

EQUALITY IN EMPLOYMENT

End of Year Workforce Report

April 2020— March 2021



INTRODUCTION

PURPOSE & BACKGROUND

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'. A new Single Equality Scheme for 2021-2024 is currently being prepared for approval at the Environment and Community Scrutiny Committee on 7 October 2021.

The following information sets out the Council's workforce profile as at 31st March 2021 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 annually.

SUMMARY



As at 31st March 2021, 48.28% (394) of our staff are female and 51.72% (422) are male.

7.71%

Percentage of staff declaring themselves as BAME.

816

Number of staff at Cambridge City Council.
Down 11 from previous year.



For 2020/21 target for staff declaring themselves as BAME will remain at 9.5% and as disabled will increase to 8.5%



The median gender pay gap for 2020 is 4.71%. This has decreased from 5.53% in 2019.

7.11%

Percentage of staff declaring themselves disabled.



The highest percentage of Council staff were in the 45 to 54 age group.
This has been the case since 2010.



44.12% of the workforce has 10 years or more length of service.

ACTIONS IN 2021

ETHNICITY IN RELATION TO RECRUITMENT & WORKFORCE

In relation to increasing the proportion of BAME people, as a percentage of the workforce, for 2020/21 we have continued to:

- Showcase employment opportunities and the organisation during key events during the Equality & Diversity Calendar.
- Advertise our roles through our networks, groups and contacts with far reaching and diverse audiences.
- Ensure that our opportunities are accessible to people who may not have all the exact skills related to a particular role by advertising training opportunities relating to particular roles and/ or services.
- Encourage equality of opportunity for all by making the application process more accessible and less prescriptive (getting rid of overly detailed information on how people will be assessed in relation to person specifications that can be off-putting, being less prescriptive in asking for skills that exactly match roles when people can learn this on the job, focus on transferable skills).
- Advertise our commitment to increasing representation of people from under-represented groups in our workforce, within our recruitment literature and information.
- Support the BAME staff group that provides a voice for BAME members of staff and a secure, safe, supportive environment where BAME staff can discuss issues/ share experiences.
- In light of the 2021 Census, we will review our workforce targets from 2021 onwards. We have made changes to ethnicity monitoring categories/ wording and this will be reflected in our data capture and monitoring.
- We will identify a means to encourage internal applications and promotions and provide training courses on applying for jobs and interviewing skills open to all staff members.

ACTIONS IN 2021 CONTINUED

DISABILITY IN RELATION TO RECRUITMENT & WORKFORCE

We have been working with the Shaw Trust and Jobcentre Plus to raise our profile as a Disability Confident employer as well as providing information on our Disability Confident status within our recruitment literature and sharing that disabled applicants who meet the essential criteria for positions will be guaranteed an interview. We also advertise our roles through organisations that support disabled people locally and will continue to plan for and make reasonable adjustments at application/ interview stage for any of our roles. We continue to encourage applications from individuals with transferrable skills and highlight where training and learning in the job can be supported and achieved. We continue to have mechanisms in place for employees to request reasonable adjustments/ adaptations, supported via the Flexible Working Policy and under the absence management policy where adaptations or adjustments are required to enable an employee to return to or continue in work.

We will prioritise understanding of and actions for, attracting and retaining applicants who declare themselves as disabled and to promote us as an employer, highlighting our Disability Confident status. We are proposing to increase our workforce target for the percentage of staff who declare themselves as disabled from 7.5% to 8.5% to provide an increased target and to meet this we would need to increase our workforce profile by approximately 12 staff.

TRAINING IN RELATION TO WORKFORCE

Overall training course attendance increased by 16% in 2020/21 compared to 2019/20. While overall attendance was up in 2020/21 there was a marked decline in the number of males attending training accounting for 29% compared to 71% female attendees. We will work with teams with a high number of males in operational roles to form actions which address the imbalance in training attendance between the sexes.

SEXUAL ORIENTATION IN RELATION TO WORKFORCE

The number of staff declaring their sexual orientation as gay, bisexual, lesbian or questioning has decreased slightly from 4.47% in 2020, to 3.92% in 2021. (Down 5). We will keep this under review.

AGE



The highest percentage of Council Staff were in the 45 to 54 age group. This has been the case since 2010.



Trend Data shows that the % of staff in each age group is broadly consistent with 2019/20

As at 31st March 2021, 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 2019/20.

There were 15 members of staff (1.84%) aged 24 or under and 34 members of staff (4.17%) aged 65 and over in 2020/21.

PAY GRADE BY AGE

The following table represents the Pay Grade information for all staff from all age groups.

	Pay Grade											
	BAND	BAND	BAND	BAND	BAND	BAND	BAND	BAND	BAND	Senior	TUPE &	Total
	1	2	3	4	5	6	7	8	9	Management	Other	
19-24	1	-	2	3	2	-	-	-	-	-	7	15
25-34	2	3	22	28	26	13	4	1	-	-	18	117
34-44	-	-	31	40	42	35	19	4	4	6	11	192
45-54	2	4	47	32	54	39	22	15	10	7	14	246
55-64	1	5	54	39	46	26	14	9	3	8	7	212
65 and over	4	-	7	4	3	1	2	5	-	1	7	34
Total	10	12	163	146	173	114	61	34	17	22	64	816

AGE CONTINUED

TRAINING

The number for staff aged 55 and over who attended training this year is 27.90% this is a significant increase of 7.51% on the previous year.

The workforce profile has 30.15% of staff aged 55 and over.

The Management Development Programme attracted 9.60% attendance from those staff age 55 and over, which is around the same percentage as the overall attendance figure for this age group.

	2020/2021		2019/2020	
	Under 55	55 and Over	Under 55	55 and Over
Number of Attendees	1362	527	1265	324
%	72.10%	27.90%	79.61%	20.39%
	Attendees		Attendees	
	1889		1589	

RECRUITMENT

Overall the number of applications received in 2020/2021 (682) is equal with those received the previous year. There continued to be less roles advertised following throughout the COVID-19 crisis and a Vacancy Freeze/ Scrutiny process from July 2020 which meant that only roles within key areas were recruited to.

The age profile for recruitment shows that the majority of applicants are from the 25-54 age groups, consistent with the previous year. Our successful applicants range from 19-64 but there still remains little representation in the 24 and below age category.

Age	2020/2021			2019/2020		
	Applicant	Shortlisted	Successful	Applicant	Shortlisted	Successful
18 or Under	0	0	0	3	1	0
19-24	57	10	3	61	31	16
25-34	218	62	17	179	85	19
35-44	164	54	17	180	78	22
45-54	145	55	11	135	72	14
55-64	92	38	8	114	69	15
65 and over	4	3	0	6	2	1
Not Provided	2	2	0	3	1	0
	682	224	56	681	339	87

DISABILITY



7.11% declared themselves disabled.

Similar to 2020/21



We are a Disability Confident Employer



For 2021/22 the target for staff declaring themselves disabled will increase to 8.5%

7.11% (58/816) of the Council's workforce declared themselves as disabled. At March 2020 the percentage was 7.13% (59/827). The target for 2019-20 was 7.5%. 12 members of staff preferred not to disclose a disability. We are proposing to increase our workforce profile target to 8.5%.

The Council has retained its Level 2 Disability Confident Employer status following the successful Self-Assessment submission. Our status continues for a further three years and recognises our commitment to and for disabled people in relation to employment, retention, training and career development. We have further reviewed processes around recruitment and retention of disabled people, actively looking to attract, ensuring a fully inclusive and accessible recruitment process, offering an interview to disabled people who meet the minimum criteria for the job as well as proactively offering and making reasonable adjustments as required.

PAY GRADE BY DISABILITY

The following table represents the Pay Grade information for all who declared whether they had a disability, did not have disability or preferred not to say.

	Pay Grade											Total
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	Senior Management	TUPE & Other	
No Disability	10	10	144	135	162	104	59	34	15	20	53	746
Disability		1	17	11	11	10	2		2	2	2	58
Prefer not to say		1	2								9	12
Total	10	12	163	146	173	114	61	34	17	22	64	816

DISABILITY CONTINUED

TRAINING

10% of course attendees declared themselves as disabled, an increase of 2% compared to 2019/20. This is in line with workforce profile of 7.11%.

The Management Development Programme attracted 6.45% of attendees declaring themselves as having a disability, this is a similar percentage to overall figure of attendance from people declaring a disability.

	2020/2021			2019/2020		
	Disability	No Disability	Not Provided	Disability	No Disability	Not Provided
Number of Attendees	189	1691	9	127	1441	21
%	10%	89.99%	0.1%	7.99%	91%	1.32%
	Attendees			Attendees		
	1889			1589		

RECRUITMENT

The number of applications received from disabled people as a percentage of all application received was 5.42%, this is an decrease of 5.3% from the previous year.

Shortlisted Applicants declaring themselves as Disabled is down by 4.8% on last year.

For the coming year, our focus needs to be on attracting and retaining applicants who declare themselves as disabled and to promote us an employer, highlighting our Disability Confident status.

2020/2021				
Applications	All Applications		Disability Applications	
Received	682		37	5.42%
Shortlisted	224	32.8%	15	6.7%
Successful	56	8.21%	4	7.1%
2019/2020				
Applications	All Applications		Disability Applications	
Received	681		73	10.72%
Shortlisted	339	49.78%	39	11.50%
Successful	87	12.78%	7	8.05%

ETHNICITY



7.71% of staff declared themselves as BAME.
7.54% in 2020.



7.78% of staff who attended training declared themselves as BAME, down slightly by 0.84% compared to 2019/20



24.4% of successful applicants declared themselves as BAME.

ABOUT

The highest representation of BAME staff is Black or Black British: African (1.23%) & Asian or Asian British: Indian (1.10%). There are four groups that share the lowest figure of 0.12%: Mixed/Multiple ETHNIC groups - Any other, Mixed:White&Asian, Other Ethnic Group and Other ETHNIC group - Any other. The percentage of staff from BAME communities is comparable with last year; 60 in 2020 (7.59%) to 61 (7.71%) with an increase of one.

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 2019-20 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 2020-21 remains at 9.5%. This will be reviewed in 2021 with the long term aim of matching the Census data.

ETHNICITY BY PAY GRADE

The following table represents the Pay Grade information for all staff whether they declare themselves as BAME, Non BAME, prefer not to say or didn't provide a response.

	Pay Grade												
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	Senior Management	TUPE & Other	Total	% Ethnicity
BAME	1	2	13	11	14	9	3	4	-	-	4	61	7.71%
Non BAME	9	9	146	132	156	103	57	30	17	22	49	730	92.29%
Total	10	11	159	143	170	112	60	34	17	22	53	791	
Not Provided/ Prefer not to say	-	1	4	3	3	2	1	-	-	-	11	25	-

ETHNICITY CONTINUED

RECRUITMENT

The number of BAME applications received as percentage of all applications received was 24.4%, this is a slight decrease of 4.82% from the previous year and analysis shows that we continue to attract BAME applications to roles in a wide variety of service areas.



Applicants declaring themselves as BAME down 4.82% on last year



Shortlisted Applicants declaring themselves as BAME down 2.44% on last year



Successful Applicants declaring themselves as BAME up slightly by 1.56% on last year

2020/2021						
Applications	All Applications		BAME Applications		Prefer not to say	
Received	682		167	24.4%	2	0.29%
Shortlisted	224	32.84%	42	18.8%	2	0.89%
Successful	56	8.21%	8	14.2%	0	0.00%

2019/2020						
Applications	All Applications		BAME Applications		Prefer not to say	
Received	681		199	29.22%	19	2.79%
Shortlisted	339	49.78%	72	21.24%	12	3.54%
Successful	87	12.78%	11	12.64%	3	3.45%

BAME recruitment continues to be strong and we are able to attract a wide range of roles in a variety of service areas.

Based upon the figures for BAME applications received, shortlisted and successful there is no suggestion of discrimination and applications from BAME candidates which have been rejected at either short-listing or interview stage were due to fair and objective decision making by the panel in accordance with the Council's recruitment policies.

ETHNICITY CONTINUED

TRAINING

A total of 204 training courses were held during April 2020 and March 2021. Training records show there were 1,889 attendees on courses during 2020/21, which equates to an increase of 16% when compared to 2019/2020 attendance records. These figures are based on all training attendees, which include members of staff attending more than one training course during this period. 7.78% of staff who attended training in this period declared themselves as BAME, a small decrease of 0.84% compared to 2019/20. The current BAME profile for the council is 7.71%.

Of the 31 staff that attended the online Management Development Programme modules during 2020/21, 6.45% declared themselves as BAME.

	2020/2021			2019/2020		
	BAME	Non BAME	Not Provided	BAME	Non BAME	Not Provided
Number of Attendees	147	1730	12	137	1388	64
%	7.78%	91.58%	0.64%	8.62%	87.35%	4.03%
	Attendees			Attendees		
	1889			1589		

Further analysis on Appendix 2 a provides breakdowns of training attendance for 2020/21 and 2019/20 into individual ethnic groups. The two years' of data does not provide sufficient data to identify significant trends.

RELIGION OR BELIEF

5+

Religions or beliefs
represented at the
Council



13.73% refused to
disclose their religion.
Down 0.42% on 2020.



40.56% of the workforce declared
themselves as Christian.
Up 0.78% on 2020.

THE NUMBERS

Religion/Belief	Number of Staff	% of Workforce
Buddhist	10	1.23%
Christian	331	40.56%
Hindu	4	0.49%
Jewish	1	0.12%
Muslim	16	1.96%
None	309	37.87%
Other	33	4.04%
Refuse/Not Specified	112	13.73%
Grand Total	816	

THE NUMBERS EXPLAINED

40.56% of the workforce identify themselves as Christian (a slight increase of 0.78% from last year) and 37.87% state that they have no religion or belief (a slight decrease of 0.70% from last year). 4.04% of staff stated their religion/belief as Other (up from 3.87%) and 13.73% preferred not to disclose this information (down from 14.15%).

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%. The 2011 Census showed that after Christian, the next most common religions and beliefs are Muslim and Hindu. 3.87% of Council staff declared their religion or belief as "Other". This group is the 4th most populous, behind Christian, None and those who did not declare.

37.8% of the population declare themselves as having no religion compared with 37.87% of the workforce. 13.73% of Council staff have declined to disclose their religion or belief, which is higher than the 2011 census data (9%). We will monitor this in light of the 2021 census data.

SEX



As at 31st March 2021, 48.28% (394) of our staff are female and 51.72% (422) are male.



271 part time employees,
of which 65.31% are female
and 34.69% male.



Similar sex profile to previous years.

At or near 50/50

As at 31st March 2021, 51.72% (422) of our staff are male and 48.28% (394) are female. The sex profile of the Council's workforce was roughly 50% female and 50% male in 2019/20. There are 271 part time employees, of which 65.31% are female and 34.69% male. The percentages of males and females working part-time and overall numbers are similar to 2020.

TRAINING

As a percentage for staff who attended training courses during 2020/21, 79% were female and 29% were male. This represents a decrease in overall percentage of males attending courses of 7% from 2019/20. The current sex profile is 48.28% Female and 51.72% Male.

The online Management Development Programme also attracted greater attendance of females with 55%, compared to 45% male attendees. While the lower number of males compared to females attending corporate training courses has in the past few years been in part 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, there is scope to encourage more males to attend courses on the corporate programme.

RECRUITMENT

	2020/ 21								2019/20							
Applications	All Applications		Male		Female		Not Provided		All Applications		Male		Female		Not Provided	
Received	682		314	46.04%	366	53.67%	2	0.29%	681		348	51.10%	332	48.75%	1	0.15%
Shortlisted	224	32.84%	120	53.57%	102	45.54%	2	0.89%	339	49.78%	162	47.79%	177	52.22%	0	0%
Successful	56	8.21%	30	53.57%	26	46.43%	0	0.00%	87	12.78	41	47.13%	46	52.87%	0	0%
	Total Number of Applicants: 682								Total Number of Applicants: 681							

SEX CONTINUED

TRENDS

- The workforce profile is near to 50/50 female and male. This has been the trend since 2016.
- Males were slightly more successful than females in recruitment this year but the figures are broadly comparable with the workforce profile.
- There are more female part time staff than males and the number of full-time males and females is similar to 2020.
- Female staff are represented throughout the pay grades, but in lower numbers in Band 1.

PART TIME / FULL TIME

Information about Part Time / Full Time

2021						
	FT	% of FT	PT	% of PT	Total	
Female	217	39.81%	177	65.31%	394	48.28%
Male	328	60.19%	94	34.69%	422	51.72%
Total	545	66.79	271	33.21%	816	100%

2020						
	FT	% of FT	PT	% of PT	Total	
Female	220	40.15%	181	64.87%	401	48.49%
Male	328	59.85%	98	35.13%	426	51.51%
Total	548	66.26%	279	33.74%	827	100%

SEX BY PAY GRADE

The following table represents the Pay Grade information for all staff, male or female.

	BAND 1		BAND 2		BAND 3		BAND 4		BAND 5		BAND 6		BAND 7		BAND 8		BAND 9		Senior Mgt		TUPE & Other		Total	%
F	1	10.00%	4	33.33%	66	40.49%	86	58.90%	80	46.24%	60	52.63%	27	44.26%	16	47.06%	8	47.06%	11	50.00%	35	54.69%	394	48.28%
M	9	90.00%	8	66.67%	97	59.51%	60	41.10%	93	53.76%	54	47.37%	34	55.74%	18	52.94%	9	52.94%	11	50.00%	29	45.31%	422	51.72%
Total	10		12		163		146		173		114		61		34		17		22		64		816	

SEXUAL ORIENTATION



73.77% off staff declare themselves as Heterosexual. This is largely comparable to last year at 72.31%



32 members of staff (3.92%) declare themselves as Gay, Bisexual, Lesbian or Questioning. Down 5.



21.32% prefer not to declare their sexual orientation. Down 1.05% (22.37%) on last year.

ABOUT

Cambridge City Council 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. The numbers of staff declaring their sexual orientation has increased.

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. We will update our comparison in light of 2021 census data.

DATA

Sexual Orientation	Total	Total (%)
Bisexual	13	1.59%
Gay	8	0.98%
Heterosexual	602	73.77%
Lesbian	6	0.74%
Other	8	0.98%
Questioning	5	0.61%
Prefer not to say	174	21.33%
Total	816	

WORKFORCE INFORMATION



The number of leavers in 2020/21 was 65, down 37 from 2019 (102)



Staff Turnover is 7.97%, down on the previous year (12.33%)



42.8% of internal appointments made were promotions to internal staff (9 individuals).

LEAVERS

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

From April 2020 to March 2021 65 staff left the Council. Of these; 4 declared disability (6.15%), 33 were female (50.76%) where 32 were male (49.24%), and 5 were BAME (7.69%).

Reason for Leaving		
Career Break	1	1.54%
Dismissal	1	1.54%
End of Contract	6	9.23%
Ill Health Retirement	1	1.54%
Redundancy	9	13.85%
Retirement	15	23.07%
Voluntary	32	49.23%
Total 65		

STAFF TURNOVER

Total staff turnover for this period was 7.97% based on all leavers as a percentage of the average number of employees for the year (816). This is lower than for 2019/20 which was 12.33%.

Staff turnover based on voluntary leavers (32) as a percentage of the average number of employees for the year (816) was 3.92% for this period, which is lower than 5.44% in 2020.

STARTERS

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

There were 56 new starters between April 2020 and March 2021. Of these, 41 (73.2%) were external appointments, and 15 (26.8%) were internal appointments. 9 (60%) of the internal appointments were promotions (an increase in pay band), 6 (40%) of the internal appointments remained in the same pay band.

WORKFORCE INFORMATION CONTINUED

LENGTH OF SERVICE

360 (44.1%) staff have been with the council over 10 years. This is comparable to last year's figure of 369 (44.6%).

Length of Service	Number of Staff	% Workforce
Less than a year	42	5.15%
1 yr to 2 yrs	46	5.64%
2 yrs to 5 yrs	214	26.23%
5 yrs to 10 yrs	154	18.87%
10 yrs to 20 yrs	210	25.74%
20 years +	150	18.38%
Total	816	100.00%

PROMOTIONS

Internal promotions have decreased since last year, 9 internal promotions this year whereas there were 25 the previous year. The breakdown of promotions for 2020-21 shows that the majority were to male staff (66.6%) with 44.4 % of promotions being to (4) individuals who declared themselves as from a BAME background, an increase of 12% from the previous year.

The majority of promotions were offered to members of staff between the ages of 25 and 54 which is a wider range from the previous year (35-44).

With the introduction of a Vacancy Scrutiny process from July 2020 and alongside the pandemic there have been fewer roles advertised during the year (56 down from 87).

	No of Promotions (9)	%
Female	3	33.4%
Male	6	66.6%
BAME	4	44.4%
Non BAME	5	55.6%
Disability	1	11.11%
No Disability	8	88.89%
Age 18 or Under	0	0%
19-24	0	0%
25-34	3	33.34%
35-44	3	33.33%
45-54	3	33.33%
55-64	0	0%
65 and Over	0	0%

WORKFORCE INFORMATION CONTINUED

APPRENTICESHIPS



In 2020/21 we had 37 Apprentices. 21 Male and 16 Female.



5.40% of all Apprentices declared themselves as BAME



5.40% of all Apprentices declared a disability.

The Council employed a total of 37 apprentices at the end of 2020/2021. This is a very slight decrease of 1 apprentice from the 38 apprentices employed by the council at the beginning of financial year 2019/20.

With the Covid-19 pandemic 2020/21 was an extremely difficult year for apprenticeship provision both nationally across the country and for our own apprenticeship scheme.

2020/21 saw 4 apprenticeship enrolments for the year, this included 2 new apprentice recruits and 2 existing employees

Title of Apprenticeship Standard	Apprenticeship Level	Number on Programme
Team Leader (Management)	3	11
Departmental Manager (Management)	5	14
Leadership in Public Service	7	1
Customer Service	3	1
Cipfa	7	1
Coaching	5	1
Business Administration	3	1
Building Control Surveyor Degree	6	5
Building Surveyor Apprentice	6	1
Leadership in Public Sector Masters (Leadership)	7	1
Total Apprentices		37

APPRENTICESHIPS BY ETHNICITY

The percentage of apprentices declaring themselves as BAME is 5.40%, this is 2.31% below the council's overall BAME percentage.

There are 5.40% of apprentices declaring themselves as having a disability, this is 1.71% below the council's overall disability percentage.

There are 57% males taking apprenticeships compared to 43% females.

WORKFORCE INFORMATION CONTINUED

PAY SCALE INFORMATION

The Councils pay scales for the period of 2020/21 are shown below:

Pay Band	Salary Range	Pay Band		Salary Range
Band 1*	£18,198—£20,092	Band 10	Senior Managers	£54,525—£61,310
Band 2	£20,493—£22,627	Band 11		£61,310—£68,524
Band 3	£23,080—£25,481	Head of Service		£70,942—£78,154
Band 4	£25,991—£29,577	Director		£91,388—£102,212
Band 5	£30,451—£34,728	CEX		£118,470—£133,588
Band 6	£34,728—£39,880			
Band 7	£39,880—£44,863	Other: Staff that have TUPE'd into the Council.		
Band 8	£44,863—£48,894			
Band 9	£48,894—£54,525			

*We are an accredited Real Living Wage Employer and pay a living wage supplement to staff on Cambridge City terms and conditions of employment within Band 1 to ensure staff within this grade receive at least the current Real Living Wage of £9.50 per hour (November 2020), which equates to £18,327. Staff on Cambridge Live terms and conditions are also paid the Living Wage with the effective date for annual increases of 1 April each year.

We also have a Cambridge Weighting supplement to ensure that staff receive a minimum of £10.00 per hour which equates to £19,294.

DISCIPLINARY, CAPABILITY, GRIEVANCE & REDUNDANCY

ABOUT

Disciplinary, Capability, Grievance and Redundancy cases are monitored in terms of equality as outlined below. It is difficult to draw conclusions from relatively low numbers when considered against the overall workforce.

The number of disciplinary cases recorded has remained low since 2011. The figure below shows the number of staff whose disciplinary cases has concluded with an outcome of written warning upward. There were a total of 6 disciplinary cases in 2020/21, the same as the previous year. There were no capability cases in 2020/21.

The number of grievance cases have fluctuated since 2009 and 2020/21 saw an increase of 6 on the previous year. Further analysis identified two grievance cases classified as bullying and harassment, however neither case was related to protected characteristics.

The number of redundancies were up by 6 cases on the previous year (3). This increase relates to the number of service reviews undertaken during 2020/21. On further analysis, the male/female ratio is aligned to the workforce profile.

DATA

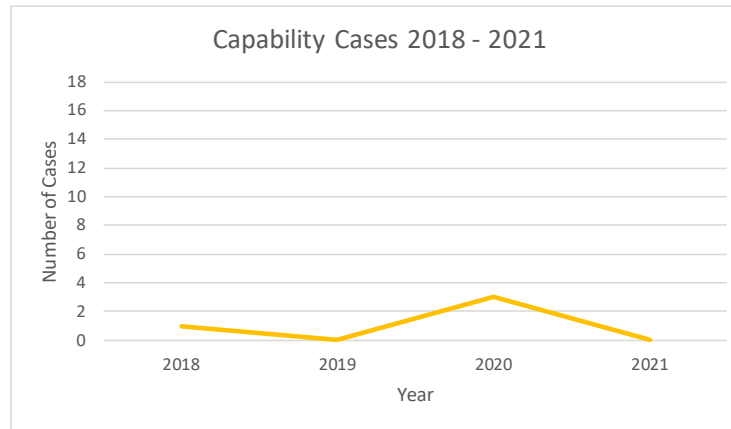
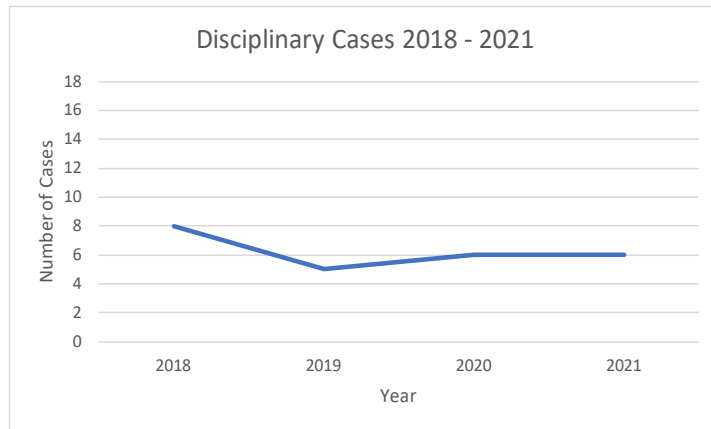
Disciplinary			Capability			Grievances			Redundancy		
	Number of Staff	%		Number of Staff	%		Number of Staff	%		Number of Staff	%
BAME	1	16.60%	BAME	0	00.00%	BAME	2	13.33%	BAME	0	00.00%
Non-BAME	5	83.33%	Non-BAME	0	00.00%	Non-BAME	13	86.66%	Non-BAME	9	100%
Not Given	0	00.00%	Not Given	0	00.00%	Not Given	0	00.00%	Not Given	0	00.00%
Disability	0	00.00%	Disability	0	00.00%	Disability	3	20.00%	Disability	0	00.00%
No Disability	6	100%	No Disability	0	00.00%	No Disability	12	80.00%	No Disability	9	100%
Female	0	00.00%	Female	0	00.00%	Female	5	33.33%	Female	5	55.56%
Male	6	100%	Male	0	00.00%	Male	10	66.66%	Male	4	44.44%
Under 55	4	66.66%	Under 55	0	00.00%	Under 55	13	86.66%	Under 55	4	44.44%
55 and over	2	33.33%	55 and over	0	00.00%	55 and over	2	13.33%	55 and over	5	55.56%
Total: 6			Total: 0			Total: 15			Total: 9		

DISCIPLINARY, CAPABILITY, GRIEVANCE & REDUNDANCY

CHARTS

The following charts offer a visual representation of the Disciplinary, Capability, Grievance and Redundancy cases.

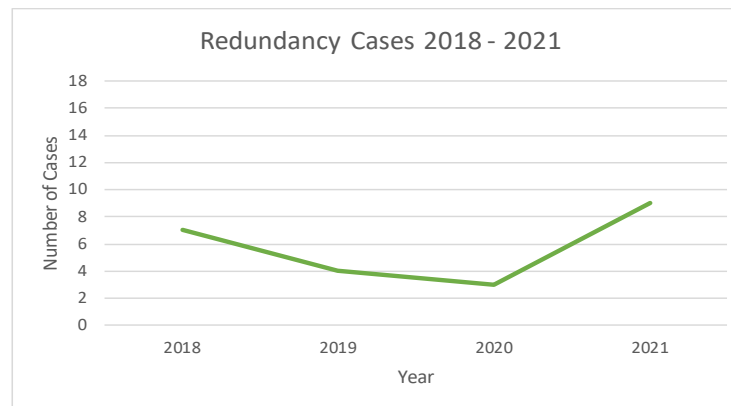
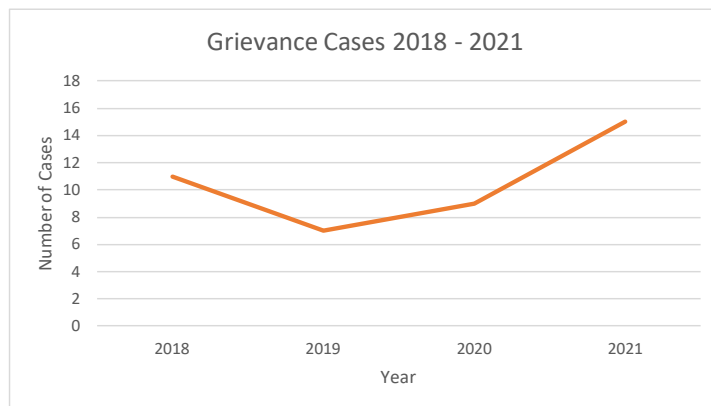
In addition to 2021, data has been included from 3 previous years for comparison.



There were no
Capability cases
this year (0)



Disciplinary cases
have remained
the same (6)



Grievance cases
are up on previous
years (15)



Redundancy cases
are up on previous
years (9)

GENDER PAY REPORTING

REPORTING

Reported in	Mean Gender Pay Gap	Median Gender Pay Gap	Mean Bonus Gender Pay Gap	Median Bonus Gender Pay Gap	Proportion of males and females receiving a bonus payment	Proportion of males and females in each quartile pay band
2020	0.26%	4.75%	N/A	N/A	N/A	See over
2019	2.45%	5.53%	N/A	N/A	N/A	See over
2018	3.19%	5.91%	N/A	N/A	N/A	See over

- A mean average involves adding up all of the numbers and dividing the result by how many numbers were in the list.
- 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.
- The mean bonus gender pay gap is not applicable as we do not pay bonuses.
- The median bonus gender pay gap is not applicable as we do not pay bonuses
- The proportion of males and females receiving a bonus payment is not applicable as we do not pay bonuses.

GENDER PAY REPORTING CONTINUED

QUARTILES

The Council has around 800 employees in a wide range of roles and pay bands. The overall gender balance of the Council is 48% female and 52% male but this is the total across all staff. 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. 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. 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 distribution of male and female staff in different types of role, with higher/lower pay bands will impact on mean and median averages and changes in services in 2020 have changed the mean and median averages for 2021. This is not a factor of the pay system, all roles are job evaluated to determine the pay grade, but the distribution of male and female staff in certain types of roles.

The tables show the hourly rates for each quartile and the proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

Over the three years of data the biggest changes have been in the lower quartile where there are now fewer females and more males.

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

Quartile	Hourly Rates					
	2020		2019		2018	
1. Lower Quartile	£7.38	£13.74	£7.37	£12.36	£7.04	£12.12
2. Lower Middle	£13.74	£16.71	£12.36	£15.05	£12.12	£15.06
3. Upper Middle	£16.71	£20.67	£15.05	£18.72	£15.19	£18.77
4. Upper Quartile	£20.67	£65.86	£18.72	£66.02	£18.84	£64.72

	Quartile	Female	Male	Grand	Female	Male
2020	Lower Quartile	97	100	197	49%	51%
	Lower Middle Quartile	106	98	204	52%	48%
	Upper Middle Quartile	85	114	199	43%	57%
	Upper Quartile	99	110	209	47%	53%
2019	Lower Quartile	108	88	196	55%	45%
	Lower Middle Quartile	104	92	196	53%	47%
	Upper Middle Quartile	83	113	196	42%	58%
	Upper Quartile	94	101	195	48%	52%
2018	Lower Quartile	120	82	202	59%	41%
	Lower Middle Quartile	102	99	201	51%	49%
	Upper Middle Quartile	94	107	201	47%	53%
	Upper Quartile	98	103	201	49%	51%

ETHINCITY APPENDIX 1

[illegible]

ETHNICITY BREAKDOWN TRAINING Appendix 2

ALL COURSES

MANAGEMENT DEVELOPMENT PROGRAMME

Ethnicity	2020-21		2019-20	
	No.	%	No.	%
Arab	25	1.32%	20	1.26%
Asian or Asian British:Bangladeshi	17	0.90%	8	0.50%
Asian or Asian British:Indian	22	1.16%	11	0.69%
Asian or Asian British:Other	4	0.21%	3	0.19%
Asian or Asian British:Pakistani	3	0.16%	2	0.13%
Black or Black British:African	23	1.22%	19	1.20%
Black or Black British:Caribbean	11	0.58%	2	0.13%
Black or Black British:Other	15	0.79%	7	0.44%
Chinese or other Ethnic:Chinese	7	0.37%	11	0.69%
Mixed/Multiple ETHNIC groups - Any other	1	0.05%	11	0.69%
Mixed:Other	15	0.79%	19	1.20%
Mixed:White&Black African	2	0.11%	23	1.45%
Mixed:White&Black Caribbean	2	0.11%	1	0.06%
Not provided	6	0.32%	37	2.33%
Prefer not to say	6	0.32%	27	1.70%
White - English/Welsh/Scottish/N.Irish	7	0.37%	12	0.76%
White: British	1545	81.79%	1281	80.62%
White: Irish	47	2.49%	12	0.76%
White: other	131	6.93%	78	4.91
Traveller - Roma			5	0.31
Total	1889	100.00%	1598	100%

2020-21		
Ethnicity	No.	%
Arab	1	3.45%
Black or Black British:African	1	3.45%
White: British	23	79.31%
White: Irish	1	3.45%
White: other	3	10.34%
Total	29	100%