

# **EQUALITY IN EMPLOYMENT**

**End of Year Workforce Report**

**April 2019— March 2020**



# INTRODUCTION

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## PURPOSE & BACKGROUND

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

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

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

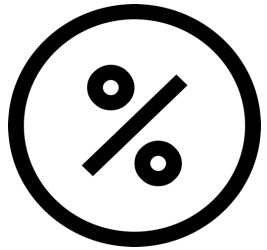
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Cambridge City Council's Single Equality Scheme for 2018-2021 was approved at the Council's Environment and Community Scrutiny Committee on 28 June 2018. The Single Equality Scheme sets out how the Council will meet the requirements of the Public Sector Equality Duty (PSED) over a three year period. The scheme and the strategic plan incorporated within it do not attempt to capture everything the City Council does related to its PSED, but it sets out the organisation's priority areas for action. This 'Equality in Employment' report provides in-depth feedback around on progress related to employment for one of five objectives of the 'Single Equality Scheme 2018-2021': 'To ensure that the City Council's employment and procurement policies and practices are non-discriminatory and to work towards a more representative workforce within the City Council'.

The following information sets out the Council's workforce profile as at 31st March 2020 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

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As at 31st March 2020, 48.49% (401) of our staff are female and 51.51% (426) are male.

**7.54%**

Percentage of staff declaring themselves as BAME.

**827**

Number of Staff at Cambridge City Council. Up 24 from previous year.



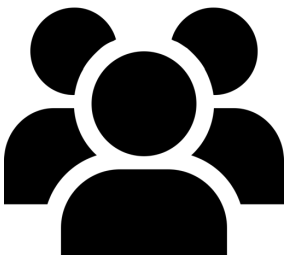
For 2020/21 target for staff declaring themselves disabled will remain at 7.5% and BAME at 9.5%



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

**7.13%**

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.



44.62% of the workforce has 10 years or more length of service.

# Actions in 2020

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## **ETHNICITY** IN RELATION TO RECRUITMENT & WORKFORCE

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In relation to increasing the proportion of BAME people, as a percentage of the workforce, for 2020/21 we are continuing with our plans to:

- Run unconscious bias training for managers, relating to recruitment.
- Make our roles look more 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).
- Continue to advertise our roles through our networks, groups and contacts with far reaching and diverse audiences.
- Increase our visibility where possible within BAME communities by showcasing the organisation and our roles during key events in the Equality and Diversity calendar.
- Terms of reference for new staff groups have been drawn up and agreed by the Senior Leadership Team and a BAME staff group held its first meeting in December 2020.
- In light of the 2021 Census, we will need to review our workforce targets from 2021 onwards, as well as making any necessary changes to ethnicity monitoring categories/ wording and reflecting this in our data capture and monitoring.
- BAME representation has increased across the pay bands and is now higher in Bands 3, 4, 6 and 8 than in 2019.

# Actions in 2020

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## **DISABILITY** IN RELATION TO RECRUITMENT & WORKFORCE

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Having undertaken the Disability Confident Self-Assessment we have reviewed our processes around recruitment and retention of Disabled People, specifically the core actions of actively looking to attract and recruit disabled people, providing 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. We retained our Disability Confident status following the 2020 review.

## **TRAINING** IN RELATION TO WORKFORCE

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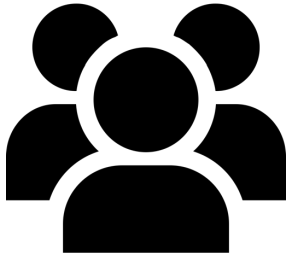
Overall training course attendance increased by 51% in 2019/20 compared to 2018/19. This significant increase in course attendance was mainly due to the introduction of the new Management Development Programme which accounted for an overall attendance figure of 406 and new Office 365 Training with an attendance of 256 during 2019/20.

## **SEXUAL ORIENTATION** IN RELATION TO WORKFORCE

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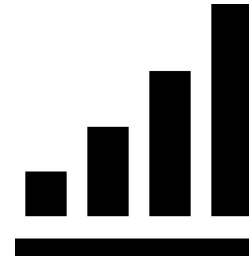
The number of staff declaring their sexual orientation as gay, bisexual, lesbian or questioning has increased to 4.47%, up from 3.18.% in 2019.

# 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 2018/19

As at 31st March 2020, 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 2018/19 with a slight rise in the 55-64 age group.

There were 27 members of staff (3.26%) aged 24 or under and 32 members of staff (3.87%) aged 65 and over in 2019/20.

## PAY GRADE BY AGE

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

	Pay Grade										Senior Management	TUPE & Other	Total
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9				
18 or under												1	1
19-24	2	1	4	2	4							13	26
25-34	2	3	25	26	25	16	4	1				22	124
34-44			34	35	41	32	19	6	4		6	10	187
45-54	3	2	50	36	53	39	21	14	13		8	13	252
55-64	1	5	50	36	43	27	16	11	2		7	7	205
65 and over	4		7	3	7		1	3			1	6	32
Total	12	11	170	138	173	114	61	35	19		22	72	827

# AGE CONTINUED

## TRAINING

The number for staff aged 55 and over who attended training this year is 20.39% this is an increase 2% on the previous year.

The workforce profile has 28.66% of staff aged 55 and over.

The Management Development Programme attracted 20.41% attendance from those staff age 55 and over, which is around the same percentage as the overall attendance figure for this age group.

	2019/2020		2018/2019	
	Under 55	55 and Over	Under 55	55 and Over
Number of Attendees	1265	324	633	142
%	79.61%	20.39%	81.68%	18.32%
	<b>Attendees</b>		<b>Attendees</b>	
	<b>1589</b>		<b>775</b>	

## RECRUITMENT

Overall the number of applications received in 2019/20 (681) is less than those received in 2018/19 (1330). There has been a decrease in applications received, mainly in the last quarter of 2020. Primarily due a reduced number of roles being advertised at the time of the start of the COVID-19 crisis.

The age profile for recruitment shows a wider spread of across all ages for successful appointments with the majority being within 35-44 range.

This year there were 3 applicants from the group aged 18 or under, which resulted in 0 appointments. This has not significantly changed in the last two years.

Age	2019/2020			2018/2019		
	Applicant	Shortlisted	Successful	Applicant	Shortlisted	Successful
18 or Under	3	1	0	4	3	0
19-24	61	31	16	130	57	18
25-34	179	85	19	330	132	32
35-44	180	78	22	338	155	40
45-54	135	72	14	304	161	33
55-64	114	69	15	153	71	15
65 and over	6	2	1	8	5	2
Not Provided	3	1	0	63	8	0
	<b>681</b>	<b>339</b>	<b>87</b>	<b>1330</b>	<b>592</b>	<b>140</b>

# DISABILITY



7.13% declared themselves disabled.

Up 0.76% from 2018/19



We are a Disability Confident Employer



For 2020/21 the target for staff declaring themselves disabled will remain at 7.5%

7.13% (59/827) of the Council's workforce declared themselves as disabled. At March 2019 the percentage was 6.37% (50/785). The target for 2019-20 was 7.5%.

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	12	9	152	127	162	104	59	35	16	20	68	764
Disability		2	17	11	11	10	2		3	2	1	59
Prefer not to say			1								3	4
Total	12	11	170	138	173	114	61	35	19	22	72	827



# DISABILITY CONTINUED

## TRAINING


7.99% of course attendees declared themselves as disabled, an increase of 1.62% compared to 2018/19. This is in line with workforce profile of 7.13%.


The Management Development Programme attracted 7.88% of attendees declaring themselves as having a disability, this is a similar percentage to overall figure of attendance from people declaring a disability.


	2019/2020			2018/2019		
	Disability	No Disability	Not Provided	Disability	No Disability	Not Provided
Number of Attendees	127	1441	21	51	721	3
%	7.99%	91%	1.32%	6.84%	91.61%	1.55%
	<b>Attendees</b>			<b>Attendees</b>		
	<b>1589</b>			<b>775</b>		

## RECRUITMENT

The number of applications received from disabled people as a percentage of all application received was 10.72%, this is an increase of 4.25% from the previous year.

 Applicants declaring themselves as Disabled up by 4.25% on last year

 Shortlisted Applicants declaring themselves as Disabled up by 2.89% on last year

 Successful Applicants declaring themselves as Disabled up by 1.62% on last year

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%

2018/2019				
Applications	All Applications		Disability Applications	
Received	1330		86	6.47%
Shortlisted	592	44.51%	51	8.61%
Successful	140	10.53%	9	6.43%

# ETHNICITY



7.54% of staff declared themselves as BAME. Consistent with last year.



8.62% of staff who attended training declared themselves as BAME, up 1.78% compared to 2018/20.



12.6% of successful applicants declared themselves as BAME.

## ABOUT

The highest representation of BAME staff is Black or Black British: African (1.01%) & Asian or Asian British: Indian (0.88%). There are six groups that share the lowest figure of 0.25%: Asian or Asian British: Pakistani, Asian/Asian British; Any Other, Black or Black British: Caribbean, Chinese or other Ethnic: Chinese, Chinese or other Ethnic: Other & Mixed: White & Asian. There percentage of staff from BAME communities is comparable with last year; 58 in 2019 (7.59%) to 60 (7.54%) but an increase in numbers.

To reach our target of 9.5% of the workforce declaring themselves as BAME we would need to increase our workforce profile by approximately 18 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												Total	% Ethnicity
	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	Senior Management	TUPE & Other			
BAME	1	1	16	9	13	10	2	4	0	0	4	60	7.54%	
Non BAME	8	9	150	125	157	102	58	31	19	22	55	736	92.46%	
Total	9	10	166	134	170	112	60	35	19	22	59	796		
Not Provided/ Prefer not to say	3	1	4	4	3	2	1	0	0	0	13	31		


# ETHNICITY CONTINUED

## RECRUITMENT

The number of BAME applications received as percentage of all application received was 29.22%, this is an increase of 8.69% from the previous year and analysis shows that we are attracting BAME applications to roles in a wide variety of service areas.

 Applicants declaring themselves as BAME up 8.69% on last year

 Shortlisted Applicants declaring themselves as BAME up 5.36% on last year

 Successful Applicants declaring themselves as BAME down slightly by 3.79% on last year

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%

2018/2019						
Applications	All Applications		BAME Applications		Prefer not to say	
Received	1330		273	20.53%	127	9.55%
Shortlisted	592	44.51%	94	15.88%	24	4.05%
Successful	140	10.53%	23	16.43%	0	0.00%

BAME recruitment continues to increase and we are becoming more ethnically diverse. We are attracting applicants to a wide range of roles in a variety of service areas. Where we find a reduction in the BAME workforce, this is mainly down to TUPE transfers of staff. In monitoring our leavers we are able to highlight whether a disproportionate number of people in any specific group of individuals are leaving in comparison to the Council's overall staff turnover.

In 2020 we had a TUPE transfer of staff from Ditchburn, with 8 out of the 17 staff being transferred declaring themselves as from a BAME background. Where we look back over the previous years there have been, since 2014, four years where TUPE transfers have accounted for in excess of 30% of the total number of leavers from the organisation, specifically in 2015-16 where 18.9% of the staff TUPE transferred declared themselves from a BAME background.

The figures for BAME applications received, shortlisted and successful and the audit carried out in 2020 have not indicated discrimination in the recruitment process.

# ETHNICITY CONTINUED

## TRAINING

A total of 145 training courses were held during April 2019 and March 2020. Training records show there were 1,589 attendees on courses during 2019/20, which equates to a significant increase of 51% when compared to 2018/19 attendance records. These figures are based on all training attendees, which include members of staff attending more than one training course during this period. The percentage of BAME staff attending at 8.62% is higher than the workforce profile.

Of the 406 staff that attended management development programme modules 5.17% declared themselves as BAME.

	2019/2020			2018/2019		
	BAME	Non BAME	Not Provided	BAME	Non BAME	Not Provided
Number of Attendees	137	1388	64	53	710	12
%	8.62%	87.35%	4.03%	6.84%	91.61%	1.55%
	<b>Attendees</b>			<b>Attendees</b>		
	<b>1589</b>			<b>775</b>		

# RELIGION OR BELIEF

5+

Religions or beliefs represented at the Council



14.15% refused to disclose their religion.  
Up 0.52% on 2018.



39.78% of the workforce declared themselves as Christian.  
Down 4.04% on 2018.

## THE NUMBERS

Religion/Belief	Number of Staff	% of Workforce
Buddhist	9	1.09%
Christian	329	39.78%
Hindu	4	0.48%
Jewish	1	0.12%
Muslim	16	1.93%
None	319	38.57%
Other	32	3.87%
Refuse/Not Specified	117	14.15%
<b>Grand Total</b>	<b>827</b>	

## THE NUMBERS EXPLAINED

39.78% of the workforce identify themselves as Christian (a decrease of 4.04% from last year) and 38.57% state that they have no religion or belief (a slight increase of 3.03% from last year). 3.87% of staff stated their religion/belief as Other (down from 4.08%) and 14.15% preferred not to disclose this information (up from 13.63%).

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 shows 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 38.57% of the workforce. 14.15% of Council staff has declined to disclose their religion or belief, which is higher than the census data (9%).

# SEX



As at 31st March 2020, 48.49% (401) of our staff are female and 51.51% (426) are male.



279 part time employees, of which 64.87% are female and 35.13% male.



Similar sex profile to previous years.

At or near 50/50

As at 31st March 2020, 51.51% (426) of our staff are male and 48.49% (401) are female. The sex Profile of the Council's workforce was roughly 50% female and 50% male in 2018/19. There are 279 part time employees, of which 64.87% are female and 35.13% male. The percentages of males and females working part-time and overall numbers are similar to 2019.

## TRAINING

Of the staff who attended training courses during 2019/20, 64% were female and 36% were male. This represents a slight increase in overall percentage of females attending courses of 1.7% from 2018/19. The current sex profile is 48.48% Female and 51.51% Male.

The Management Development Programme also attracted greater attendance from females with 69%, compared to 31% male attendees. As with figures in previous years over all training there is a greater representation of females attending corporate courses, which can partly be offset by service specific training for operational staff in areas such as Estates and Facilities and Streets & Open Spaces which employ a larger number of males.

## RECRUITMENT

Applications	2019/2020								2018/2019							
	All Applications		Male		Female		Not Provided		All Applications		Male		Female		Not Provided	
Received	681		348	51.10%	332	48.75%	1	0.15%	1330		632	47.52%	698	52.48%	0	0%
Shortlisted	339	49.78%	162	47.79%	177	52.22%	0	0.00%	592	44.51%	264	44.59%	328	55.41%	0	0%
Successful	87	12.78%	41	47.13%	46	52.87%	0	0.00%	140	10.53%	61	43.57%	79	56.43%	0	0%
	<b>Total Number of Applicants: 681</b>								<b>Total Number of Applicants: 1330</b>							

# SEX CONTINUED

## TRENDS

- The workforce profile is near to 50/50 female and male. This has been the trend since 2016.
- Females have continued to be slightly more successful than males 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 female staff has remained at 220.
- Female staff are represented throughout the pay grades.

## PART TIME / FULL TIME

Information about Part Time / Full Time

2020							2019						
	FT	% of FT	PT	% of PT	Total		FT	% of FT	PT	% of PT	Total		
Female	220	40.15%	181	64.87%	401	48.49%	220	41.35%	169	66.80%	389	49.55%	
Male	328	59.85%	98	35.13%	426	51.51%	312	58.68%	84	33.0%	396	50.45%	
<b>Total</b>	<b>548</b>	<b>66.26%</b>	<b>279</b>	<b>33.74%</b>	<b>827</b>	<b>100%</b>	<b>532</b>	<b>67.77%</b>	<b>253</b>	<b>33.23%</b>	<b>785</b>	<b>100%</b>	

## 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	%
<b>F</b>	2	16.67%	5	45.45%	68	40.00%	80	57.97%	84	48.55%	59	51.75%	25	40.98%	18	51.43%	10	52.63%	11	50.00%	39	54.17%	401	48.49%
<b>M</b>	10	83.33%	6	54.55%	102	60.00%	58	42.03%	89	51.45%	55	48.25%	36	59.02%	17	48.57%	9	47.37%	11	50.00%	33	45.83%	426	51.51%
<b>Total</b>	<b>12</b>		<b>11</b>		<b>170</b>		<b>138</b>		<b>173</b>		<b>114</b>		<b>61</b>		<b>35</b>		<b>19</b>		<b>22</b>		<b>72</b>		<b>827</b>	

# SEXUAL ORIENTATION



72.31% of staff declare themselves as Heterosexual. This is comparable to last year at 72.87%



37 members of staff (4.47%) declare themselves as Gay, Bisexual, Lesbian or Questioning. Up 12.



22.37% prefer not to declare their sexual orientation. Down 1.07% (23.44%) 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.

## DATA

Sexual Orientation	Total	Total (%)
Bisexual	17	2.06%
Gay	8	0.97%
Heterosexual	598	72.31%
Lesbian	6	0.73%
Other	7	0.85%
Questioning	6	0.73%
Prefer not to say	185	22.37%
Total	827	



# WORKFORCE INFORMATION



The number of leavers in 2019/20 was 102, down 16 from 2019 (118)

## 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 2019 to March 2020, 102 staff left the Council. Of these; 6 had a disability (5.88%), 70 were female (68.63%) where 32 were male (31.37%), and 19 were BAME (18.63%). During this period 17 staff TUPE transferred from Ditchburn Place; these staff were all women and a high percentage of BAME (47%). Analysis shows that since 2014, there have been four years where TUPE transfers have accounted for BAME leavers in excess of 30% of the total number of leavers from the organisation.

## STAFF TURNOVER

Total staff turnover for this period was 12.33% based on all leavers as a percentage of the average number of employees for the year (827). This is lower than for 2018-19 which was 15.03%.

Staff turnover based on voluntary leavers as a percentage of the average number of employees for the year (827) was 5.44% for this period, which is lower than 6.37% in 2019.



Staff Turnover is 12.33%, down on the previous year (15.03%)



58.1% of internal appointments made were promotions to internal staff (25 individuals).

Reason for Leaving		
Death in Service	2	1.96%
Dismissal	3	2.94%
End of Contract	14	13.73%
Ill Health Retirement	4	3.92%
Redundancy	3	2.94%
Retirement	10	9.80%
TUPE	21	20.59%
Voluntary	45	44.12%
<b>Total 102</b>		

## STARTERS

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

There were 87 new starters between April 2019 and March 2020. Of these, 44 (50.6%) were external appointments, and 43 (49.4%) were internal appointments. 25 (58.1%) of the internal appointments were promotions (an increase in pay band) and 15 (34.8%) of the internal appointments remained in the same pay band.

# WORKFORCE INFORMATION CONTINUED

## LENGTH OF SERVICE

369 (44.6%) staff have been with the council over 10 years. This compares to 391(49.81%) in 2019.

Length of Service	Number of Staff	% Workforce
Less than a year	52	6.29%
1 yr to 2 yrs	136	16.44%
2 yrs to 5 yrs	150	18.14%
5 yrs to 10 yrs	120	14.51%
10 yrs to 20 yrs	225	27.21%
20 years +	144	17.41%
<b>Total</b>	<b>827</b>	<b>100.00%</b>

## PROMOTIONS

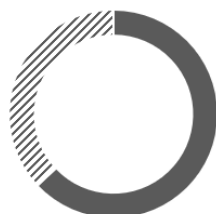
Internal promotions have slightly increased since last year as a percentage although the number remains similar 25 internal promotions this year whereas there were 20 in 2018-19. The breakdown of promotions for 2019-20 shows that the majority were to Female staff (56%) with 12 % of promotions being to individuals who declared themselves as from a BAME background (increase on 2019— 5%) and 4% to individuals who had declared a disability (decrease on 2019—5%).

The majority of promotions were offered to members of staff between the ages of 35-44 which is no change from the previous

	No of Promotions (25)	%
Female	14	56%
Male	11	44%
BAME	3	12%
Non BAME	22	88%
Disability	1	4%
No Disability	24	96%
Age 18 or Under	0	0%
19-24	0	0%
25-34	4	16%
35-44	11	44%
45-54	5	20%
55-64	5	20%
65 and Over	0	0%

# WORKFORCE INFORMATION CONTINUED

## APPRENTICESHIPS



In 2019/20 we had 38 Apprentices. 24 Male and 14 Female.



10% of all Apprentices declared themselves as BAME



13% of all Apprentices declared a disability.

The Council employed a total of 38 apprentices at the end of 2019/2020. 19 apprentices were enrolled which included two apprentice recruits on Building Control and Building Surveying apprenticeship degrees. This is an increase of 31 apprentices, up from the seven apprentices employed by the council at the beginning of financial year 2018/19.

Title of Apprenticeship Standard	Apprenticeship Level	Number on Programme
Team Leader (Management)	3	15
Departmental Manager (Management)	5	11
Property Maintenance	2	5
Customer Service	3	1
Business Administration	3	1
Building Control Surveyor Degree	6	3
Building Surveyor Degree	6	1
Leadership in Public Sector Masters (Leadership)	7	1
<b>Total Apprentices</b>		<b>38</b>

## APPRENTICESHIPS BY ETHNICITY

The percentage of apprentices declaring themselves as is BAME 10%, this is 2.46% above the council's overall BAME percentage.

There are 13% of apprentices declaring themselves as having a disability, this is 5.87% above the council's overall disability percentage.

There are 63% males taking apprenticeships compared to 37% females. Apprenticeship such as those in Property Maintenance and Building Control have tended to attract more males.

Management Development apprenticeships are more evenly balanced with 48% Females and 52% Males from a total of 27 Management apprentices.

# WORKFORCE INFORMATION CONTINUED

## PAY SCALE INFORMATION

The Councils pay scales for the period of 2019/20 are shown below:

Pay Band	Salary Range	Pay Band	Salary Range	
Band 1*	£17,711—£19,554	Band 10	Senior Managers £53,066—£59,669	
Band 2	£19,945—£22,021	Band 11		£59,669—£66,690
Band 3	£22,462—£24,799	Head of Service		£69,043—£76,062
Band 4	£25,295—£28,785	Director		£88,942—£99,476
Band 5	£29,636—£33,799	CEX		£115,299—£130,013
Band 6	£33,799—£38,813			
Band 7	£38,813—£43,662	Other: Staff that have TUPE'd into the		
Band 8	£43,662—£47,585			
Band 9	£47,585—£53,066			

\*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). 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.

# 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 was an increase of 1 disciplinary case from 2018/19. The number of capability cases remained low, with a small increase of 3 on the previous year. The number of grievance cases have fluctuated since 2009 and 2019/20 saw a slight increase from 7 in 2018/19. There were no reported bullying/harassment cases and the number of redundancies was up by 1 employee. All casework continues to be monitored to ensure there is no bias in relation to matters of equality.

## DATA

Disciplinary		
	Number of Staff	%
BAME	1	16.7%
Non-BAME	4	66.7%
Not Given	1	16.7%
Disability	0	0.0%
No Disability	6	100.0%
Female	2	33.3%
Male	4	66.7%
Under 55	4	66.7%
55 and over	2	33.3%
<b>Total: 6</b>		

Capabilities		
	Number of Staff	%
BAME	1	33.3%
Non-BAME	2	66.6%
Not Given	0	0.0%
Disability	1	33.3%
No Disability	2	66.6%
Female	1	33.3%
Male	2	66.6%
Under 55	2	66.6%
55 and over	1	33.3%
<b>Total: 3</b>		

Grievances		
	Number of Staff	%
BAME	1	11.11%
Non-BAME	8	88.89%
Not Given	0	0.0%
Disability	1	11.11%
No Disability	8	88.89%
Female	4	44.44%
Male	5	55.56%
Under 55	7	77.78%
55 and over	2	22.22%
<b>Total: 9</b>		

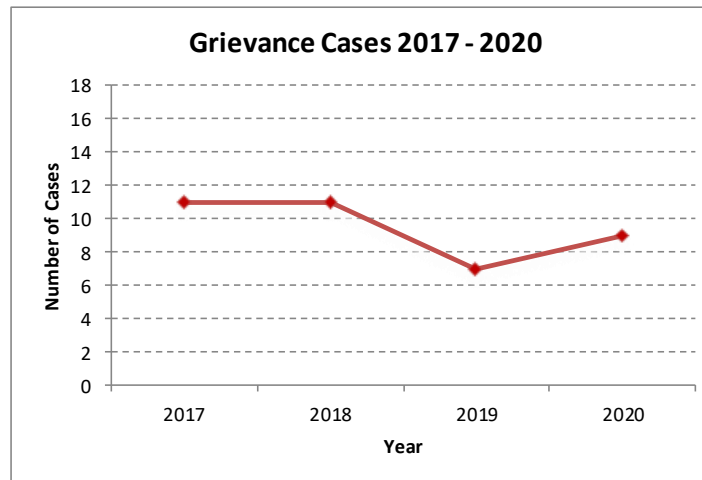
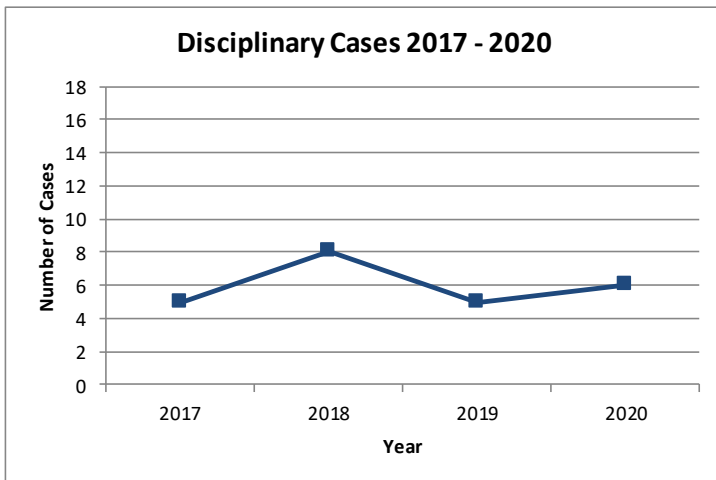
Redundancy		
	Number of Staff	%
BAME	0	0.0%
Non-BAME	3	100%
Not Given	0	0.0%
Disability	0	0.0%
No Disability	3	100%
Female	1	33.3%
Male	2	66.6%
Under 55	0	0.0%
55 and over	3	100%
<b>Total: 3</b>		

# DISCIPLINARY, CAPABILITY, GRIEVANCE & REDUNDANCY

## CHARTS

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

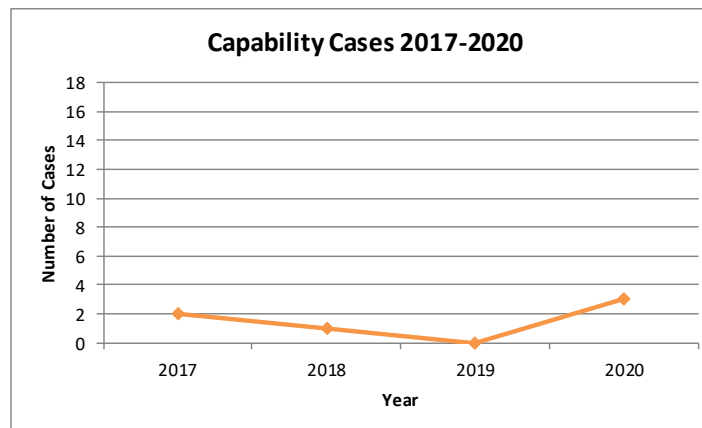
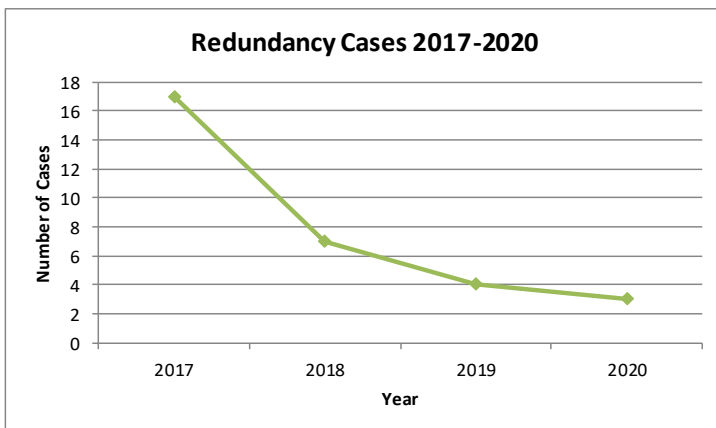
In addition to 2020, data has been included from 3 previous years for comparison.



Redundancy cases are down on previous years (1)



Grievance cases are up on previous years (2)



Disciplinary cases are up slightly on previous years (1)



Capability cases are up on previous years (3)

# 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
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
2017	3.98%	8.20%	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 approximately 50% female and approximately 50% 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. 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. There are now fewer females in the upper quartile, although fewer people in total in this quartile (201-195).

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

Quartile	Hourly Rates					
	2019		2018		2017	
1. Lower Quartile	£7.37	£12.36	£7.04	£12.12	£5.55	£12.00
2. Lower Middle	£12.36	£15.05	£12.12	£15.06	£12.00	£14.61
3. Upper Middle	£15.05	£18.72	£15.19	£18.77	£14.66	£18.18
4. Upper Quartile	£18.72	£66.02	£18.84	£64.72	£18.18	£64.08

	Quartile	Female	Male	Grand Total	Female %	Male %
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%
2017	Lower Quartile	124	76	200	62%	38%
	Lower Middle Quartile	99	101	200	50%	50%
	Upper Middle Quartile	88	113	201	44%	56%
	Upper Quartile	101	100	201	50%	50%



