Accessible Formats

This document and supporting documents will be published on the Council’s website in English and Welsh in Microsoft Word and PDF formats in Arial font size 12 as standard. Other accessible formats including large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages will be available upon request.

Please contact the Human Resources Service Centre for further information and enquiries. Telephone 01978 292012 or email: hrservicecentre@wrexham.gov.uk
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Section 1 – Introduction

1.1 The Legal Context

The Equality Act 2010 came into effect in October 2010, replacing nine different laws to update and strengthen the previous legislation. The Equality Act 2010 protects people from unlawful discrimination on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy & maternity, and marriage & civil partnership.

The Equality Act also creates additional legal duties for public authorities: These “public sector equality duties” are in two parts: the general duty and the specific duties. The duties are complimentary and proactive.

The general duty requires public authorities to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act.
- Advance equality of opportunity between different groups of people who share a relevant protected characteristic and those who do not.
- Foster good relations between different groups of people who share a protected characteristic and those who do not.

In Wales, the Equality Act 2010 (Wales) Regulations 2011 place upon public authorities in Wales a specific legal duty that requires the Council to have effective arrangements in place to monitor equality and have effective arrangements in place to gather, analyse and publish employment monitoring data.

The Public Sector Equality Duty (PSED) requires that all public authorities covered under the specific duties in Wales should produce an annual equality report by 31 March each year.

1.2 Wrexham County Borough Council Plan 2013 - 2017

The Council delivers, and enables the delivery of services to people who live in, work in, and visit the County Borough. The Council Plan is the overarching plan for the Council. It defines where we focus our energies and resources, how we will judge our performance and the Council’s contribution to the Community Strategy. The Council Plan sets out for 2013 to 2017:

- The Council’s vision, purpose, guiding principles and values
- The strategic themes and corporate themes that the Council will focus on for the next four years
- The priority outcomes that sit under each theme

The Council Plan commits the Council to publishing a single Strategic Equality Plan which sits alongside the Council Plan and replaces the former equality schemes.

Click HERE to view the Council Plan 2013-2017
1.3 The Organisation Development and Workforce Strategy 2012 - 2016

The purpose of our Organisation Development and Workforce Strategy is to create a simple framework of integrated people policies, procedures and plans that support our employees in enabling the delivery of services that ensure the people of Wrexham are supported to fulfil their potential and to prosper. The Strategy underpins the culture that we are striving to attain through adopting the values outlined in 5.5, which drive how we deliver our services and how we behave as an organisation.

The former HR Strategy 2010-2012 expired in 2012 and was replaced by a new Organisation Development and Workforce Strategy which has direct links to the wider organisational objectives in the Council Plan 2013-2017.

The Strategy sets out what we are going to do in relation to the workforce to support the organisation in achieving the objectives set out in the Council Plan. It will ensure that we are all travelling in the right direction, the workforce is clear on the culture expected, we have the right people in the right place with the right skills and are supported and developed to achieve and fulfil their potential so the organisation can prosper. The Strategy builds on and significantly adds to the former Strategy as it has been designed to drive the organisation forward to deliver its plan and strive for excellence.

The title of the document has changed from the former HR Strategy to the Organisation Development and Workforce Strategy. This widens its remit and helps clarify wider organisational ownership for the achievement of the Strategy as opposed to belonging solely to the Human Resource function.

This is a cross-council Strategy. It will be coordinated by Human Resources and its delivery will be the collective responsibility of everyone who works for the Council and Elected Members. Each person has an important part to play in making the Strategy successful. The Strategy describes the responsibilities of the employee, managers and supporting function roles in their contribution to achieving the objectives in the Strategy.

The Strategy is summarised in the Organisation Development and Workforce Strategy 2012 to 2016 framework diagram.

Key activities contained within the Strategy that directly relate to Equalities are listed below:

Section 4.2 of ‘The Organisation Development and Workforce Strategy’: Council Culture

All employees of The Council will work within a culture where:

- The values are demonstrated through the behaviours of all employees
- Employees can achieve their potential, thrive and have equality of opportunity

We will achieve this by:

4.2.1 Valuing the contributions made by every employee
4.2.2 Recognising people for displaying the desired behaviours which demonstrate our Council’s values
4.2.3 Being ambassadors for the Council and being proud of what we do
4.2.4 Integrating equality and valuing diversity into our policies, working practices and employee training programmes
Section 4.3 of The Organisation Development and Workforce Strategy: Structuring the workforce to deliver our direction and vision

We will ensure that The Council is:

- Able to adapt successfully to continuous change in order to deliver customer led services through an approach that is flexible, fair, innovative and collaborative
- Working towards reflecting the diversity of our community, both in our workforce profile and in our working practices
- Employing the right people in the right place with the right skills

We will achieve this by:

4.3.1 Providing Managers with the framework and supporting tools to assist them with their people management responsibilities ensuring consistency and effective leadership across the organisation

4.3.2 Supporting Managers with the right skills, tools and governance arrangements to enable them to implement a broad programme of change (including strategic assessments, corporate projects and other change activities supporting the Council Plan)

4.3.3 Developing and improving the workforce planning approach across the Council, ensuring we have appropriate staffing and skills in place to deliver services

5.2 Achieving the Strategic Equality Plan 2012 - 2016

1.4 The Strategic Equality Plan 2012 – 2016


The Strategic Equality Plan is in place for a maximum of four years and will be subject to regular review. The Council will publish annual reports setting out our progress and summarising the effectiveness of our action plans.

Although we have published our Strategic Equality Plan as a document in its own right, it does not stand in isolation. It is an integral part of the Council’s policy framework and we will achieve our equality objectives through the implementation of the Council Plan, a range of key Council strategies and our nine Departmental Service Plans.

For each of our equality objectives we have set out a range of actions and outcomes.

1.5 The Purpose of the Employment Equality Monitoring Report 2011/12

Diversity is important and the Council wants to maintain a workforce that has a wide range of skills, qualifications and experiences. We are committed to ensuring that all our employment policies and practices for employees are fair, advance equality of outcome, eliminate discrimination and foster good employee relations. As a public authority the Council is committed to take steps to promote equality of opportunity and combat discrimination.
and to gather information about employees regarding their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity and marriage and civil partnership. The term “equality monitoring” describes the process used to gather, store, and analyse this information, which is used to improve our services, policies and procedures.

This report includes information on the various protected characteristics we are able to report on and other policies and practices that have had a positive contribution to the equalities agenda at the Council. The data relates to individuals directly employed by the Council. Data excludes those who work with us but are engaged on a casual, interim or agency basis.

For the reporting period 2011-2012. Wrexham Council will be reporting on the following, where current systems will allow;

- Employees of the Council on 31 March annually by protected characteristic
- Male and female employees, broken down by:
  - job
  - grade
  - pay
  - contract type
  - working pattern
- Applicants for jobs with the Council over the last year by protected characteristic
- Employees who have applied to change position within the Council, identifying how many were successful in their application and how many were not by protected characteristic
- Employees who have applied for training and how many succeeded in their application by protected characteristic
- Employees who completed the training by protected characteristic
- Employees involved in grievance procedures either as complainant or as a person against whom a complaint was made by protected characteristic
- Employees subject to disciplinary procedures by protected characteristic
- Employees who have left the Council’s employment by protected characteristic.

This report is for the period 1 April 2011 to 31 March 2012.

In most categories the data excludes schools employees and this data will be reported separately by each school.

Section 2 - Identifying, collecting and using relevant information
- Our Employees (April 2011 to March 2012)

2.1 Collecting Data

This report provides employee data extracted on 31 March 2012 for employees employed on that date. Where information is required for a preceding year the data relates to the year from 1 April 2011 to 31 March 2012 unless otherwise stated.

The Council has taken the following steps to identify and collect data.

- Support from Management Information Team to enable the rewriting and extraction of reports, setting new parameters and design functions.
Reports had to be modified with new formulae’s developed to ensure multiple posts were taken into account.

Manual extraction of data from sources relating to Disciplinary and Grievance monitoring had to occur and links made to equalities data held in other multiple systems to allow for reporting.

Data that could be extracted and reported on includes (Appendix A):

- Age Category/Disability Status/Ethnicity Status/Gender Status of Employees 11/12
- Gender Status of Employees by Grade Grouping 11/12
- Age Category/Ethnicity Status/Gender Status of people who have applied for jobs within the Council 11/12
- Age Category/ Disability Status/Ethnicity Status/Gender Status of Employees who have applied to change position within the Council 11/12
- Age Category/ Disability Status/Ethnicity Status/Gender Status of Employees who have completed training 11/12
- Age Category/ Disability Status/Ethnicity Status/Gender Status of Employees who raised a grievance 11/12
- Age Category/ Disability Status/Ethnicity Status/Gender Status of leavers 11/12

2.2 Identifying gaps and the reasons they exist

2.2.1 Gap Analysis

Gap analysis completed in February 2012 identified that the following areas could not be reported on for data extracted at 31 March 2012 as the Council did not hold the necessary data. Substantial system and development work has occurred during 2012/13 to ensure that these protected characteristics can be reported on in the future (see Paragraph 2.2.3/2.3/2.4).

Data extracted on 31 March 2012 is not available for:

- Sexual Orientation
- Gender Re-assignment
- Religion or Belief
- Pregnancy & Maternity
- Marriage and Civil Partnerships

Planned actions for 2012/13 are to address data gaps are outlined in paragraphs 2.2.2 and 2.4. A new human resources /training system is being introduced to improve future reports and analysis.

The following will be published in the future:

- employees who have applied to change position within the Council, identifying how many were successful in their application and how many were not
- employees who have applied for training and how many succeeded in their application

Schools employees’ information is excluded from this report due to the advice provided by the Welsh Local Government Association. Centrally employed teaching employees who are employed in roles in core central services are included in the statistics.
2.2.2 Workforce Training Data

This report provides an analysis of training courses delivered by the training sections within the Council during the period of 1 April 2011 to 31 March 2012. It provides an analysis of the training undertaken and a breakdown of the protected characteristics of the candidates who attended the training during this period. In this reporting period we have not included a full breakdown of the required data and a full range of the protected characteristics as the HR/training recording system in use did not capture this, and are therefore not available for this analysis. The data provided in this report is therefore intended to offer a preliminary level of the data recorded on the human resource/training database during this period.

The Council is in the process of implementing a new integrated human resources/payroll and training system ‘Resource Link’, this will enable all department sections to record all training applications and whether they are successful or not across all protected characteristics. The timescale for implementation has not quite been finalised as this is an on-going development project. This system would be linked to the current appraisal process to provide a comprehensive level of data capture.

The Council undertakes equality and diversity training across all levels of the Council; we recognise this as a process of continuous improvement.

2.2.3 Voluntary Self Completion

The detail in this report relies on the provision of information from applicants and employees on a voluntary basis. Over and above the aforementioned data gaps, a limitation of this report is that all equality & diversity data is provided voluntarily by applicants and employees. For the categories reported upon in Appendix A, there are gaps in data due to non-completion which are indicated as ‘not stated’. Extensive work has been undertaken in 2012/13 to implement an electronic system of data capture to enable future reporting (Resourcelink). Additionally, in 2012/13 the Council has undertaken a substantial exercise to increase the proportion of staff for which we have monitoring data and the breadth of information widened to fulfil all requirements of the Equality Act. New equalities forms were developed and launched for recruitment and appointment purposes. Please see Appendix C, D & E (Workforce Equality Monitoring Information Form for Employees, Equality Monitoring Information Form for Job Applicants and Equality and Diversity Monitoring leaflet).

All employees have been asked for the same equality monitoring information in January 2013. Information collected is held in accordance with the Data Protection Act 1998 legislation.

Every effort was made to ensure hard to reach employees had access to the appropriate information, extensive information has been published on the Councils intranet to promote the project, posters and employee brochures developed, published and circulated. Development and implementation of hard copy forms and an electronic survey to aid ease of completion occurred. Development work relating to on line recruitment and the recording of hard copy applicant form within an access data base was developed. A communications strategy was developed and implemented which involved cascade of information from Heads of Department, and the use of internal News Link, Friday Bulletin and Staff ‘Update’ Magazine. Supporting systems were developed to capture data electronically to enable future reporting. In future years, it is anticipated that data on all protected characteristics will be extracted and reported upon (subject to Data Protection Act).
Comprehensive and meaningful data, information, and research, will be collected and used to build an evidence base in future years to help us assess our progress in meeting our objectives for equality. We will ensure that monitoring information in relation to employment offers:

- A comprehensive baseline against which we can monitor progress
- A qualitative basis for equality analysis with which we can highlight areas of required action

The Council will continue to monitor the required areas under the Equality Act 2010, and will report and benchmark progress on an annual basis. This information will be used to identify any gaps in representation. Where gaps remain, action will be taken to investigate reasons and to address discrepancies appropriately.

2.3 The effectiveness of the Council’s arrangements for identifying and collecting relevant information March 2011

The Council, in March 2011, had different systems to gather equalities data at point of application and confirmed employment with the Council. Three different systems were used to capture this information. Therefore the effectiveness of the Council’s arrangements for identifying and collecting relevant information was patchy. Running concurrently to the Strategic Equality Plan was a substantial 5 year project to implement an Integrated Human Resources and Payroll System (ResourceLink).

2.4 Reviewing systems to ensure sound, consistent data collection and analysis (Action from 1 April 2012)

The following actions were agreed upon for the financial year 2012/13 as a result of the data gaps and review of effectiveness of data conducted on the data extracted on 31 March 2012. All have been progressed since 1 April 2012 to improve systems relating to equalities data:

- Implementation of a revised Equality Monitoring Form (at point of recruitment and appointment – see Appendix C & D)
- Introduction of bilingual questions using the ONS/Welsh Government guidance where practicable.
- Launch of new workforce equalities data collection to capture up to date information and a supportive communications strategy (Appendix E)
- Development of the integrated HR/Payroll information system in order that it captures the revised monitoring data and developed reports to support monitoring.
- Introduction of an improved HR data management system to record workforce equality & diversity data where other needs were identified
- Implementation of procedures to ensure that new applicant data is gathered and recorded.
- Provision for employees to be aware they have an opportunity to review, update or amend their personal data and that provisions of Data Protection Act are being met.

It is essential that data is comprehensive, reliable and valid before actions are developed to address identified issues.
2.5 Equalities Actions - from 1 April 2012

Further equalities actions that relate to employment information, were developed and agreed for implementation from 1 April 2012. All are contained within the Strategic Equality Plan 2012 – 2016. These will reduce further the data gaps to improve data quality and reporting in the future. They also include formal actions to address particular equalities issues that could be identified by the data extracted at 31 March 2012:

2.5.1 Local Objective 1:
To identify if there is a gender pay gap and any other pay gaps for the other protected groups and to action plan as appropriate.

The Council has a robust job evaluation process and pay structure in place, which was introduced as part of the Single Status Agreement in 2007. The new pay structure in 2007 was Equal Pay Audit/Equality Impact Assessed and agreed with the relevant Trade Unions. During 2012/13 a further Equal Pay Audit will be completed to identify if there is a gender pay gap and an action plan will be developed as appropriate.

2.5.2 Local Objective 2:
To increase the diversity of the Council’s workforce to better reflects the local population.

The Council recognises the rich diversity of Wrexham people and will improve its understanding of the make-up of its workforce so that it removes any barriers that negatively impact upon its ability to draw upon the broadest range of skills, talents, abilities and life experiences for the benefit of its service users and residents. To enable this to occur a revised Equality Monitoring Form (at point of recruitment and appointment) and supporting systems are to be developed 2012/13 so the Council may compare its workforce profile with that of the local population. When robust and valid data is collected the Council will develop an action plan to increase the diversity of the Councils workforce to better reflect the local population.

2.5.3 Detailed Actions:
Specific actions identified under these two objectives are for the Council to:

- Fulfil the equality requirements outlined in its Employee Pay & Reward Policy – ongoing
- Fulfil the requirements of the Equality Act 2010 on gender pay reporting, audit and analysis
- Complete an Equal Pay Audit – 2012/13
- Ensure it’s Pay Policies are current and meet legislative requirements - ongoing
- Ensure HR Policies and Procedures are current and meet legislative requirements, and actively support the diversity of its workforce, equality impact assessing each HR Policy review, maintain the Positive About Disabled People, and gain the Carers Award – 2012/13
- The Council has robust workforce equality monitoring in place across all of the protected characteristics and staff feel confident about providing personal information – 2012/13
- Ensure the PRCD (appraisal) process includes training needs analysis of equalities needs and equalities objectives are set (role appropriate) – 2012/13
3.0 Specific Employment Information 2011/12

The report explains how the Council is compliant with the Equality Act 2010 general duty across our employment functions. It summarises the equality employment monitoring data for employees at the Council from 1 April 2011 to 31 March 2012, unless otherwise indicated. This duty only requires the information to be published, however the report includes commentary to explain the information, including discernible trends against national published external data where identified.

The full reports with the specific employment information are attached as Appendix A.

4.0 Other Workforce Information relevant to meeting the duties 2011/12

A number of other workforce projects/actions/achievements have contributed to the increased effectiveness of our support to minority and disadvantaged groups within our workforce. The following have been progressed April 2011 to March 2012:

<table>
<thead>
<tr>
<th>Date</th>
<th>Project Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2011</td>
<td>Policy consultative group set up, nominations received and role clarified</td>
<td>New consultative forum, now being used for Policy Development ensuring a wider range of employees are engaged with policy development. The Equalities Manager is a key stakeholder on this group.</td>
</tr>
<tr>
<td>April 2011</td>
<td>Employee Support page – Redeployment and Redundancy Policy</td>
<td>Updated information to ensure employees have access to various internal and external support mechanisms</td>
</tr>
<tr>
<td>August 2011 &amp;</td>
<td>Employee Handbook</td>
<td>Ensured Legalisation correctly referenced including the Equality Act 2010</td>
</tr>
<tr>
<td>April 2012</td>
<td>Managing Attendance Policy and Procedure</td>
<td>Full Policy launch including e-learning and face to face training for all managers (1000 +) which specifically referenced how to support disabled employees.</td>
</tr>
<tr>
<td>December 2011</td>
<td>Domestic Abuse Policy</td>
<td>New Policy launch supporting employees who are victims of Domestic Abuse</td>
</tr>
<tr>
<td>January 2012</td>
<td>Recruitment and Selection Policy</td>
<td>New Policy launch specifically refers to reasonable adjustments &amp; support for those applicants with a disability including referrals to Access to Work, non discriminatory short listing and interviewing. Training supported the Policy.</td>
</tr>
<tr>
<td>February 2012</td>
<td>Redundancy and Redeployment Policy and Procedure</td>
<td>Revised Policy launch and Training for Managers provided. Takes account of equality issues specifically relating to maternity and disability.</td>
</tr>
</tbody>
</table>
5.0 Any other relevant information

5.1 Equality Impact Assessments

Equality impact assessment (EIA) is the term that describes the process of assessing the possible or likely consequences of proposed or revised policies or practices. The Council carries out equality impact assessments to help it advance equality and improve outcomes for people. An EIA focuses specifically on identifying the different ways that different people might be affected by a proposal.

As well as looking for ways to reduce negative impact, the assessment also provides scope to look for opportunities to create a more positive impact and improve outcomes for people who are at greater risk of (or are historically prone to) exclusion, isolation and disadvantage. Equality Impact assessments help us to:

- Improve services
- Advance equality, combat discrimination and foster good community relations
- Integrate good equality practice across all of our policies and working practices

We have continued to mainstream the use of equality impact assessment, to ensure that our new Policies and any changes to existing Policies fully take into account any impact on our diverse employees.

5.2 Equality Improvement Group

The Equality Improvement Group consists of Equality Co-ordinators that represent each of the Councils’ Departments. Each Department’s Equality Coordinator is selected and agreed by the relevant Head of Department and it is the co-ordinators’ responsibility to disseminate information discussed in the group, across their Department.

Equality Co-ordinators have reasonable understanding of, and personal commitment to equalities and have the capacity to undertake training and complete set tasks throughout the year. They also are in positions to access information and influence change within their Department.

5.3 Employee Survey

An Employee Survey was conducted in January 2013. The majority of responses were completed on-line, however there were 331 paper based returns. The 2013 survey received 1569 replies resulting in a response rate of 41%, with some Departments achieving significantly more.

The Council is now identifying key messages arising out of the responses. Each Department must establish an action plan to address issues.

The Employee Survey asked questions on the following areas:

- Job Satisfaction
- Working Arrangements
- Salary and Benefits
- Management/Colleagues and Senior Management (including values and behaviours)
- Communications
- Change Management (including values)
- The Council as an employer (including diversity and equal opportunities)
Further information relating to any equalities issues will be published in the next annual report. The survey results will help us understand the extent to which employees are satisfied with various aspects of their employment including communication, recognition, the Council’s values and the behaviours of management. These results will help Departments identify any areas necessary for improvement and will also help to demonstrate progress towards the outcome targets published in the Organisation and Development Workforce Strategy.

This will also link to the Council’s Investors in People (IIP) feedback. Departments will include messages from both surveys in the development of their action plans and ensure links are made to the service planning process which will incorporate workforce related priorities.

5.4 Induction & Equalities Training Matrix

In addition to the Council’s mandatory equalities training, the Corporate Training programme also ensures detailed training is available for managers and specialist post holders which include development of good equality practices. A key part of the Performance Review & Career Development PRCD (appraisal) process is the identification of individual training and development needs. This will help build capacity within individual teams, the department, and the wider organisation to improve equality outcomes for the people who use and rely upon our services. The Equalities Manager has developed a matrix to support managers in identifying equality and diversity training needs as part of the PRCD (appraisal) process so that these can be recorded on the appraisal paperwork and appropriate training opportunities made available. An Equalities Training Plan and Matrix were agreed by Senior Management Team in 2012 and indicates the suggested level of knowledge and skills about equality and diversity by job role / responsibilities.

The PRCD process incorporates reference to equality and diversity criteria and appropriate objectives set.

It is recognised that knowledge of equality and human rights law, awareness of equality concepts, and an understanding of local diversity underpin the Councils ability to deliver its equality objectives and Strategic Equality Plan. It is a requirement that all employees should have at least a basic knowledge of equality and diversity and additional level of knowledge and skills varies depending on the to job role.

5.5 Corporate Values (TRIFIC)

The newly established values set out in the Council Plan will be used to define a way of working for the Council:

- Trust – saying what you are going to do, doing it, and letting people know what you have done.
- Respect – valuing and having consideration for the people and communities we work with.
- Innovation – the ambition and enthusiasm to be creative and make Wrexham the best.
- Flexibility – the ability to adapt to changes and create new climates to achieve results.
- Integrity – confidence in people to deliver. Accountability at the right level.
- Commitment – Dedication to deliver on our priorities and become a strong community leader.
It is important for us to recognise what is driving how we deliver our services and how we behave as an organisation. These values have been used to define a way of working for the Council. Each employee is encouraged to develop a personal objective annually that relates to the Council’s values as part of the Performance Review Career Development PRCD (appraisal) process.

6.0 Summary Conclusion

The Council continues to have equalities as a key priority and is striving to make ongoing progress in all aspects of diversity and equality. We recognise there is still room for improvement and have action plans as described earlier, which all stakeholders are working towards and this is routinely monitored and amended to suit changing needs and developments. This could be considered as a challenge, but work is ongoing and we are committed to making a real difference to our customers, partners and our employees.

The Council’s strategic themes and priority outcomes for the organisation element, are:

- Engaged and satisfied customers
- Creating the conditions for success.

Thank you for taking the time to read our annual monitoring report. We would welcome any feedback you wish to make on its content or presentation. If you have any views, please write to us at:

Human Resources Service Centre
The Guildhall
Wrexham
LL11 1AY

Or email us at: hrservicecentre@wrexham.gov.uk
Appendix A – Our Employees: Specific Employment Information 2011/2012

Systems used for data extraction as of 31 March 2012 were as follows: Empower, ResourceLink, EMS (Capita One), Disciplinary & Grievance Case Tracker.

Please note WCBC refers to Wrexham County Borough Council throughout this appendix.
1. Age Category of Employees 2011/12

When the Council is broken down into age categories, most employees fall into the 45 to 59 category which is consistent with Census Data\(^1\) both across the Borough and Wales which shows the greatest number of people are aged between 45 to 59 years old. When considering the weighting of each category, the Council has fewer employees in the 16-24 and 65+ categories than is reflective of the Borough and Wales.

<table>
<thead>
<tr>
<th>Age Category</th>
<th>WCBC</th>
<th>Census Data(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 to 17</td>
<td>9</td>
<td>2% (Wrexham)</td>
</tr>
<tr>
<td>18 to 19</td>
<td>22</td>
<td>2% (Wrexham)</td>
</tr>
<tr>
<td>20 to 24</td>
<td>177</td>
<td>6% (Wrexham)</td>
</tr>
<tr>
<td>25 to 29</td>
<td>288</td>
<td>7% (Wrexham)</td>
</tr>
<tr>
<td>30 to 44</td>
<td>1342</td>
<td>20% (Wrexham)</td>
</tr>
<tr>
<td>45 to 59</td>
<td>1602</td>
<td>20% (Wrexham)</td>
</tr>
<tr>
<td>60 to 64</td>
<td>255</td>
<td>7% (Wrexham)</td>
</tr>
<tr>
<td>65 to 74</td>
<td>67</td>
<td>9% (Wrexham)</td>
</tr>
<tr>
<td>75 to 84</td>
<td>0</td>
<td>6% (Wrexham)</td>
</tr>
<tr>
<td>85 to 89</td>
<td>0</td>
<td>1% (Wrexham)</td>
</tr>
<tr>
<td>90 and over</td>
<td>0</td>
<td>1% (Wrexham)</td>
</tr>
<tr>
<td><strong>Mean age</strong></td>
<td><strong>44</strong></td>
<td><strong>39.8</strong></td>
</tr>
<tr>
<td><strong>Median age</strong></td>
<td><strong>45</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>


2. Disability Status of Employees 2011/12

According to a report by Public Health Wales\(^3\) (2009), 18.6% of Wrexham’s working age population have a disability. The Council Statistics show that for the Council Workforce, there were 32 (1%) employees who identified themselves as having a disability.

<table>
<thead>
<tr>
<th>Disability Status</th>
<th>WCBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>32</td>
</tr>
<tr>
<td>Not Disabled</td>
<td>2061</td>
</tr>
<tr>
<td>Not Stated</td>
<td>1669</td>
</tr>
<tr>
<td>Total Employees</td>
<td>3762</td>
</tr>
</tbody>
</table>

3. Ethnicity Status of Employees 2011/12

Employee Ethnicity is recorded on the computerised HR Information system which is taken from information voluntarily provided by employees on the Equality Monitoring Questionnaires issued to them at their employment commencement and at various intervals throughout their career. A total of 71% of employees identify as white, however this percentage may have been higher if there was a greater response rate to this question. Wrexham Council has a low representation of employees from ethnic minorities (1%) to reflect the local population of Wrexham (3%) and Wales (4%).

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>WCBC</th>
<th>Percentage</th>
<th>Wrexham</th>
<th>Wales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black, Minority Ethnic</td>
<td>22</td>
<td>1%</td>
<td>3.10%</td>
<td>4.40%</td>
</tr>
<tr>
<td>Non- BME</td>
<td>2684</td>
<td>71%</td>
<td>96.90%</td>
<td>95.60%</td>
</tr>
<tr>
<td>Not Stated</td>
<td>1056</td>
<td>28%</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Total Employees</td>
<td>3762</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Census Data*[^4]

- 2011 Census: KS201EW Ethnic group, unitary authorities in Wales
4. Gender Status of Employees 2011/12

In common with Local Government, most professions within Wrexham Council are female dominated which reasons the higher proportion of women (67%) to men (33%) employed at Wrexham Council. The Census 2011\(^5\) shows that for the population of Wrexham, there are 50.3% Females and 49.7% Males. The Census also shows that there are 73%\(^6\) of Wrexham people who are of working age (16-74). Of these, 64% are actually in employment; 53% of which are Male\(^7\) and 47% are Female\(^8\). Wrexham figures also reflect those of Wales as a whole (73%, 61%, 52%, 48% retrospectively). When considering the gender breakdown of those who are employed in general across Wrexham Borough and Wales, the Council statistics show that there are more women employed than men in comparison. The differential for these are 19% higher than the national average for women and 19% lower than the national average for men.

<table>
<thead>
<tr>
<th>Gender</th>
<th>WCBC</th>
<th>Wrexham</th>
<th>Wales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>1233</td>
<td>33%</td>
<td>53%</td>
</tr>
<tr>
<td>Female</td>
<td>2529</td>
<td>67%</td>
<td>47%</td>
</tr>
<tr>
<td>Total</td>
<td>3762</td>
<td>100%</td>
<td>n/a</td>
</tr>
</tbody>
</table>

5. Gender Status of Employees by Grade Grouping 2011/12

The Council is required to report on male and female employees, broken down by:

- job
- grade
- pay
- contract type
- working pattern

For the year 2011/12 data has been extracted to reflect grade/pay. Further work is underway to enhance reporting for future annual reports. Data has been extracted from the Payroll system for this particular section. Please refer to the Council’s Pay Policy Statement for detail as to the values associated with grade groups outlined below.


<table>
<thead>
<tr>
<th>Grade Group</th>
<th>Female</th>
<th>Female %</th>
<th>Male</th>
<th>Male %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centrally Employed Teaching Staff</td>
<td>59</td>
<td>76%</td>
<td>19</td>
<td>24%</td>
<td>78</td>
</tr>
<tr>
<td>CEO/Directors/HoDs</td>
<td>3</td>
<td>23%</td>
<td>10</td>
<td>77%</td>
<td>13</td>
</tr>
<tr>
<td>Craft Worker / Multiskill</td>
<td>1</td>
<td>1%</td>
<td>132</td>
<td>99%</td>
<td>133</td>
</tr>
<tr>
<td>NJC L02 - L04</td>
<td>1338</td>
<td>87%</td>
<td>203</td>
<td>13%</td>
<td>1541</td>
</tr>
<tr>
<td>NJC L05 - L07</td>
<td>891</td>
<td>65%</td>
<td>485</td>
<td>35%</td>
<td>1376</td>
</tr>
<tr>
<td>NJC L08 - L09</td>
<td>347</td>
<td>64%</td>
<td>195</td>
<td>36%</td>
<td>542</td>
</tr>
<tr>
<td>NJC L10 - L12</td>
<td>190</td>
<td>55%</td>
<td>153</td>
<td>45%</td>
<td>343</td>
</tr>
<tr>
<td>NJC L13 - L15</td>
<td>21</td>
<td>47%</td>
<td>24</td>
<td>53%</td>
<td>45</td>
</tr>
<tr>
<td>Soulbury &amp; Education Psychologists</td>
<td>12</td>
<td>63%</td>
<td>7</td>
<td>37%</td>
<td>19</td>
</tr>
<tr>
<td>Youth Worker</td>
<td>85</td>
<td>63%</td>
<td>51</td>
<td>38%</td>
<td>136</td>
</tr>
<tr>
<td>Grand Total</td>
<td>2947</td>
<td>70%</td>
<td>1279</td>
<td>30%</td>
<td>4226</td>
</tr>
</tbody>
</table>

Grade Grouping by Gender Status

Female %  Male %

- Centrally Employed Teaching Staff
- CEO/Directors/HoDs
- Craft Worker / Multiskill
- NJC L02 - L04
- NJC L05 - L07
- NJC L08 - L09
- NJC L10 - L12
- NJC L13 - L15
- Soulbury & Education Psychologists
- Youth Worker
6. Age Category of people who have applied for jobs with the Council 2011/12

There were 5026 applications made to the Council for employment during 2011/12. The majority of applications were made by candidates who were aged between 30 and 59. The fewest applications were from those who were over 60 and under 19. Nearly a quarter of all candidates applying for jobs did not provide their age. The following graphical analysis shows the breakdown of response that was received from applicants. Both paper and electronic equality questionnaires are made available to applicants.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>All Applicants</th>
<th>16-17</th>
<th>18-19</th>
<th>20-24</th>
<th>25-29</th>
<th>30-44</th>
<th>45-59</th>
<th>60-64</th>
<th>65-74</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>5026</td>
<td>62</td>
<td>160</td>
<td>830</td>
<td>590</td>
<td>1112</td>
<td>970</td>
<td>54</td>
<td>22</td>
<td>1226</td>
<td></td>
</tr>
</tbody>
</table>

Applicants by Age Group
7. Disability Status of people who have applied for jobs with the Council 2011/12

From the statistics below, there were no applications made by candidates identifying themselves as disabled and only a small gap (3%) of the total applications were not responded to for this question. The following analysis shows the breakdown of responses received.

<table>
<thead>
<tr>
<th>All Applicants</th>
<th>Disabled</th>
<th>Non Disabled</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>4859</td>
<td>167</td>
<td>5026</td>
</tr>
</tbody>
</table>

- 0%
- 97%
- 3%
- 100%

Applicants by Disability Status
8. Ethnicity of people who have applied for jobs with the Council 2011/12

For the reporting year, there were 5026 applications made to the Council, 222 (4%) of which were from internal candidates. There were on average, 12 applications received per vacancy. A total of 162 employment applications were received from people identifying themselves from an Ethnic Minority background which represents the local area where the Census 2011 confirms there are 3.10% residents within Wrexham County Borough who have said they are from an ethnic minority background (please refer to Appendix A.3). The following table shows the ethnicity category for employees. These have been summarised from the list of specific ethnic backgrounds that employee’s had to choose from on their questionnaires.

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Black, Minority Ethnic</th>
<th>Non-BME</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>162</td>
<td>3854</td>
<td>1010</td>
<td>5026</td>
</tr>
<tr>
<td></td>
<td>3%</td>
<td>77%</td>
<td>20%</td>
<td>100%</td>
</tr>
</tbody>
</table>

9. Gender of people who have applied for jobs with the Council 2011/12

There were more women than men applying for jobs within the Council in the reporting year; this is mainly because of the historically predominant female attracted roles within local government. However, in 2011/12, there was a higher proportion of males applying for work with Wrexham Council when comparing this to the workforce data (please refer to Appendix A.4). There was a small differential of applications between both male and females that were received which shows a less than reflective picture of the current workforce where the employment ratio shows there are more than 2 female employees per single male employee. The table and chart below illustrates this.

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Female</th>
<th>Male</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2621</td>
<td>2246</td>
<td>159</td>
<td>5026</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Female</th>
<th>Male</th>
<th>Not Stated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>52%</td>
<td>45%</td>
<td>3%</td>
</tr>
</tbody>
</table>

![Applicants by Gender Status](chart.png)
10. Age Category of Employees who have applied to change position within the Council 2011/12

There were 222 employees who applied to change position within the Council. Of these, the majority of applications were received from the 30-44 and 45-59 age categories. The lowest number of applications came from those who were under 20 and over 60.

<table>
<thead>
<tr>
<th>Internal Applicants</th>
<th>18-19</th>
<th>20-24</th>
<th>25-29</th>
<th>30-44</th>
<th>45-59</th>
<th>60-64</th>
<th>65-74</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>30</td>
<td>19</td>
<td>60</td>
<td>64</td>
<td>1</td>
<td>1</td>
<td>43</td>
<td>222</td>
</tr>
<tr>
<td>Percentage</td>
<td>2%</td>
<td>14%</td>
<td>9%</td>
<td>27%</td>
<td>29%</td>
<td>0%</td>
<td>0%</td>
<td>19%</td>
<td>100%</td>
</tr>
</tbody>
</table>

![Internal Applicants by Age Group](image-url)
11. Disability status of Employees who have applied to change position within the Council 2011/12

There were no internal candidates who identified as having a disability. 32 internal candidates did not provide equality information on their disability status.

<table>
<thead>
<tr>
<th>Internal Applicants</th>
<th>Disabled</th>
<th>Not Disabled</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>190</td>
<td>32</td>
<td>222</td>
</tr>
<tr>
<td></td>
<td>0%</td>
<td>86%</td>
<td>14%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Internal Applicants by Disability Status
12. Ethnicity Status of Employees who have applied to change position within the Council 2011/12

There were no applications made by internal candidates of an ethnic minority background. 20 of the 222 applications received from internal candidates did not provide equality data on their Ethnicity Status.

<table>
<thead>
<tr>
<th>Internal Applicants</th>
<th>Black, Minority Ethnic</th>
<th>Non-BME</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>202</td>
<td>20</td>
<td>222</td>
</tr>
<tr>
<td></td>
<td>0%</td>
<td>91%</td>
<td>9%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Internal Applicants by Ethnicity Status
13. Gender Status of Employees who have applied to change position within the Council 2011/12

Female employees are most likely to make an application to change position within the Council. All internal candidates provided equality data on their age category.

<table>
<thead>
<tr>
<th>Internal Applicants</th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>130</td>
<td>92</td>
<td>222</td>
</tr>
<tr>
<td></td>
<td>59%</td>
<td>41%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Internal Applicants by Gender Status
14. Age Category of Employees who completed training 2011/12

The report captures training data during April 2011 to March 2012, the report states that a total of 2874 staff completed training. The report has been extracted from the central Training/HR information system and does not therefore represent all employees of Wrexham Council who undertook training over the reporting period due to Departmental reporting systems in place. The data collected during this time frame does not provide us with the unsuccessful applicants or the protected characteristics. The data was captured in the following areas; Age, Disability, Ethnicity, Sex.

All the training was completed successfully however we recognise that this data does not identify those candidates that were put forward through the current appraisal system however did not finally attend a training course. The recording system in use during this timeframe has not captured the required data to enable a report to be prepared on who applied for training and whether they were successful in their application. Systems work will occur to enable reporting on this aspect in the future.

During 2011/12, training was largely undertaken by employees in age groups 30-44 and 45-59 with 84% of employees being between these ages. There were only 20 employees who fell into the under 20 and 65 & over category.

<table>
<thead>
<tr>
<th>Age Group</th>
<th>18-19</th>
<th>20-24</th>
<th>25-29</th>
<th>30-44</th>
<th>45-59</th>
<th>60-64</th>
<th>65-74</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-19</td>
<td>2</td>
<td>59</td>
<td>209</td>
<td>973</td>
<td>1425</td>
<td>188</td>
<td>18</td>
<td>2874</td>
</tr>
<tr>
<td>20-24</td>
<td>0%</td>
<td>2%</td>
<td>7%</td>
<td>34%</td>
<td>50%</td>
<td>7%</td>
<td>1%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Training Candidates by Age Group
15. Disability Status of Employees who completed training 2011/12

During 2011/2012, there were 43 training courses completed by employees who identify themselves as disabled. Disability information is held within the Training/HR Information System.

<table>
<thead>
<tr>
<th>All Training Candidates</th>
<th>Disabled</th>
<th>Not Disabled</th>
<th>Not Stated</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>43</td>
<td>2176</td>
<td>655</td>
<td>2874</td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>76%</td>
<td>23%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Training Candidates by Disability Status

[Graph showing the distribution of training candidates by disability status]
16. Ethnicity Status of Employees who completed training 2011/12

Of the 2874 training courses that were undertaken by employees of Wrexham Council, 37 of them were completed by employees from an ethnic minority background. Ethnicity information is held within the Training/HR Information System. 183 training courses were undertaken by employees who had not declared their Ethnicity Status. Once of Wrexham Council’s forward objectives is to reduce this data gap as much as possible across all protected characteristics.

<table>
<thead>
<tr>
<th>All Training Candidates</th>
<th>Black, Minority Ethnic</th>
<th>Non-BME</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>2654</td>
<td>183</td>
<td>2874</td>
<td></td>
</tr>
<tr>
<td>1%</td>
<td>92%</td>
<td>6%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Training Candidates by Ethnicity Status

![Bar chart showing the distribution of training candidates by ethnicity status. The chart indicates that the majority of training candidates are Non-BME, followed by Black, Minority Ethnic, and Not Stated with much smaller percentages.]
17. Gender Status of Employees who completed training 2011/12

Over three quarters of employees who undertook training during 2011/12 were Female. Gender data is extracted from the Training/HR Information System.

<table>
<thead>
<tr>
<th>All Training Candidates</th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2181</td>
<td>693</td>
<td>2874</td>
</tr>
<tr>
<td></td>
<td>76%</td>
<td>24%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Training Candidates by Gender Status
18. Age Category of Employees who raised a Grievance 2011/12

Case data is useful to monitor and our data base has recently been enhanced to more easily log the equalities data relating to individual cases. However caution should be exercised in interpreting these case figures as they are based on a very small number of cases and will be volatile. There were 22 grievances raised by employees during 2011/12. 68% of these were raised by employees within the 45-59 age categories.

<table>
<thead>
<tr>
<th>Grievance</th>
<th>20-24</th>
<th>25-29</th>
<th>30-44</th>
<th>45-59</th>
<th>60-64</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>15</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>%</td>
<td>5%</td>
<td>5%</td>
<td>14%</td>
<td>68%</td>
<td>9%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grievances raised by Employees by Age Grouping

[Bar chart showing the distribution of grievances by age group]
19. Disability Status of Employees who raised a Grievance 2011/12

There were no grievances raised by employees who identify themselves as disabled.

<table>
<thead>
<tr>
<th>Grievance</th>
<th>Disabled</th>
<th>Not Disabled</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>16</td>
<td>6</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>0%</td>
<td>73%</td>
<td>27%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grievances raised by Employees by Disability Status
20. Ethnicity Status of Employees who raised a Grievance 2011/12

Almost all employees who raised a grievance did not come from an ethnic minority background. There were no employees who did not provide their ethnicity status.

<table>
<thead>
<tr>
<th>Grievance</th>
<th>Black, Minority Ethnic</th>
<th>Non-BME</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>21</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>5%</td>
<td>95%</td>
<td>0%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Grievances raised by Employees by Ethnicity Status
21. Gender Status of Employees who raised a Grievance 2011/12

There were more women than men who raised a grievance during 2011/2012 reporting year, this will be due to the fact that Wrexham Council has a higher female proportion. The proportion of women employed by the Council is 67% and therefore the percentage that raised a grievance is very similar to the male / female gender ratio.

<table>
<thead>
<tr>
<th>Grievance</th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>8</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>64%</td>
<td>36%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Grievances raised by Employees by Gender Status
22. Age Category of Employees subject to Disciplinary Investigation*
2011/12

Employees in the 30-44 age category were the most likely to be subject disciplinary investigation. There were no investigations with employees under 20 and over 64. The following table shows the age breakdown or investigations during 2011/2012.

<table>
<thead>
<tr>
<th>Disciplinary</th>
<th>20-24</th>
<th>25-29</th>
<th>30-44</th>
<th>45-59</th>
<th>60-64</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>32</td>
<td>24</td>
<td>3</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>1%</td>
<td>20%</td>
<td>43%</td>
<td>32%</td>
<td>4%</td>
<td>4%</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Please note this includes all Employees who have been subject to Disciplinary Investigation regardless of the outcome.
23. Disability Status of Employees subject to Disciplinary Investigation*
2011/12

Case data is useful to monitor and our data base has recently been enhanced to more easily log the equalities data relating to individual cases. However caution should be exercised in interpreting these case figures as they are based on a very small number of cases and will be volatile. Out of the 75 investigations taking place in 2011/12, the majority of employees did not identify themselves as disabled.

<table>
<thead>
<tr>
<th>Disciplinary</th>
<th>Disabled</th>
<th>Not Disabled</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>56</td>
<td>18</td>
<td>75</td>
</tr>
<tr>
<td>1%</td>
<td>75%</td>
<td>24%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

* Please note this includes all Employees who have been subject to Disciplinary Investigation regardless of the outcome.
24. Ethnicity Status of Employees subject to Disciplinary Investigation*
2011/12

Case data is useful to monitor and our data base has recently been enhanced to more easily log the equalities data relating to individual cases. However caution should be exercised in interpreting these case figures as they are based on a very small number of cases and will be volatile. There were no disciplinary investigations raised with employees from an ethnic minority background. 3 employees did not disclose their ethnicity status.

<table>
<thead>
<tr>
<th>Disciplinary Ethnicity Status</th>
<th>Black, Minority Ethnic</th>
<th>Non-BME</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>72</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>0%</td>
<td>0%</td>
<td>96%</td>
<td>4%</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Please note this includes all Employees who have been subject to Disciplinary Investigation regardless of the outcome.
25. Gender Status of Employees subject to Disciplinary Investigation*
2011/12

Case data is useful to monitor and our data base has recently been enhanced to more easily log the equalities data relating to individual cases. However caution should be exercised in interpreting these case figures as they are based on a very small number of cases and will be volatile. The majority of disciplinary investigations involved male employees (65%).

<table>
<thead>
<tr>
<th>Disciplinary</th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26</td>
<td>49</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>35%</td>
<td>65%</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Please note this includes all Employees who have been subject to Disciplinary Investigation regardless of the outcome.
26. Age Category of Leavers 2011/12

According to the statistics produced on 31 March 2012, there were 184 employees who left the Council in 2011/12. Of these, 79% left the Council on a voluntary basis. Employees who were in the age category 45-59 were most likely to have left the Council in 2011/12 with this age group also having the highest proportion of involuntary leavers. The following table analysis shows the proportion of leavers and voluntary leavers by age category.

Data excludes: casual workers, schools employees (who are required to publish separately), and those on temporary/fixed term contracts.

<table>
<thead>
<tr>
<th>Age Category</th>
<th>All Leavers</th>
<th>Voluntary Leavers</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-24</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>25-29</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>30-44</td>
<td>38</td>
<td>32</td>
</tr>
<tr>
<td>45-59</td>
<td>66</td>
<td>46</td>
</tr>
<tr>
<td>60-64</td>
<td>38</td>
<td>28</td>
</tr>
<tr>
<td>65-74</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>184</td>
<td>145</td>
</tr>
</tbody>
</table>

The table shows the proportion of leavers and voluntary leavers by age category.
27. Disability Status of Leavers 2011/12

From the statistics below, there were 2 employees who had identified themselves as having a disability that left the Council (6% of all disabled employees) within 2011/12.

<table>
<thead>
<tr>
<th>All Leavers</th>
<th>Disabled</th>
<th>Not Disabled</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>113</td>
<td>69</td>
<td>184</td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>61%</td>
<td>38%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voluntary Leavers</th>
<th>Disabled</th>
<th>Not Disabled</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>96</td>
<td>48</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>66%</td>
<td>33%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Data excludes: casual workers, schools employees (who are required to publish separately) and those on temporary/fixed term contracts.

Reasons for voluntary leavers are considered by the Council to be: voluntary retirement and early retirement, voluntary redundancy, career progression, contractual change, deceased, leaving the area, other position obtained, personal circumstance, return to full time education, voluntary resignation, and voluntary severance.

Reasons for non voluntary leavers are considered by the Council to be: redundancy, dismissal, capability or conduct, ill health, and transfer under TUPE.

As part of the ongoing systems development work the reasons for leaving will be reviewed.
28. Ethnicity Status of Leavers 2011/12

In 2011/12, there were 2 employees who voluntarily left the Council who came from an ethnic minority background (9% of all BME Employees). There were no involuntarily departures from Wrexham Council of an employee who was from an ethnic minority background.

Data excludes: casual workers, schools employees (who are required to publish separately) and those on temporary/fixed term contracts.

<table>
<thead>
<tr>
<th>All Leavers</th>
<th>Black, Minority Ethnic</th>
<th>Non BME</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>159</td>
<td>23</td>
<td>184</td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>86%</td>
<td>13%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voluntary Leavers</th>
<th>Black, Minority Ethnic</th>
<th>Non BME</th>
<th>Not Stated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>129</td>
<td>14</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>1%</td>
<td>89%</td>
<td>10%</td>
<td>100%</td>
</tr>
</tbody>
</table>
29. Gender Status of Leavers 2011/12

Local Government has traditionally had a strong female representation in its workforce and therefore as a much higher number of females are employed; the number of leavers is more highly represented by females. Female Employees were most likely to leave the Council in 2011/12. This is expected due to the higher proportion of women employed by Wrexham Council.

<table>
<thead>
<tr>
<th>All Leavers</th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>114</td>
<td>70</td>
<td>184</td>
</tr>
<tr>
<td></td>
<td>62%</td>
<td>38%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voluntary Leavers</th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>89</td>
<td>56</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>61%</td>
<td>39%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Data excludes: casual workers, schools employees (who are required to publish separately) and those on temporary/fixed term contracts.
Appendix B – Glossary of Terms

Protected characteristics
These are the grounds upon which discrimination is unlawful. The characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Protected Groups
People sharing one or more protected characteristic.

Public Council
Organisations and individuals that carry out public functions - this would include government departments, local authorities, health authorities and hospitals, schools, prisons, and police for example.

Public sector equality duty (General Duty)
The duty on a public Council when carrying out its functions to have due regard to the need to eliminate unlawful discrimination and harassment, foster good relations and advance equality of opportunity.

Public sector equality duty (Specific Duties Wales)
Public authorities in Wales have to comply with a set of Specific Duties which are designed to assist them in meeting the General Duty. Information on the full list of Specific Duties can be found at:

Stakeholders
People with an interest in a subject or issue who are likely to be affected by any decision relating to it and/or have responsibilities relating to it.

Under Represented Groups
Refers to situations where the numbers of people with a protected characteristic are disproportionately low (e.g. in the workforce or among service-users) compared to their numbers in the population. Which groups are underrepresented varies from issue to issue can change over time. In some cases work is on-going to determine which groups are under represented by collecting data about numbers in the population and numbers taking up a particular service or belonging to a decision making body.
Appendix C – Workforce Equality Monitoring Information Form for Employees
www.wrexham.gov.uk/assets/pdfs/equality/hr/equality_form_for_employees.pdf

Appendix D – Equality Monitoring Information Form for Job Applicants
www.wrexham.gov.uk/assets/pdfs/equality/hr/equality_form_for_job_applicants.pdf

Appendix E – Equality and Diversity Monitoring Leaflet
www.wrexham.gov.uk/assets/pdfs/equality/hr/equalities_booklet.pdf

Appendix F – References
- 2011 Census: KS102EW Age structure, unitary authorities in Wales
- 2011 Census: KS102EW Age structure, unitary authorities in Wales


- 2011 Census: KS201EW Ethnic group, unitary authorities in Wales
- 2011 Census: QS104EW Sex, unitary authorities in Wales
- 2011 Census: KS601EW Economic activity, unitary authorities in Wales
- 2011 Census: KS609EW Occupation - Males, unitary authorities in Wales
- 2011 Census: KS610EW Occupation - Females, unitary authorities in Wales

Wrexham County Borough Council – www.wrexham.gov.uk