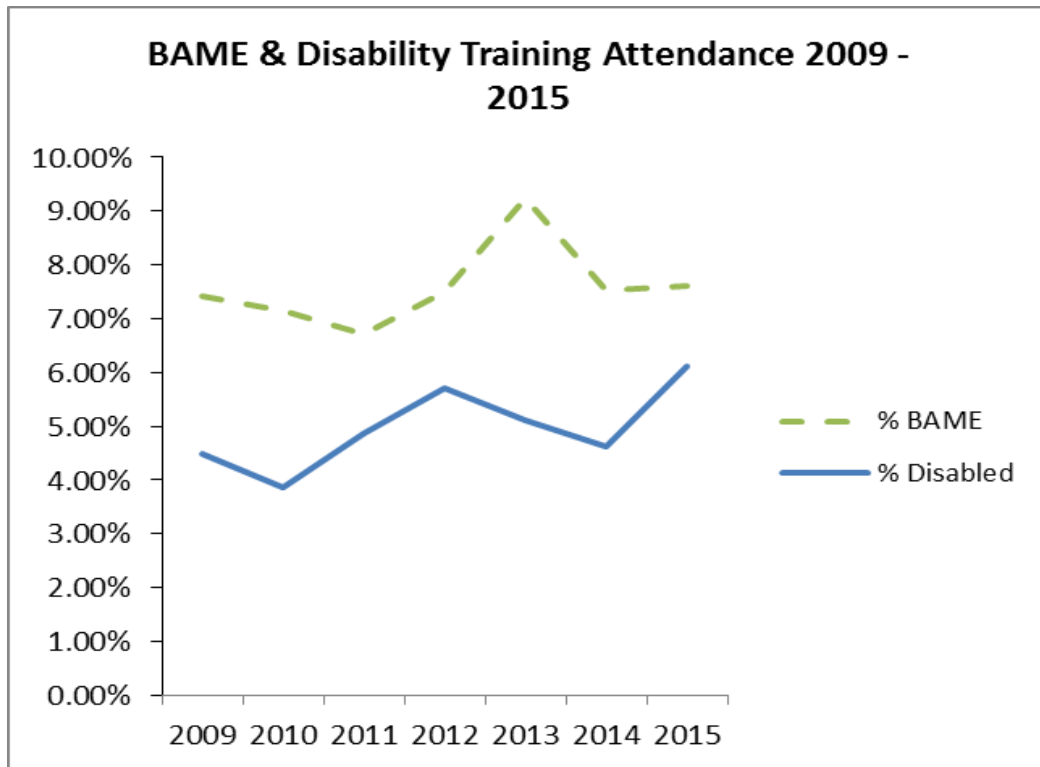
The number of staff over the age of 55 who attended training this year was slightly lower than in the previous year (currently 16.81% compared to 18.76%). The workforce profile has 22% of staff aged 55 and over.

6.12% of attendees declared themselves as disabled. This is both higher than the workforce profile for disability (5.06%) and last year's training figure (4.63%).

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

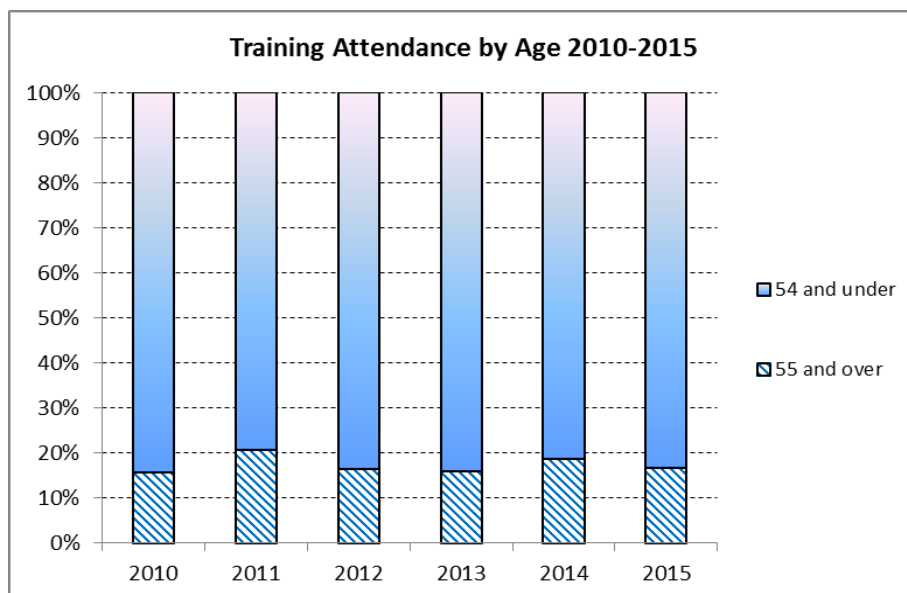
## 6.2 Training Attendance 2009 – 2015

### 6.2.1 Ethnicity and Disability 2009 – 2015



The BAME attendance figures have averaged around 7.5% since 2009 with a peak of over 9% in 2012/13. The percentage of staff with a disability who have attended training has been generally increasing since 2009 (4.5% in 2009 to 6.12% in 2015), and has remained very similar to the workforce profile.

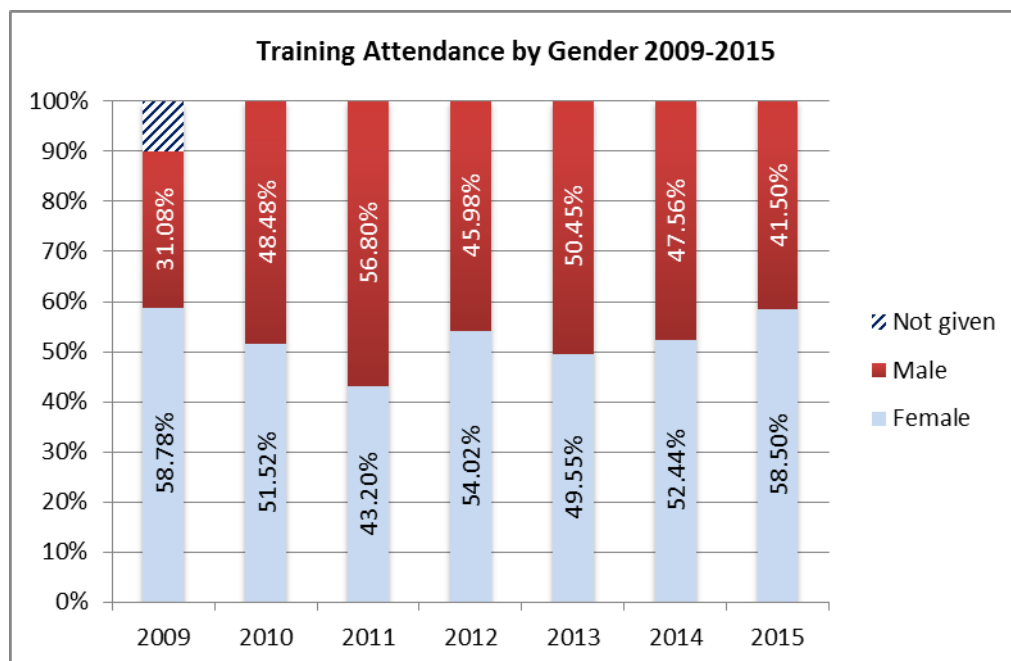
### 6.2.2 Age 2010 – 2015



The Age trend data is for 2010 – 2014, 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 stayed at around 16% since 2010, with a jump to 20% in 2011. The 2015 figure is 16.81%, compared to 22% for the workforce overall.

### 6.2.3 Gender 2009 – 2015



The percentage of female trainees has fluctuated over the past 5 years with figures between 58.78% 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 2014-15 is 58.50% to 41.50%. Since 2009, there has tended to be slightly more females attending training than males although this has never passed more than a 60:40 ratio.

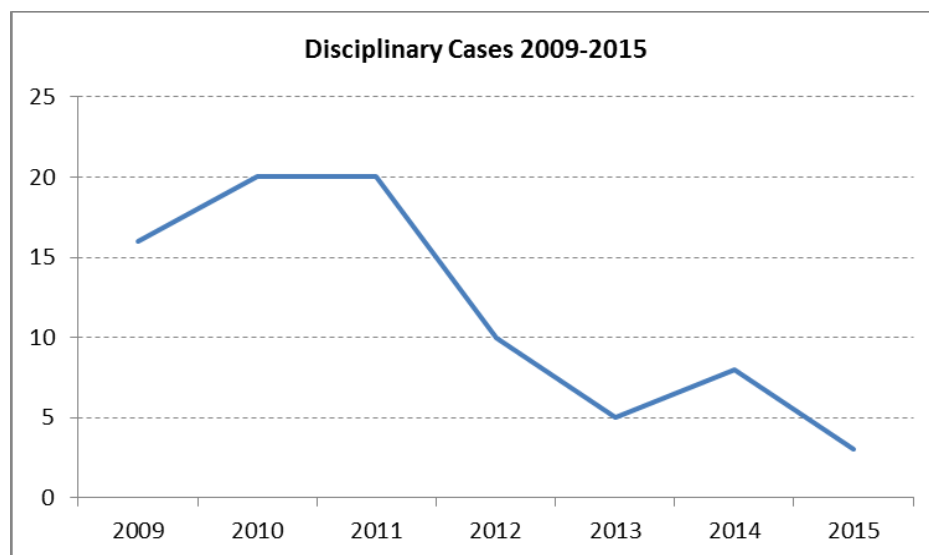
## 7. Disciplinary, Capability, Grievance and Redundancy

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

### 7.1 Disciplinary

During the period April 2014 to March 2015, 3 people (0.29%) have been formally disciplined.

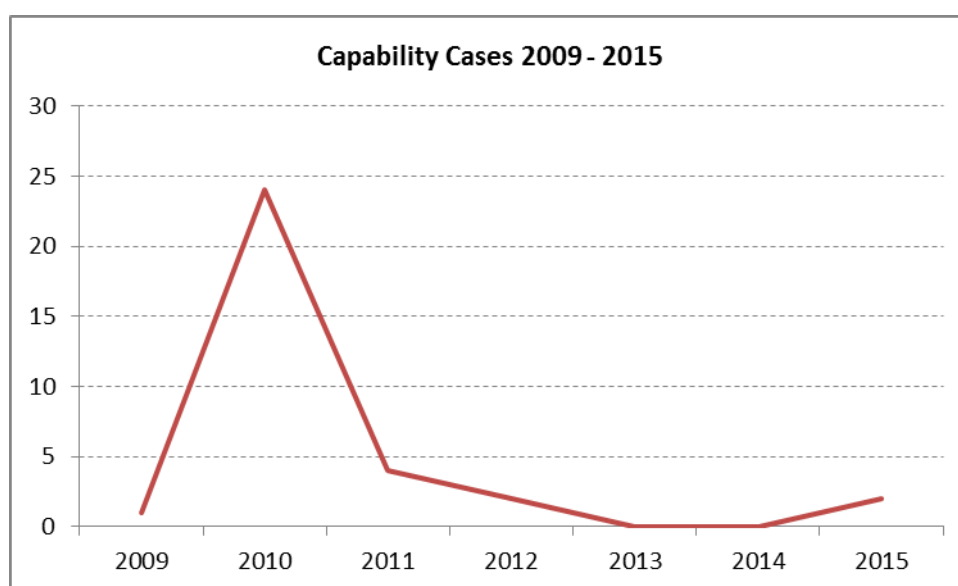
	BAME	Non-BAME	Not Given	Disability	No Disability	Female	Male	Under 55	55 and Over
No. of Staff	2	1	0	0	3	1	2	3	0
%	67%	33%	0%	0%	100%	33%	67%	100%	0%



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 2 capability processes being undertaken during 2014-15. As the number of cases is small, equality information has not been provided so as to avoid identifying the individuals concerned.

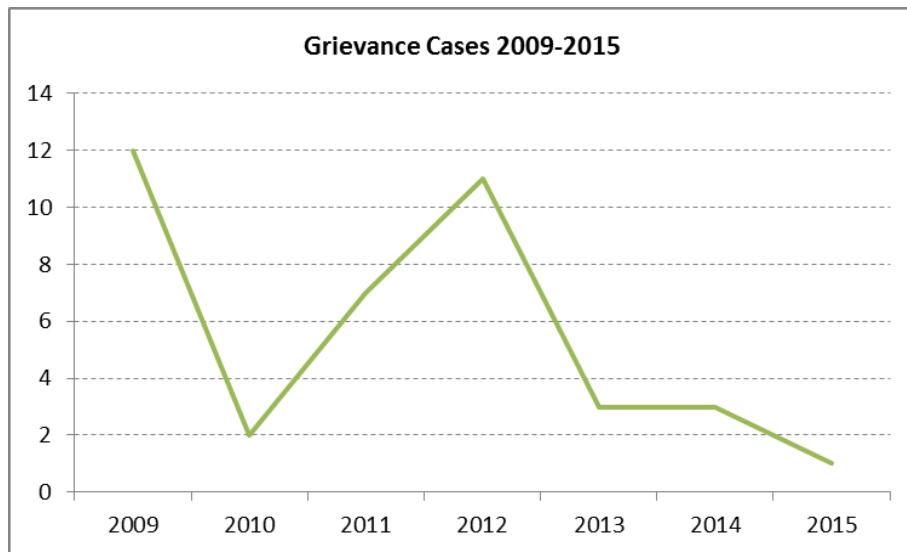


The number of Capability cases has fallen since 2010.

### 7.3 Grievance

2 people (0.10%) raised individual grievances and there was 1 collective dispute raised, during the period April 2014 – March 2015.

As the number of grievances raised is small, equality information has not been provided for the grievances recorded so as to avoid identifying the individuals.

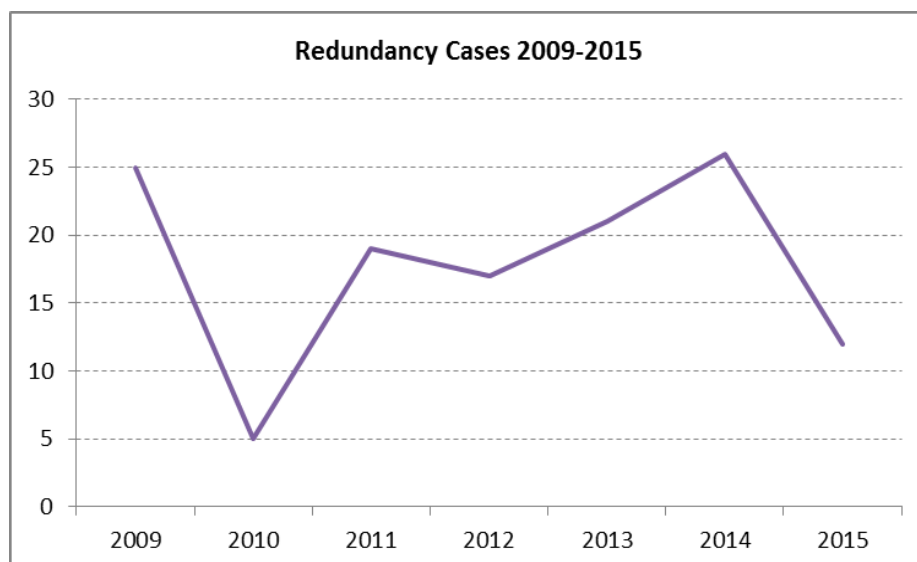


The number of grievance cases has fluctuated since 2009.

### 7.4 Redundancy

In the same period, the Council made 12 people (1.17%) redundant, compared to 26 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	1	10	1	1	11	5	7	5	7
%	9.09%	90.91%	8.33%	8.33%	91.67%	41.67%	58.33%	41.67%	58.33%



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

### 7.5 Bullying and Harassment

There was 1 new Bullying & Harassment case in 2014-15. This was not found to be in relation to issues surrounding any of the protected characteristics.

## 8. Starters

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

There were 142 offers of appointment made between April 2014 and March 2015. Of these, 113 (79.58%) were external appointments, and 29 (20.42%) were internal.

The recruitment advertising process was changed in September 2012, and there has been an increase in the proportion of external appointments and the number of applications received. The figure has been 80% to 20% external to internal appointments for the past two years.

Of the 113 external appointments, 3.54%% declared a Disability, 11.50%% were from a BAME group, 57.52%% were Female and 42.48%% were Male. The age group with the highest proportion of offers of appointments was the 35-44 age group, compared with 25-34 being more prevalent in 2013-14.

There were 29 internal appointments, of which 14 (48%) were promotions (an increase in Pay Band). The breakdown of promotions for April 2014 – March 2015 is as follows:

	No of Promotions	%
Female	11	78.57%
Male	3	21.43%
BAME	1	7.69%
Non BAME	12	92.31%
Prefer not to say	1	7.14%
Disability	0	0.00%
No Disability	14	100.00%
<b>Age</b>		
18 or Under	0	0.00%
19-24	2	14.29%
25-34	6	42.86%
35-44	5	35.71%
45-54	1	7.14%
55-64		0.00%
65 and over		0.00%

The majority of promotions were offered to members of staff between the ages of 25 and 34.

There was 1 internal appointment made to a member of staff with a disability. This appointment was on the same pay scale as the previous post.

## 9. Leavers

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

From April 2014 to March 2015, 158 staff left the Council (an increase of 25 staff from 2013-14). Of these, 5 had a disability, 85 were female, and 17 were BAME.

The reasons for leaving were as follows:

Reason for Leaving		
Career Break	3	2%
Death in Service	0	0%
Dismissal	3	2%
End of Contract	6	4%
Ill Health Retirement	3	2%
Mutual Agreement	3	2%
Redundancy	12	8%
Retirement	9	6%
TUPE	49	31%
Voluntary	70	44%

- 3.16% of leavers were staff who had declared a disability (down from 7.5% in 2013-14).
- 11.64% of leavers were BAME (for data available). This is a 0.5% decrease from 2013-14.
- 53.8% of leavers were female, which is a decrease from 60.2% in 2013-14.

Total staff turnover for this period was 15.22% based on all leavers as a percentage of the average number of employees for the year.

Staff turnover based on voluntary leavers was 6.74% for this period, which is very similar to 2013-14 (0.07% increase).

### 9.1 Leavers by Pay Band

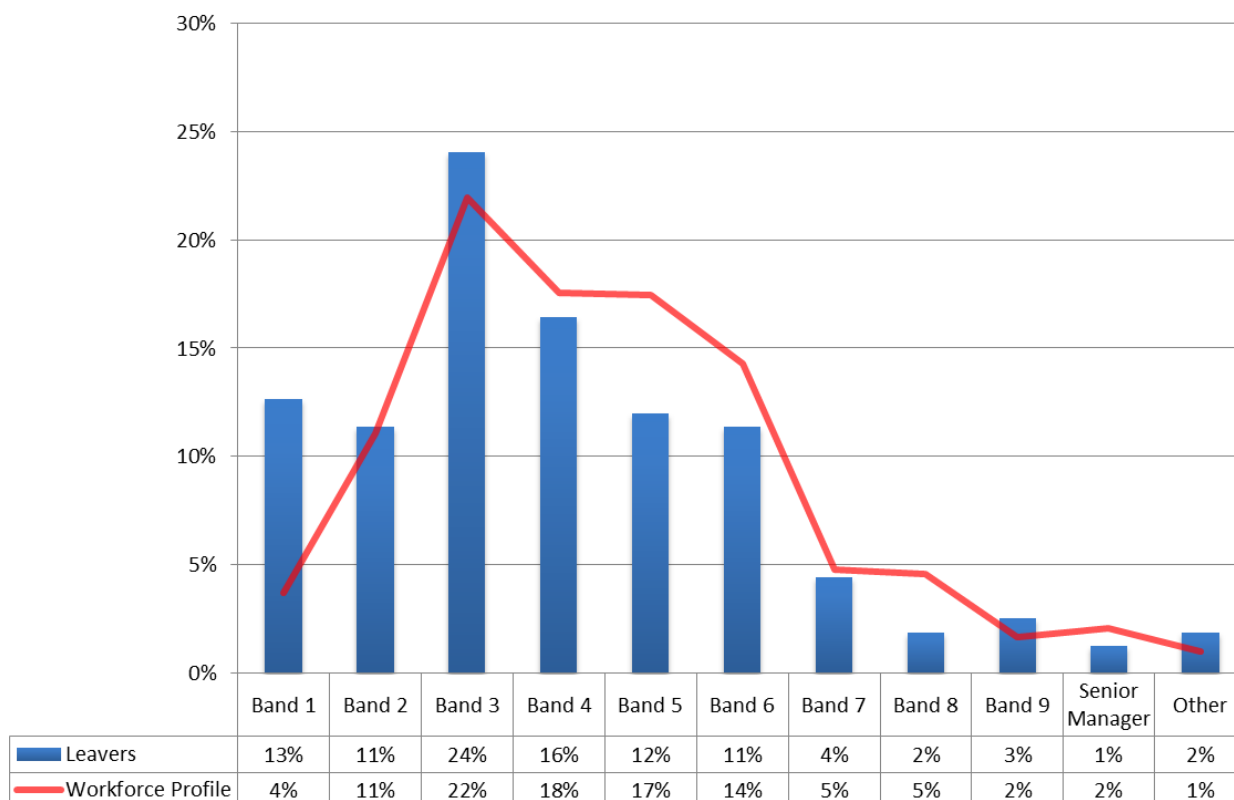
In 2014-15, as with previous years, the highest number of leavers were leaving from posts in Band 3, which is in line with the distribution of the workforce across Paybands.

Bands 1 and 3 had a higher proportion of leavers than other Bands. The difference in band 1 can be linked to the transfer of staff to the cultural trust with a leaving date of 31<sup>st</sup> March 2015. These staff included band 1 Front of House Stewards.

Bands 5, 6 and 8 have a lower proportion of leavers compared to the workforce profile.



## Leavers by Pay Band 2014-2015



## 9.2 Exit Questionnaires

In 2014-15, 7 staff completed Exit Questionnaires. These are voluntary and can be completed anonymously.

Some staff entered more than one reason for leaving.

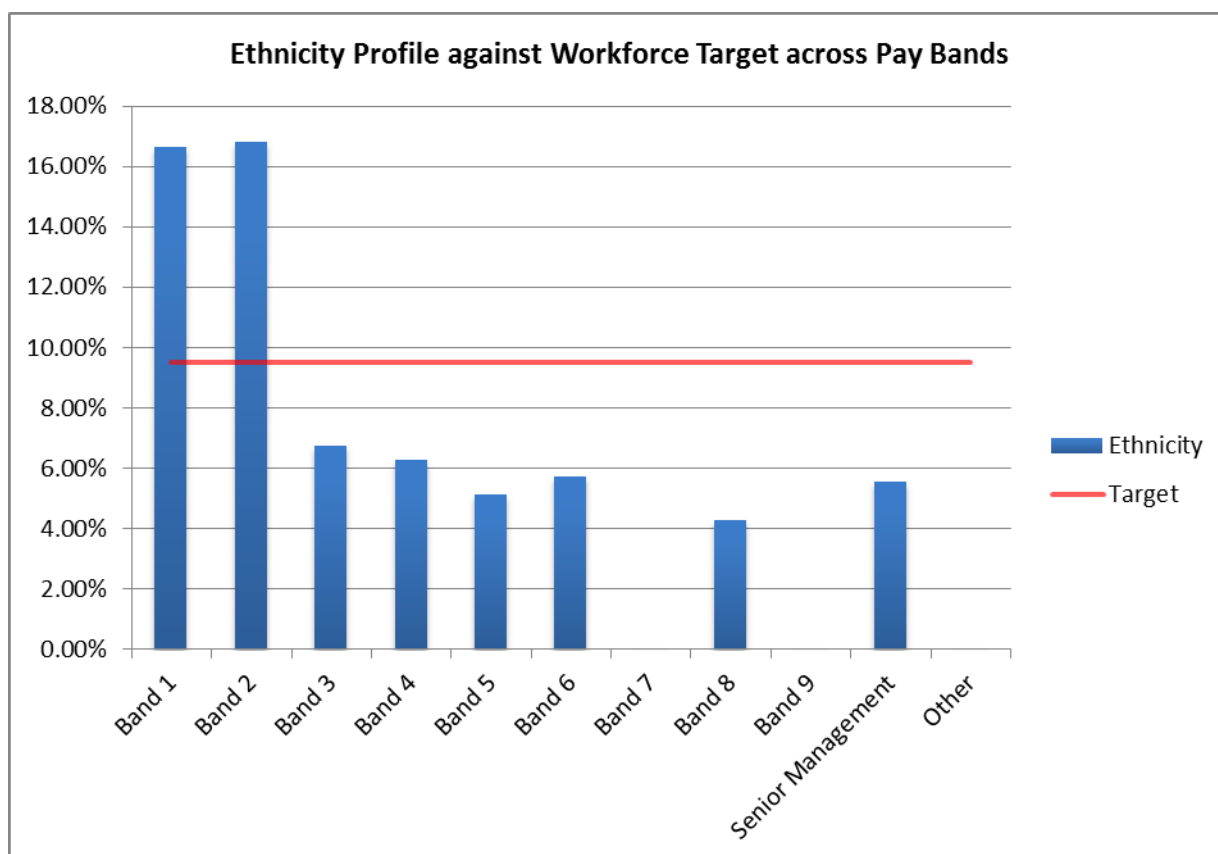
Reason for Leaving	No. of Respondents
Promotion – new Job	1
Career Development Opportunity	2
Education or Study	1
To travel	1
Changed Work/life Balance	2
Dissatisfaction with current job	1

### Top 3 Destinations:

Other Local Authority	2
Other Public Sector	2
Private Sector	0

## 10. Pay Bands

### 10.1 Ethnicity

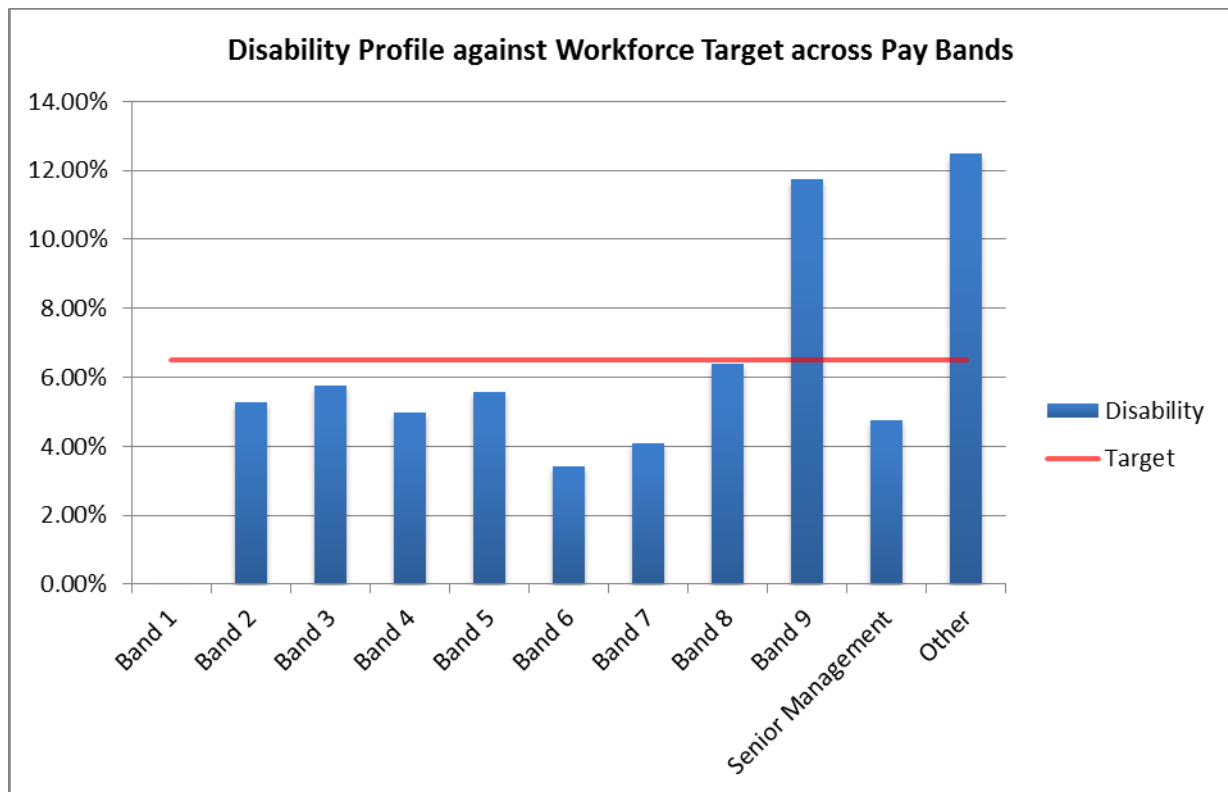


There are no staff who declare themselves to be BAME in pay bands 7 and 9. This is a decrease from 2013-14 where there were approx. 3.5% and 5% in these bands respectively. There are a small number of staff in these bands so small changes in staff numbers through leavers will account for a higher overall percentage change.

Bands 1 and 2 continue to be higher than the 9.5% target and the workforce profile of 7.06%, whereas other bands are below this.

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

## 10.2 Disability



Our current target for staff declaring a disability is 6.5%. The current workforce profile is 5.06%

We are exceeding this target in bands 9 and Other, whereas Band 1 continues to have no staff who have declared a disability.

Appendix 2 details the Disability Profile for the workforce.

## 10.3 Gender

Of our 1,030 members of staff, 47.9% are female and 52.1% are male. This ratio has been around 52:48 for at least 3 years.

Women continue to be more highly represented than men in pay bands 4, 6, and 9.

Women are now also more highly represented than men in Band 8.

Bands 1 and Other are now 50% each male to female.

Appendix 3 details the Gender profile of the workforce by pay band for 2014-15.

## 10.4 Age

There are 23 employees under the age of 25, and these members of staff are all in the low to mid pay bands 1-4, with 2 being in Other.

Members of staff within the 65 and over age group are represented in all bands except Band 8, 9 and Senior Management Grades. They are the highest represented group in Band 1 with 11 out of 38 staff.

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

Members of staff within the 35-44 group are only not represented in the Senior Management pay bands.

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

Appendix 4 details the age profile for the Workforce by Payband for 2014-2015.

## Appendix 1

### Ethnicity Profile for April 2014 – March 2015

Ethnic Origin	Pay Grade											
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER	Total
Arab												0
Asian or Asian British:Bangladeshi			3	1								4
Asian or Asian British:Indian	1	1		3	3	3		1		1		13
Asian or Asian British:Other	1	6	2									9
Asian or Asian British:Pakistani		1				1						2
Black or Black British:African	2	3	2	1	2							10
Black or Black British:Caribbean		1	2	3	2			1				9
Black or Black British:Other		1	1	1		1						4
Chinese or other Ethnic:Chinese					1							1
Chinese or other Ethnic:Other		2				1						3
Mixed:Other	1		1			1						3
Mixed:White&Asian		3	1		1							5
Mixed:White&Black African		1		2								3
Mixed:White&Black Caribbean			1			1						2
Traveller: From a Travelling Community												0
Other Ethnic Group			2									2
White:British	20	80	181	150	159	119	47	43	16	16	6	837
White:Irish		1	3	2	4	6		1		1		18
White:Other	5	13	23	12	3	7	2	1	1			67
<b>Total BAME Employees</b>	<b>5</b>	<b>19</b>	<b>15</b>	<b>11</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>70</b>
<b>Total in Pay Band Data Supplied)</b>	<b>30</b>	<b>113</b>	<b>222</b>	<b>175</b>	<b>175</b>	<b>140</b>	<b>49</b>	<b>47</b>	<b>17</b>	<b>18</b>	<b>6</b>	<b>992</b>
<b>BAME % For Pay Band</b>	<b>16.67%</b>	<b>16.81%</b>	<b>6.76%</b>	<b>6.29%</b>	<b>5.14%</b>	<b>5.71%</b>	<b>0.00%</b>	<b>4.26%</b>	<b>0.00%</b>	<b>5.56%</b>	<b>0.00%</b>	

Prefer not to say	8	1	4	6	5	7				3	4	38	<b>3.69%</b>
-------------------	---	---	---	---	---	---	--	--	--	---	---	----	--------------

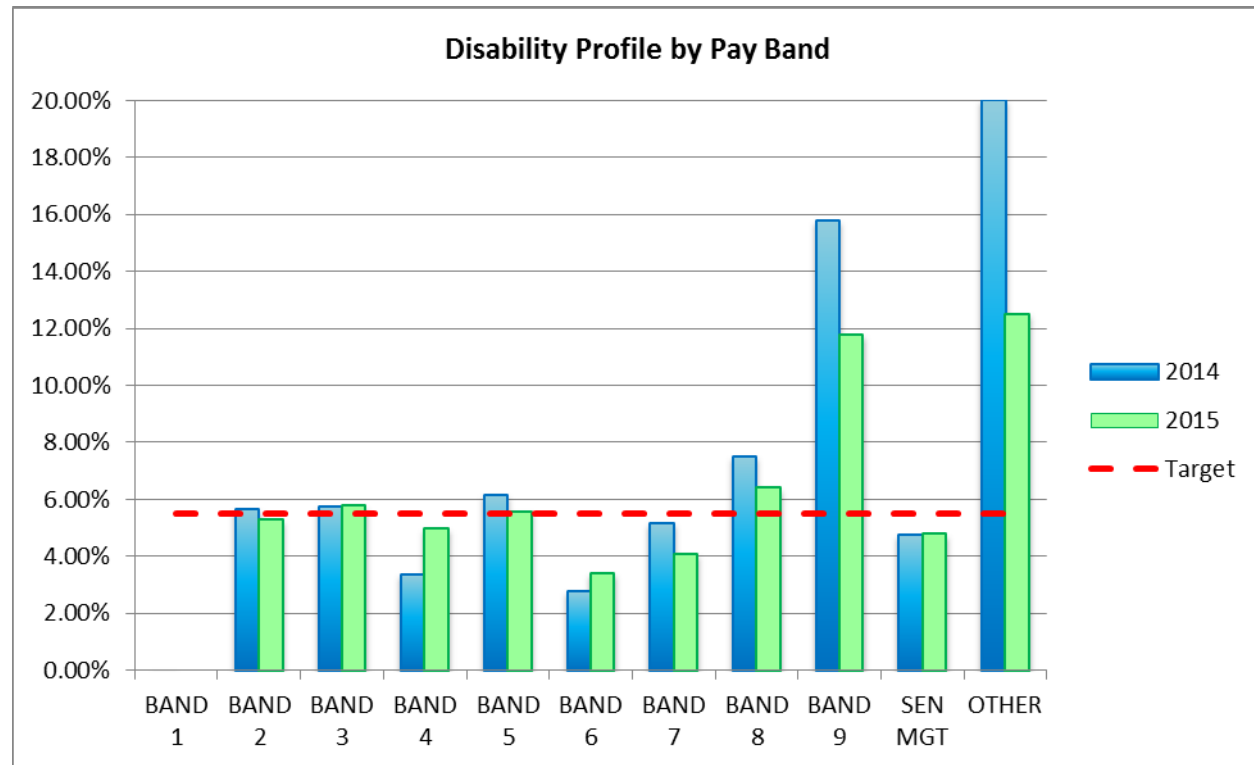
Total Workforce within Pay Band	38	114	226	181	180	147	49	47	17	21	10	<b>1030</b>
% Workforce within Pay Band	3.69%	11.07%	21.94%	17.57%	17.48%	14.27%	4.76%	4.56%	1.65%	2.04%	0.97%	

End of Year Workforce Report April 2014 – March 2015

## Appendix 2

### Disability Profile April 2014 – March 2015

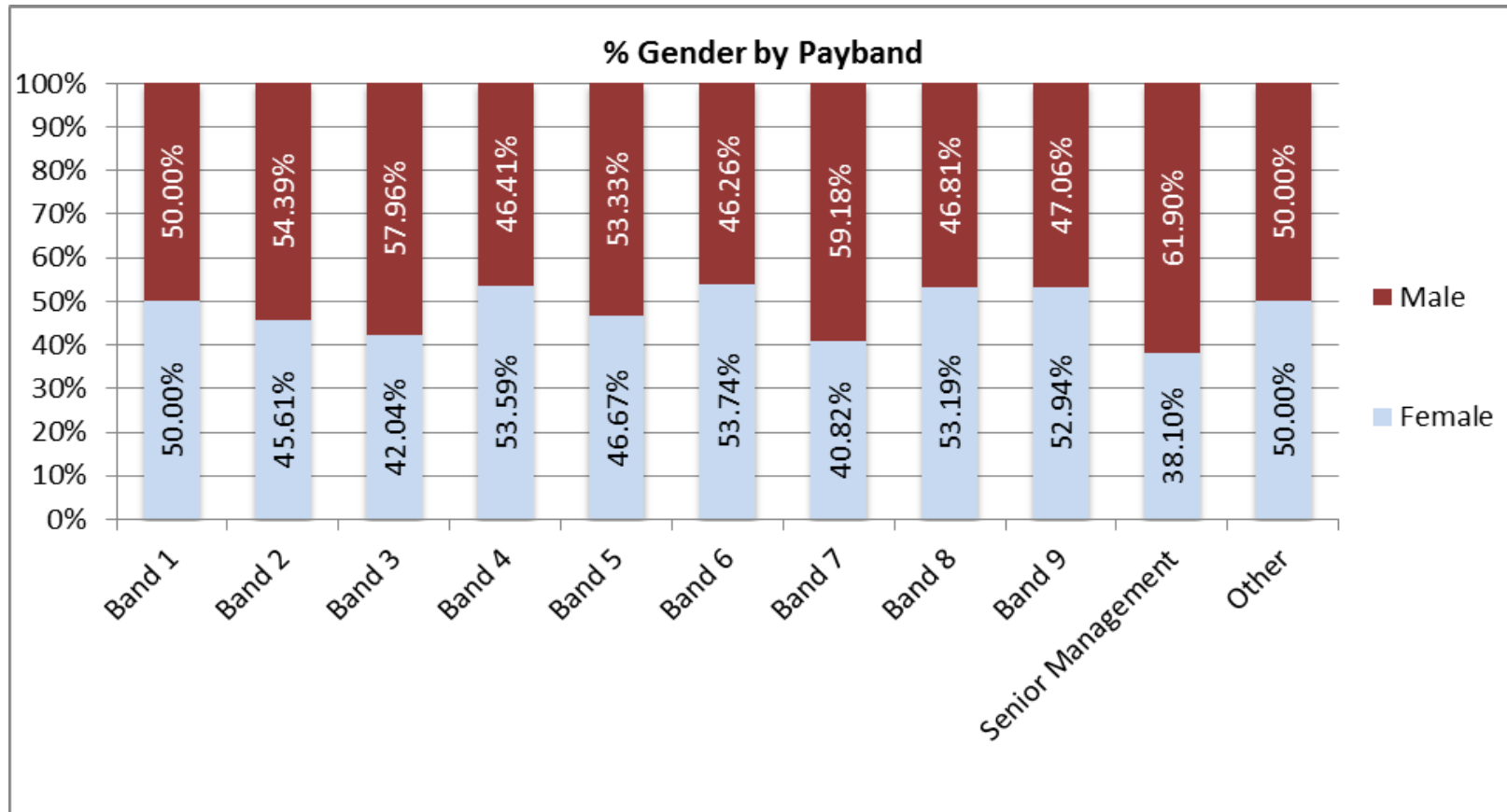
	Pay Grade											
Disability?	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	SEN MGT	OTHER	Total
NO	38	108	213	172	170	142	47	44	15	20	7	976
YES	0	6	13	9	10	5	2	3	2	1	1	52
<b>Total</b>	<b>38</b>	<b>114</b>	<b>226</b>	<b>181</b>	<b>180</b>	<b>147</b>	<b>49</b>	<b>47</b>	<b>17</b>	<b>21</b>	<b>8</b>	<b>1028</b>
%	0.00%	5.26%	5.75%	4.97%	5.56%	3.40%	4.08%	6.38%	11.76%	4.76%	12.50%	



## Appendix 3

## Gender Profile April 2014 – March 2015

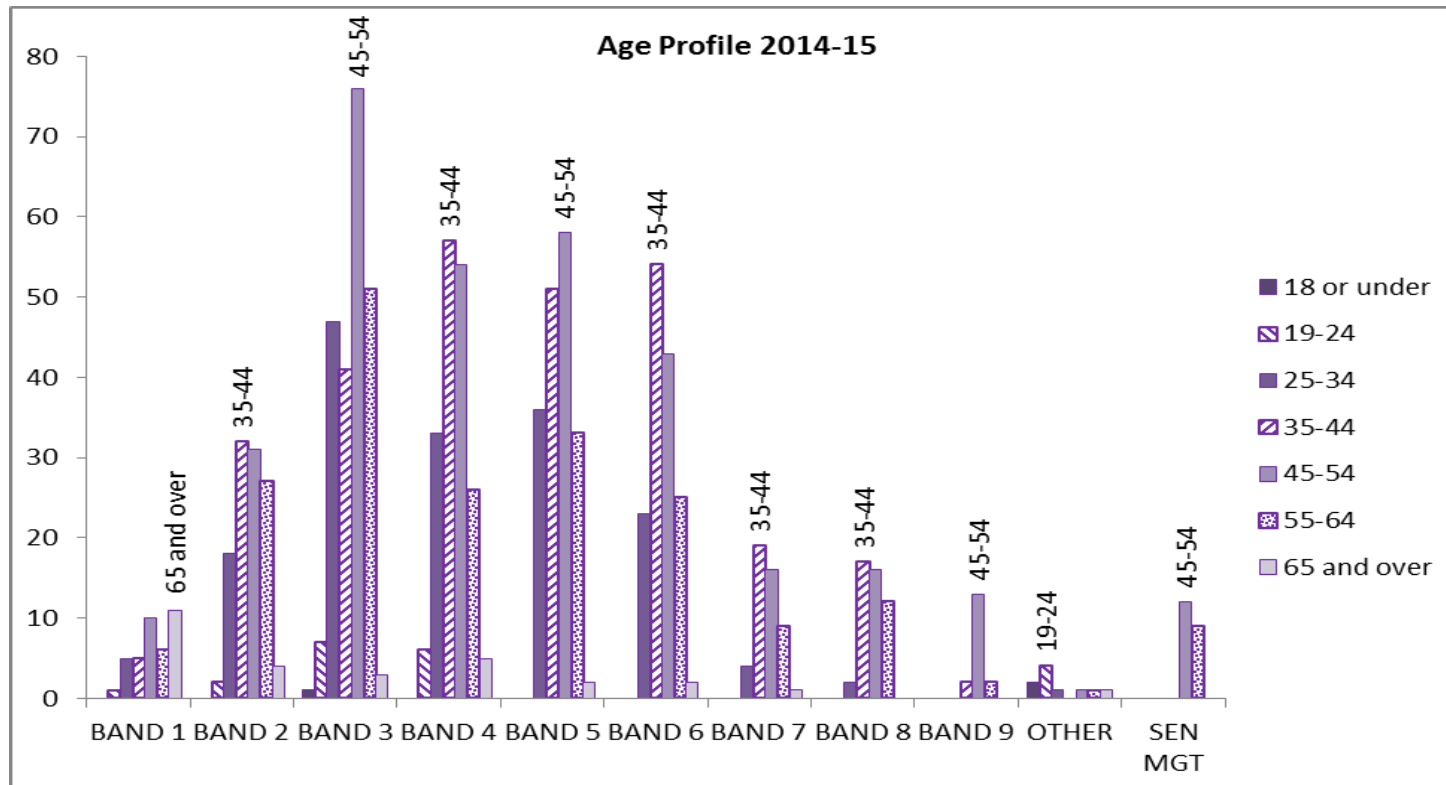
	Pay Grade																							
	BAND 1		BAND 2		BAND 3		BAND 4		BAND 5		BAND 6		BAND 7		BAND 8		BAND 9		Senior Management		Other		Total	%
Female	50.0%	19	45.6%	52	42.0%	95	53.6%	97	46.7%	84	53.7%	79	40.8%	20	53.2%	25	52.9%	9	38.1%	8	50.0%	5	493	47.9%
Male	50.0%	19	54.4%	62	58.0%	131	46.4%	84	53.3%	96	46.3%	68	59.2%	29	46.8%	22	47.1%	8	61.9%	13	50.0%	5	537	52.1%
<b>Grand Total</b>	<b>38</b>		<b>114</b>		<b>226</b>		<b>181</b>		<b>180</b>		<b>147</b>		<b>49</b>		<b>47</b>		<b>17</b>		<b>21</b>		<b>10</b>		<b>1030</b>	



## Appendix 4

### Age Profile April 2014 – March 2015

	Pay Grade												
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	OTHER	SEN MGT	Total	%
18 or under			1							2		3	0.29%
19-24	1	2	7	6						4		20	1.94%
25-34	5	18	47	33	36	23	4	2		1		169	16.41%
35-44	5	32	41	57	51	54	19	17	2			278	26.99%
45-54	10	31	76	54	58	43	16	16	13	1	12	330	32.04%
55-64	6	27	51	26	33	25	9	12	2	1	9	201	19.51%
65 and over	11	4	3	5	2	2	1			1		29	2.82%
<b>Total</b>	<b>38</b>	<b>114</b>	<b>226</b>	<b>181</b>	<b>180</b>	<b>147</b>	<b>49</b>	<b>47</b>	<b>17</b>	<b>10</b>	<b>21</b>	<b>1030</b>	<b>100.00%</b>





## Appendix 5

### Recruitment Applications Profile April 2013 – March 2014

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									0									0									0
Asian or Asian British:Bangladeshi		7	3	7		1			18		2	2	3					7		1	1						2
Asian or Asian British:Indian		5	13	8	7			3	36		2	6	4	2			1	15				2	1				3
Asian or Asian British:Other			4	5	3				12			1	3	1				5									0
Asian or Asian British:Pakistani		3	6	2	1				12			2	1					3									0
Black or Black British:African		6	22	11	10				49		2	2	4	6				14		1	1	1					3
Black or Black British:Caribbean			4	1	8	1			14			1	1	3				5				1					1
Black or Black British:Other			2		4				6					4				4									0
Chinese or Other Ethnic:Chinese		1	3	1	1				6			3						3									0
Chinese or Other Ethnic:Other			1	1					2				1					1									0
Mixed:Other		1	4	5					10		1	1	1					3									0
Mixed:White & Asian		3	11	1	2				17		1	4						5		1							1
Mixed:White & Black African		1	1	4					6			1	3					4			1						1
Mixed:White & Black Caribbean		3	3	1	2				9		3	1	1	1				6		1							1
Traveller:From a Travelling Community						1			1						1			1									0
White British:	15	130	234	185	165	72	3	3	807	6	49	107	80	79	38	2	2	363	3	18	29	28	20	8	2		108
White:Irish			1	9	4	2			16				3		2			5				2					2
White:Other		2	29	18	6	3		1	59			12	9	2	2		1	26				2	1	2			5
Other Ethnic Group		4	14	8	2	1			29		1	5	1	1				8		1	2						3
Prefer not to say	3	17	25	17	12	3		28	105	1	3	10	9	6	2		6	37	1		2	7	1			1	12
<b>Grand Total</b>	<b>18</b>	<b>183</b>	<b>380</b>	<b>284</b>	<b>227</b>	<b>84</b>	<b>3</b>	<b>35</b>	<b>1214</b>	<b>7</b>	<b>64</b>	<b>158</b>	<b>124</b>	<b>105</b>	<b>45</b>	<b>2</b>	<b>10</b>	<b>515</b>	<b>4</b>	<b>23</b>	<b>36</b>	<b>43</b>	<b>23</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>142</b>

Ethnic Origin	Applicant					Shortlisted					Successful				
	Female	Male	Not Given	Disabled	Total	Female	Male	Not Given	Disabled	Total	Female	Male	Not Given	Disabled	Total
Arab					0					0					0
Asian or Asian British:Bangladeshi	13	5			18	4	3			7	1	1			2
Asian or Asian British:Indian	23	13		3	36	9	6		2	15	2	1			3
Asian or Asian British:Other	7	5			12	3	2			5					0
Asian or Asian British:Pakistani	3	9		1	12	1	2			3					0
Black or Black British:African	25	24			49	8	6			14	2	1			3
Black or Black British:Caribbean	6	8			14	2	3			5	1				1
Black or Black British:Other	5	1			6	4				4					0
Chinese or Other Ethnic:Chinese	2	4			6	2	1			3					0
Chinese or Other Ethnic:Other	2				2	1				1					0
Mixed:Other	7	3		1	10	2	1		1	3					0
Mixed:White & Asian	7	10			17	3	2			5		1			1
Mixed:White & Black African	4	2			6	3	1			4		1			1
Mixed:White & Black Caribbean	5	4			9	4	2			6		1			1
Traveller:From a Travelling Community	1			1	1	1			1	1					0
White British:	374	433		43	807	192	171		23	363	66	42		5	108
White:Irish	5	11			16	1	4			5		2			2
White:Other	31	28		2	59	15	11			26	3	2			5
Other Ethnic Group	16	13			29	7	1			8	3				3
Prefer not to say	47	57	1	1	105	21	16			37	8	4			12
<b>Grand Total</b>	<b>583</b>	<b>630</b>	<b>1</b>	<b>52</b>	<b>1214</b>	<b>283</b>	<b>232</b>	<b>0</b>	<b>27</b>	<b>515</b>	<b>86</b>	<b>56</b>	<b>0</b>	<b>5</b>	<b>142</b>

This page is intentionally left blank