

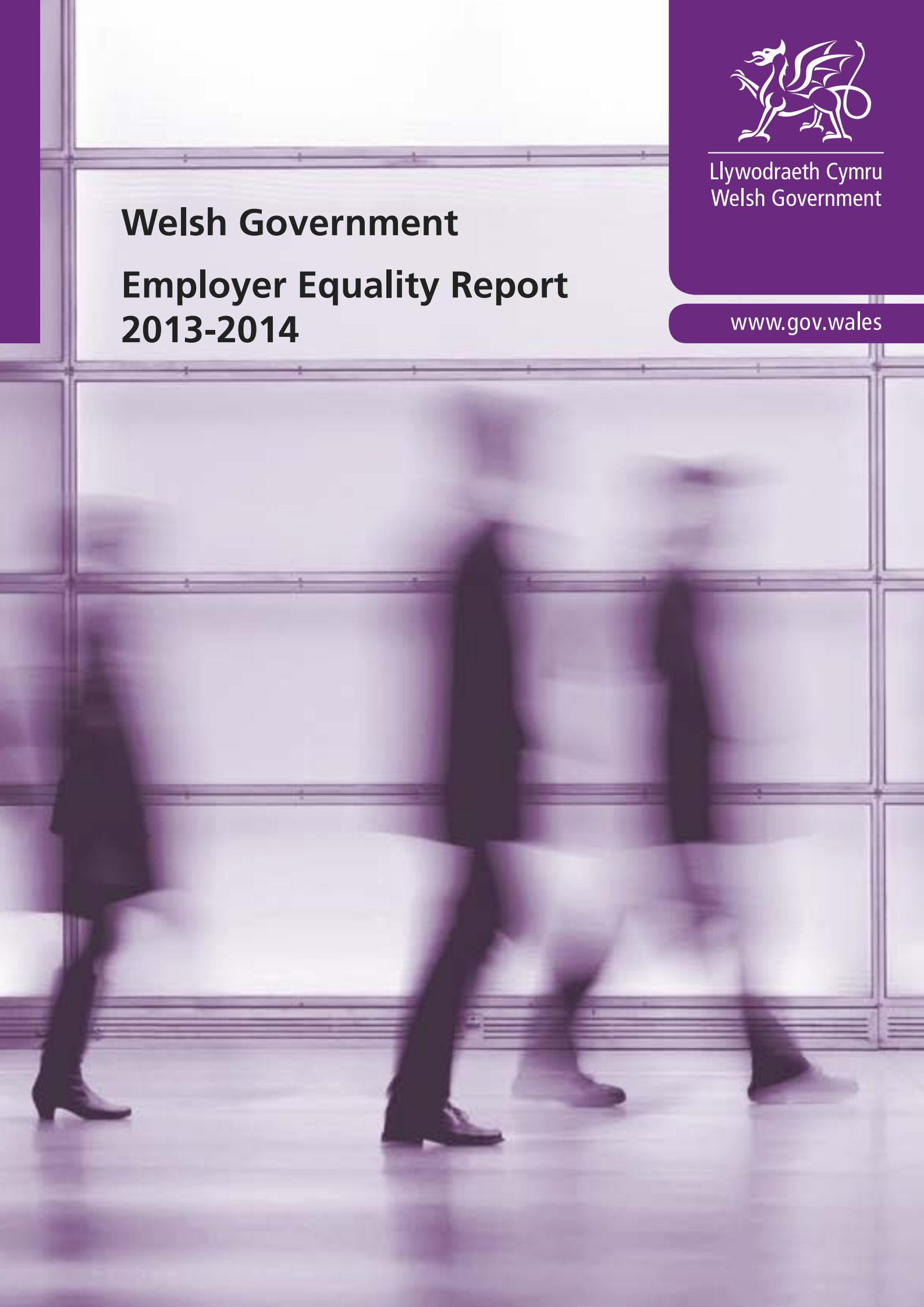


Llywodraeth Cymru
Welsh Government

Welsh Government

**Employer Equality Report
2013-2014**

www.gov.wales



A copy of the report can be downloaded by accessing the Welsh Government web pages at:

www.wales.gov.uk/equality

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Foreword – June Milligan



The Welsh Government has a strong and consistent commitment to advance equality and diversity. That is reflected not only in public policy and budgetary choices but in the practical management of the organisation. Our Strategic Equality Plan makes that clear commitment.

During the year that this report covers we've focused on taking practical steps to ensure that everyone – whatever their personal background or characteristics – can give of their best and realise their potential at work.

It has been pleasing to see the staff diversity networks, which have long been a feature of working life in Welsh Government, strengthening with more people and a broader range of activity. I'd like to give my personal thanks to those staff who make their leadership commitment by providing peer support in this way.

As one response to the results from the People Survey, we are taking action on feedback from disabled colleagues about a lack of awareness of "Hidden" disabilities. So we have introduced a new training course on "Hidden Disabilities and Carers Awareness" to improve understanding of the issues faced. More action is planned to improve a workplace for disabled colleagues, building on ideas generated by the Disability Network.

Equality is not just about protected characteristics – many in Wales are disadvantaged by economic circumstance and so work is currently underway to develop our own placement scheme for people from workless households as part of the Welsh Government's LIFT Programme, which aims to provide 5,000 such opportunities across Wales.

I could go on as there's much work in hand and so much more to do but instead, please read on for more detail of what's happened over the past year and what's planned for the future.

Chapter 1: Leadership

Further work has been done this year to advance equality and diversity in the workplace, which has been supported by the work of Senior Managers including the new SCS Equality Leads for each DG area.

Our Senior Board Equality Champion, June Milligan continues to ensure that workplace inclusion is considered at the highest levels of the organisation, and that the Board, which is chaired by the Permanent Secretary, discuss equality and diversity formally each quarter. The Permanent Secretary has also been very clear about his commitment to advancing equality and diversity within the organisation.

Each DG area has an Equality Lead who is responsible for supporting the delivery of a progressive diversity agenda within their respective business area. They also each have a thematic lead. The role is wide-ranging, from co-ordinating training events to advising on Equality Impact Assessments. This year, Equality Leads have worked closely with their Senior Management to report on progress against the equality objectives in the Welsh Government Strategic Equality Plan (SEP). Many Equality Leads have also been integral in ensuring the delivery of our Strategic Equality Plan. They meet on a monthly basis with our Fairer Futures Division (FFD) to share best practice and discuss common issues as they arise.

Equality in Wales

The Equality Act 2010 (Statutory Duties) (Wales) Regulations came into force on 6 April 2011, giving Welsh Ministers the power to impose specific public sector equality duties on relevant devolved public authorities in Wales, including the Welsh Government.

The actions identified as part of these regulations have been put in place and reporting arrangements are now embedded. These include Equality Impact Assessments, development of the Strategic Equality Plan and publishing employment information.

Some of these Regulations relate to the gathering and reporting of information by protected characteristic in the workplace.

Historically, the Welsh Government has had robust and comprehensive data gathering and reporting systems in place. For example, for some time before the introduction of the new duties we could map our workforce and recruitment activity by age, sexual orientation and religion and belief and in doing so moved beyond what was required to comply with the law.

However, the duties require us to go further still in order to achieve a more detailed understanding of diversity in our workplace. We are now required to gather and publish information on gender re-assignment. Previously, we have not done so because of concerns about the likely low number of staff declaring this protected characteristic and concerns about maintaining confidentiality. However, we have now updated our diversity platforms, meaning that staff now have the opportunity to declare this information via the conventional reporting route.

The Regulations also impose robust measures in the area of training, requiring devolved public sector employers to give a breakdown by protected group about training applied for (successfully or otherwise) and completed. We are now able to capture and report this information, and for the reporting year 2014-15 we will also be able to report on staff who have taken up opportunities for coaching and mentoring by protected characteristic.

And of course we don't just collect information to report, but also to prompt and inform our action.

Strategic Equality Plan – Our Role as an Employer

Over the course of the year, work has taken place to deliver on the equality objective and the commitments in the Strategic Equality Plan (SEP) relating to our role as an employer.

The Employer Equality Objective aims to advance workplace equality and diversity and includes actions around:

- Improving engagement with colleagues;
- Improving awareness through Equality and Diversity Training;
- Improving accessibility to talent management programmes.

The chapter in the SEP relating to our role as an employer sets out some of the actions in more detail and demonstrates our progress towards adopting a progressive equalities agenda in the workplace. A copy of the Welsh Government SEP can be found on the equality and diversity pages of our website: <http://wales.gov.uk/topics/people-and-communities/equality-diversity/?lang=en>

Performance Management

The Performance and Potential Map (known also as The 9 Box Grid) was introduced for all staff during 2013-2014. This is helping the organisation to identify and bring on talent, and also to understand where the skills gaps are in order to develop an integrated approach to developing people.

Full training and guidance has been available to staff and managers in order to support the implementation of the tool.

Chapter 2: Skills and Training

Core Training Data by Protected Characteristic

We offer a number of courses through our core training provider aimed at further developing the skill set of our staff.

A breakdown of attendance for all core training by protected characteristic can be found below:

Table 1 – core training attendances by protected characteristic

Gender (All Work Patterns)	Attendances		Individuals	
	Number	%	Number	%
Female	12,677	61.2	3,107	58.8
Male	8,047	38.8	2,181	41.2
Total	20,724	100.0	5,288	100.0

Age	Undertaken		Individuals	
	Number	%	Number	%
16-24	1,671	8.1	302	5.7
25-29	2,127	10.3	456	8.6
30-34	2,846	13.7	674	12.7
35-39	2,546	12.3	649	12.3
40-44	3,060	14.8	744	14.1
45-49	2,981	14.4	795	15.0
50-54	2,646	12.8	757	14.3
55-59	2,060	9.9	594	11.2
60-64	640	3.1	240	4.5
65+	147	0.7	77	1.5
Total	20,724	100.0	5,288	100.0

Disability	Undertaken		Individuals	
	Number	%	Number	%
Not Disabled	18,448	89.0	4,695	88.8
Disabled	929	4.5	236	4.5
Prefer Not to Say	834	4.0	208	3.9
No Reply	513	2.5	149	2.8
Total	20,724	100.0	5,288	100.0

Ethnicity	Undertaken		Individuals	
	Number	%	Number	%
White	19,107	92.2	4,846	91.6
Other Ethnicity	284	1.4	76	1.4
Prefer Not To Say	712	3.4	196	3.7
No Reply	621	3.0	170	3.2
Total	20,724	100.0	5,288	100.0

Religion/Belief	Undertaken		Individuals	
	Number	%	Number	%
Christian	9,246	44.6	2,335	44.2
No Religion	1,081	5.2	189	3.6
Other Religion	4,063	19.6	995	18.8
Prefer Not To Say	5,748	27.7	1,601	30.3
No Reply	586	2.8	168	3.2
Total	20,724	100.0	5,288	100.0

Sexual Orientation	Undertaken		Individuals	
	Number	%	Number	%
Heterosexual	17,011	82.1	4,279	80.9
Other Sexuality	525	2.5	122	2.3
Prefer Not To Say	2,580	12.4	715	13.5
No Reply	608	2.9	172	3.3
Total	20,724	100.0	5,288	100.0

Marriage and Civil Partnership	Undertaken		Individuals	
	Number	%	Number	%
Married/Civil Partnership	7,790	37.6	2,023	38.3
Other Status	6,608	31.9	1,430	27.0
Prefer Not To Say	*	0.0	*	0.0
No Reply	6,326	30.5	1,835	34.7
Total	20,724	100.0	5,288	100.0

Pregnant/Maternity*	Undertaken		Individuals	
	Number	%	Number	%
No	20,435	98.6	5,200	98.3
Yes	289	1.4	88	1.7
Total	20,724	100.0	5,288	100.0

Birth Gender (Are You The Same...)**	Undertaken		Individuals	
	Number	%	Number	%
No	15	0.1	*	0.0
Yes	2,784	13.4	506	9.6
Prefer Not To Say	50	0.2	11	0.2
Not Declared	17,875	86.3	4,769	90.2
Total	20,724	100.0	5,288	100.0

* During the period, not necessarily at the time of training

** Question added during the 2013/2014 report

Equality and Diversity Training

We have increased and improved the Equality and Diversity training that is available to staff through our core training provider. In August 2013 we introduced a new course entitled "Hidden Disabilities and Carers Awareness". This was in response to feedback from the People Survey, where comments from affected staff felt there was a general lack of awareness amongst colleagues and managers of these issues. Feedback from delegates has been positive.

In December we reviewed and updated our "Equality, Diversity and Human Rights Awareness" course which is available as a mandatory course as part of the Reception training for new entrants, as well as being a stand alone course for people who wish to refresh their knowledge.

Work also continues on developing the online Equality and Diversity training and this is expected to be rolled out in the autumn.

Other Equality Training

Some individual Departments have run equality related training for their staff. The Department for Business, Enterprise, Technology and Science delivered 16 bespoke equality and human rights training sessions aimed at developing the Department's understanding of its responsibilities and examining practical ways for officials to embed equality and diversity into their day to day activities. A total of 139 staff attended this training.

The Department for Health, Social Services and Children delivered training on Children's Rights Impact Assessment training in November 2013. There were 22 people who attended this training.

The Welsh Language

The Bilingual Skills Strategy

The Strategy continues to provide a framework for the organisation to assess and plan for meeting its bilingual skills need through its organisation structures and to identify and develop the skills capacity of staff to meet this need. The numbers of staff declaring Welsh language skills as part of their personal record are noted below.

Table 2a – Language Skills of staff able to use each skill in most or all work situations

	Number	%
Reading	1308	22.56
Speaking	1241	21.40
Understanding	1274	21.97
Writing	1021	17.61

Table 2b – Skills declared by staff across all levels of Welsh Language skill (beginner to proficient)

	Number	%
Reading	3048	52.57
Speaking	2737	47.21
Understanding	2835	48.90
Writing	2294	39.57

Data taken from static extract at 31 March 2014

Welsh skill levels are based on self-declaration via U-Access

Percentages are based on the total headcount (5798) used for the report

Language Training

During the 12 month period April 2012 to March 2013, Welsh Language Training has been available at the larger Welsh Government Offices and across all levels of the Welsh Language learning framework. £172,000 was allocated to Welsh Language Training during this period through the Programme of Learning funded by the corporate training and development budget. The training is provided by Ysgol Iaith Acen, delivering 39 courses to 233 delegates – 63 more than the previous year, in 13 locations across Wales on a rolling programme.

A range of extra-curricular activities are available to increase learners' exposure to the Welsh language, and are organised to support the learning process. Activities are diverse and include a mentoring programme, informal lessons, conversation groups, catch-up lessons and other ad-hoc activities such as learning the National Anthem and St David's Day celebrations. News and events e-bulletins provide information on Welsh language activities outside working hours where staff can practise their language skills.

Vocational Training

The Welsh Government's Programme of Learning offers learning through the medium of Welsh. The mandatory and statutory learning as well as the top ten most popular programmes are available in Welsh. Other learning through Welsh is available on request, with examples including;

- Children and Young Peoples' Participation (dwyieithog – bilingual)
- Equality and Diversity Hot-Shot for Rural Affairs (dwyieithog – bilingual)
- Managing Change Successfully

Welsh Language Awareness sessions were offered as part of Learning at Work Day.

Chapter 3: Resourcing

Workforce Representation as at 31 March 2014

A wide and varied range of information about our workforce and recruitment practices, broken down by protected characteristic, is presented in this chapter. The information is drawn from our HR systems unless otherwise stated.

Each member of staff has a confidential personnel record which they can update online. As part of this online record, staff are asked to provide information about their diversity status. The information is provided on a voluntary basis only and helps to support the organisation to better understand the diversity of the workforce, identify issues and take action where needed.

Throughout the information presented in this section, 'No reply' refers to the number of staff who have not completed a diversity monitoring question and 'Prefer not to say' refers to the number of staff who have chosen not to disclose the information requested to a particular diversity monitoring question. In order to ensure and maintain the confidentiality of our staff, the data has been rounded to the nearest ten and suppressed unless otherwise stated.

The overall diversity mix has remained relatively static over the past 12 months. Women continue to make up the majority of the workforce and low representation rates can be seen for disabled and BME protected groups, along with staff declaring a sexual orientation other than heterosexual. Moreover, prefer not to say rates point to more work being needed to ensure that staff are comfortable and confident about disclosing their diversity status.

Table 3 – Workforce by Gender (Sex)

Gender (All Work Patterns)	Number	%
Female	3,322	58.4
Male	2,370	41.6
Total	5,692	100.0

Figure 1 – Workforce by Gender (Sex)

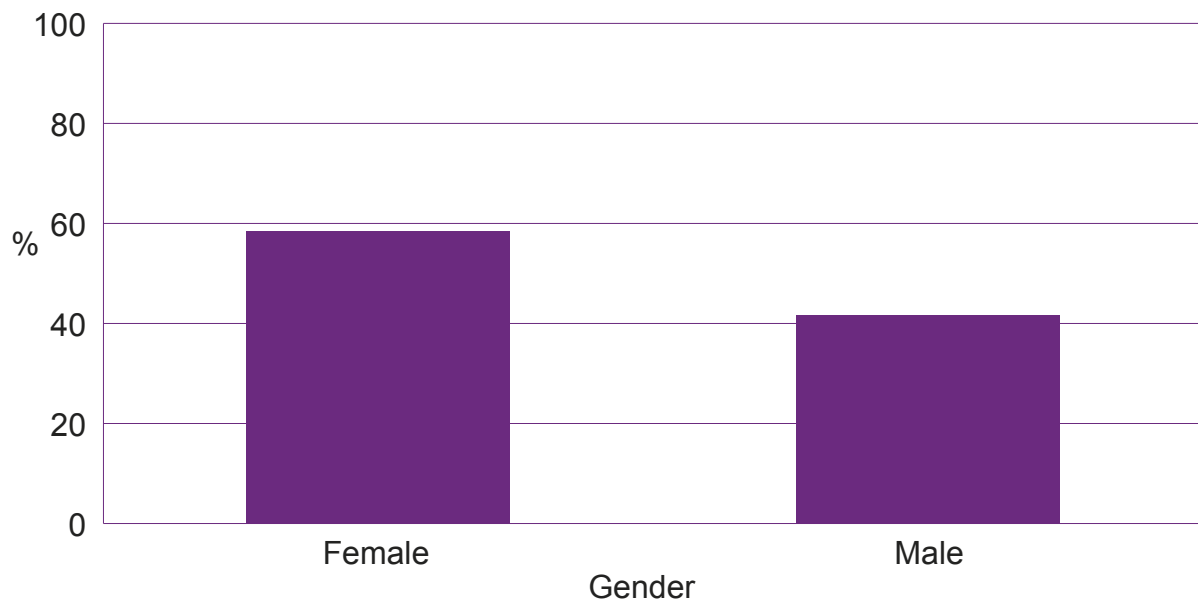


Table 4 – Workforce by Race

Race	Number	%
Asian – Bangladeshi	*	0.0
Asian – Chinese	16	0.3
Asian – Indian	16	0.3
Asian – Pakistani	16	0.3
Black – African	*	0.1
Black – Caribbean	6	0.1
Mixed Asian and White	20	0.4
Mixed Black African and White	*	0.0
Mixed Black Caribbean and White	*	0.1
Not Declared	116	2.0
Other Asian Background	7	0.1
Other Black Background	*	0.0
Other Ethnic Group	12	0.2
Other Mixed Ethnic Background	16	0.3
Prefer Not to Say	218	3.8
White	5,236	92.0
Total	5,692	100.0

Figure 2 – Workforce by Race

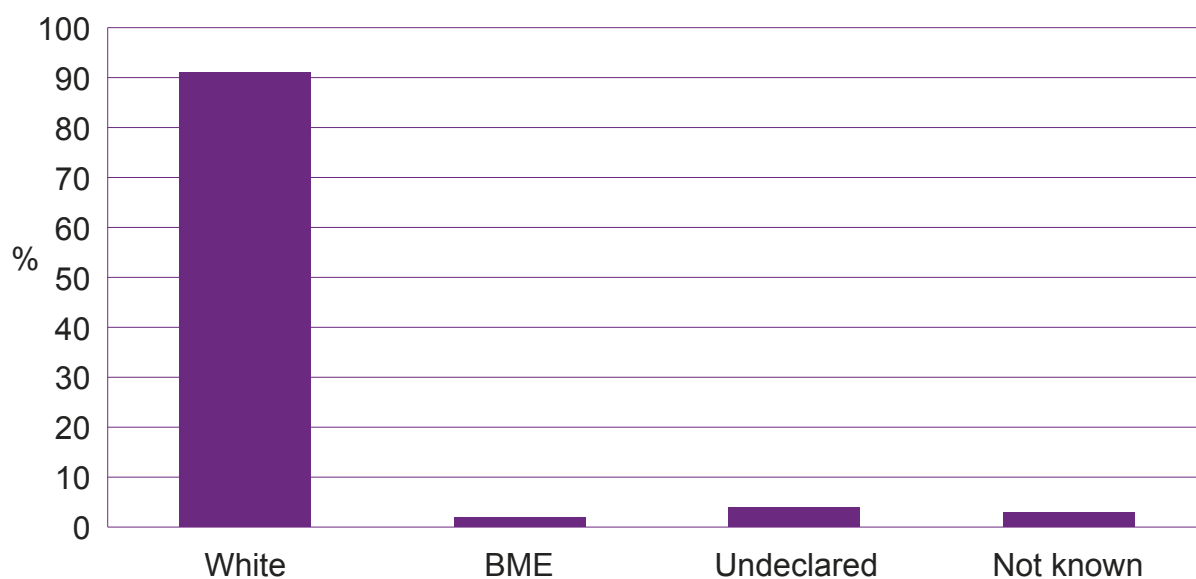


Table 5 – Workforce – Disability by impairment

Impairment	Number	%
Deafness (alone)	37	0.7
Deafness (in Combination)	*	0.1
Learning Difficulties (alone)	9	0.2
Learning Difficulties (in Combination)	*	0.1
Mental Illness (alone)	14	0.2
Mental Illness (in Combination)	6	0.1
Mobility Impairment (alone)	36	0.6
Mobility Impairment (in Combination)	14	0.2
Not Declared	142	2.5
Not disabled	5,062	88.9
Other impairment	13	0.2
Physical Coordination Difficulties	*	0.0
Prefer Not to Say	233	4.1
Reduced Physical Capacity (alone)	19	0.3
Reduced Physical Capacity	8	0.1
Speech Impairment (alone)	*	0.1
Speech Impairment (in Combination)	*	0.0
Unknown impairment	61	1.1
Visual Impairment (alone)	23	0.4
Visual Impairment (in Combination)	*	0.0
Total	5,692	100.0

Figure 3 – Workforce – Disability by impairment

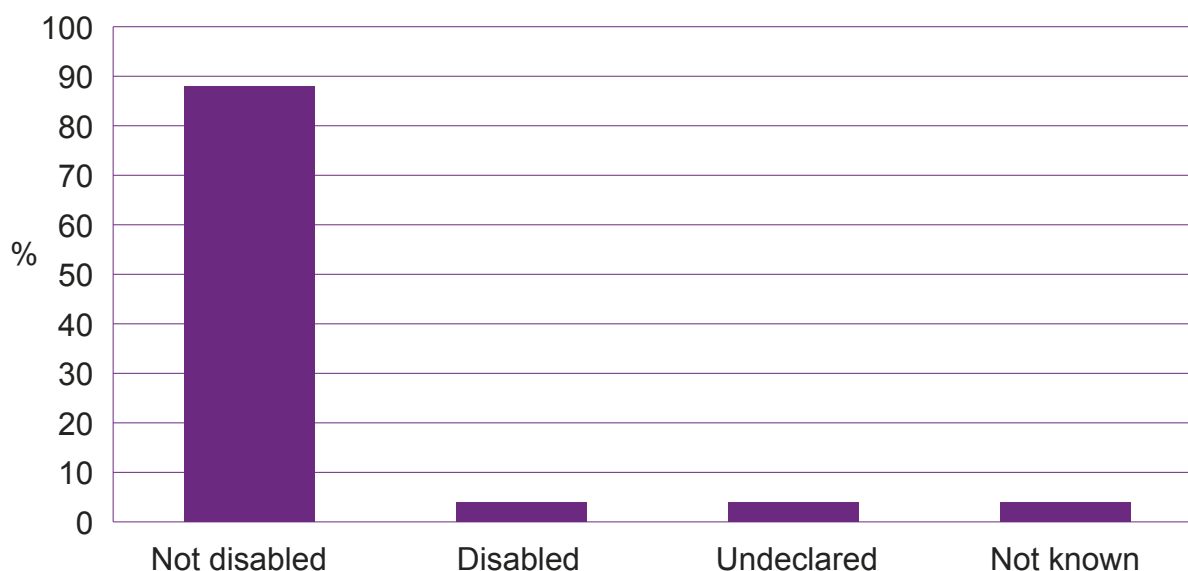


Table 6 – Workforce by Religion or Belief

Religion/Belief	Number	%
Agnostic	350	6.1
Atheist	468	8.2
Baha'i	*	0.1
Buddhism	18	0.3
Christianity	2,516	44.2
Hinduism	7	0.1
Humanism	16	0.3
Islam	21	0.4
Japanese/Shinto	*	0.0
Judaism	*	0.1
No Religion	186	3.3
Not Declared	166	2.9
Other Religion	149	2.6
Paganism	17	0.3
Prefer Not To Say	1,761	30.9
Rastafarianism	*	0.1
Sikhism	6	0.1
Total	5,692	100.0

Figure 4 – Workforce by Religion or Belief

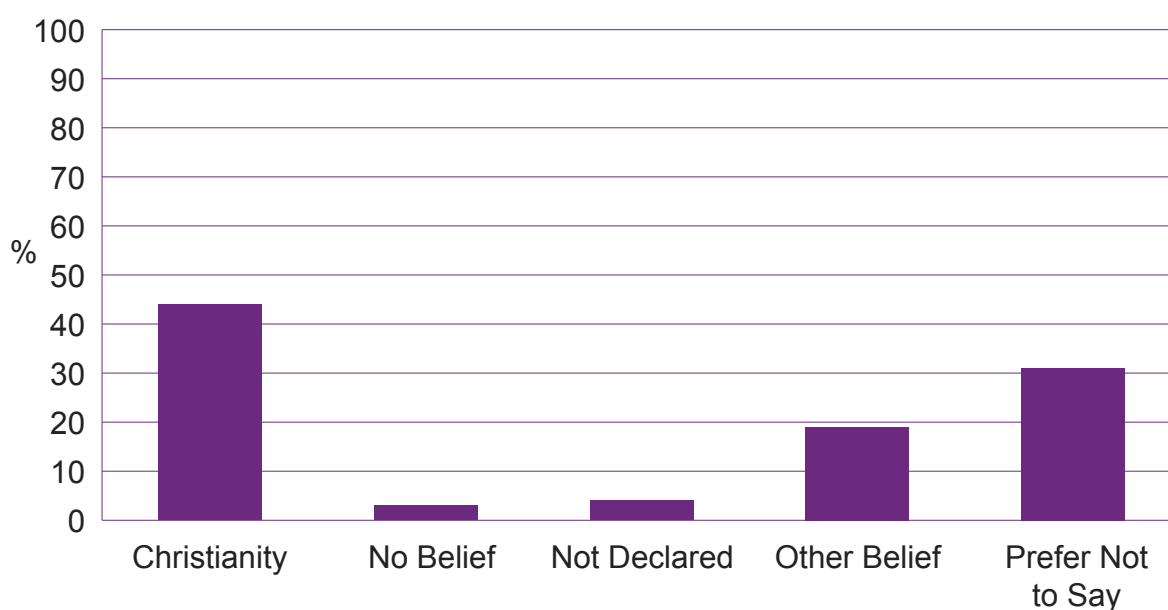


Table 7 – Workforce by Sexual Orientation

Sexual Orientation	Number	%
Bisexual	34	0.6
Gay Man	52	0.9
Gay Woman/Lesbian	26	0.5
Heterosexual/Straight	4,610	81.0
Not Declared	168	3.0
Other Sexual Orientation	22	0.4
Prefer Not To Say	780	13.7
Total	5,692	100.0

Figure 5 – Workforce by Sexual Orientation

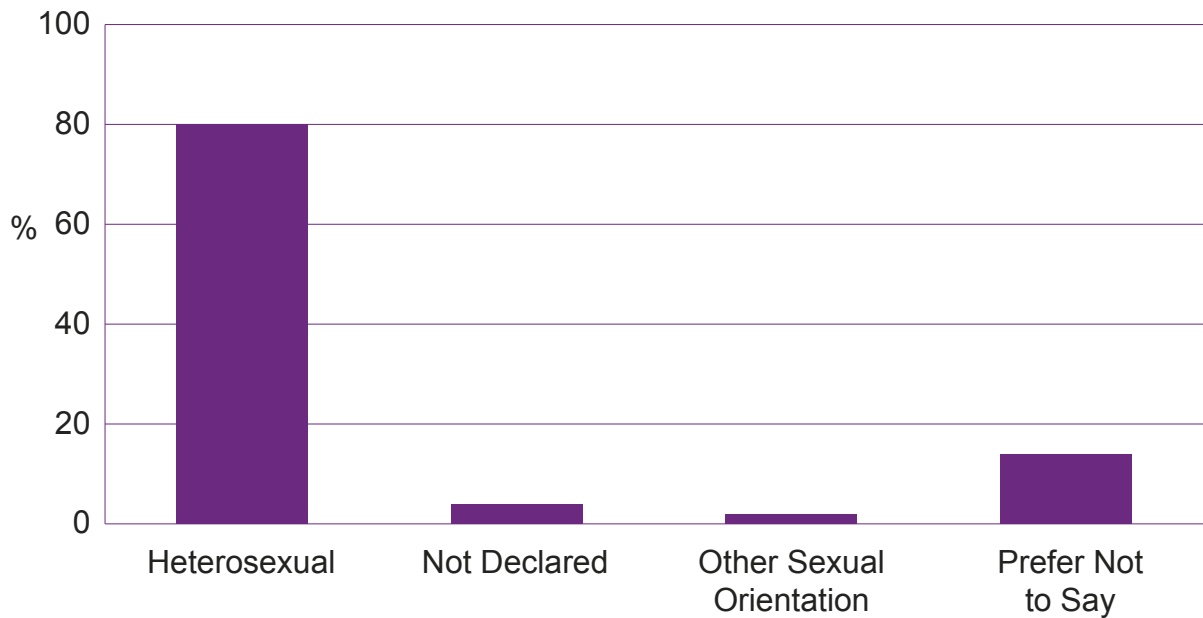


Table 8 – Workforce by Age

Age	Number	%
16-24	268	4.7
25-29	459	8.1
30-34	731	12.8
35-39	724	12.7
40-44	801	14.1
45-49	860	15.1
50-54	840	14.8
55-59	659	11.6
60-64	271	4.8
65+	79	1.4
Total	5,692	100.0

Figure 6 – Workforce by Age

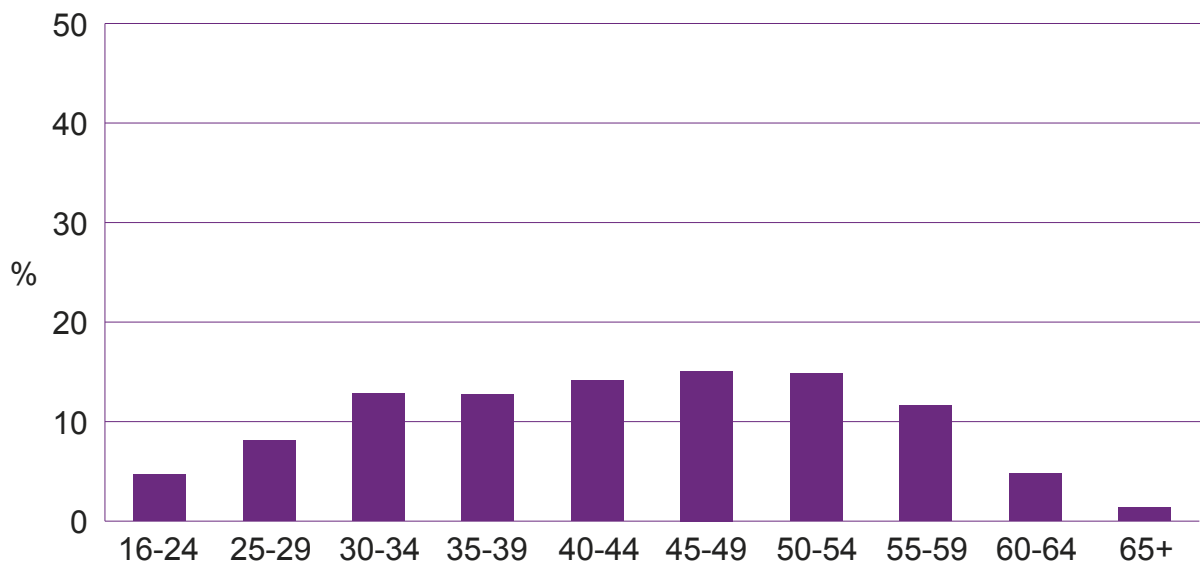


Table 9 – Workforce by Pregnancy and Maternity

Pregnant/Maternity*	Number	%
No	5,572	97.9
Yes	120	2.1
Total	5,692	100.0

Figure 7 – Workforce by Pregnancy and Maternity

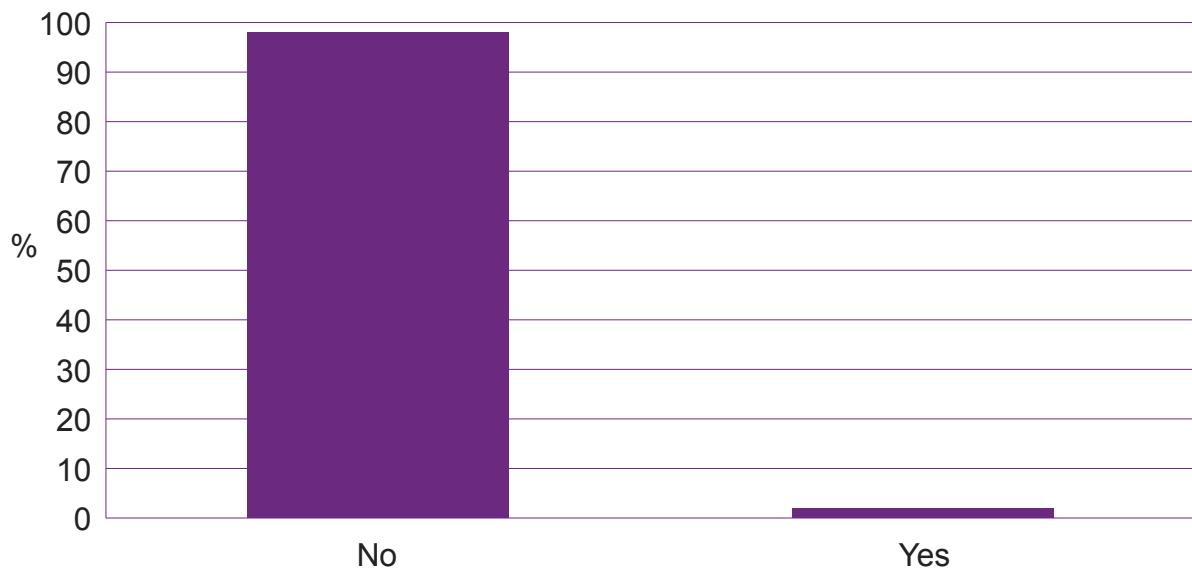
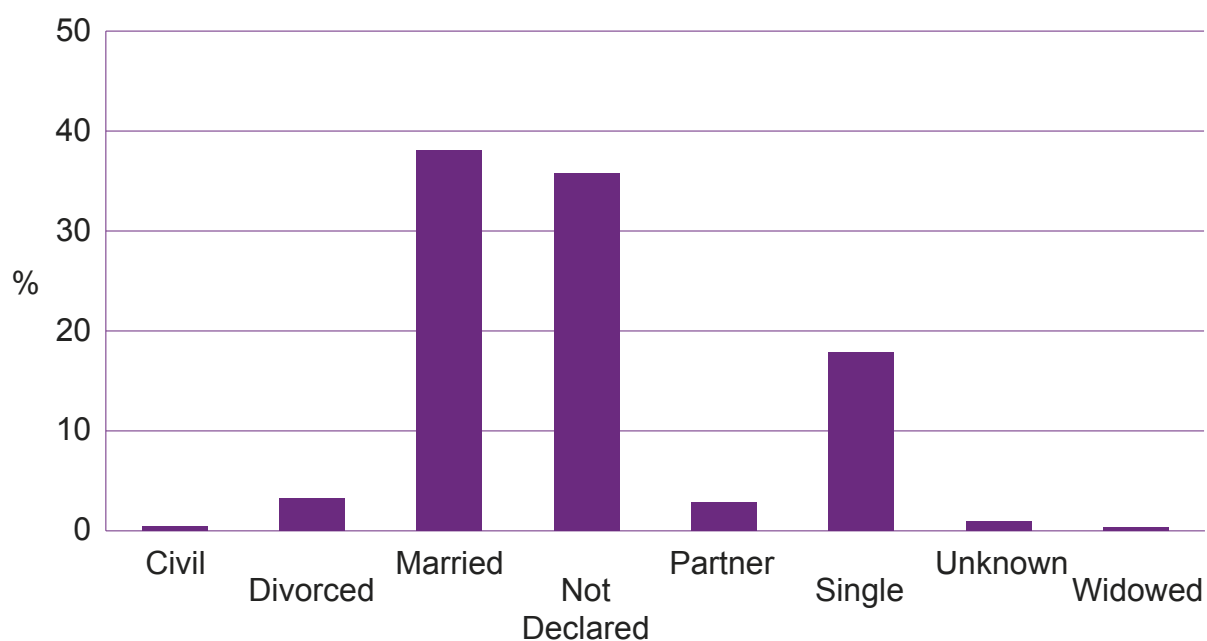


Table 10 – Workforce by Marriage and Civil Partnership

Marriage and Civil Partnership	Number	%
Civil Partnership	30	0.5
Divorced	189	3.3
Married	2,170	38.1
Not Declared	2,038	35.8
Partner	163	2.9
Single	1,021	17.9
Unknown	59	1.0
Widowed	22	0.4
Total	5,692	100.0

Figure 8 – Workforce by Marriage and Civil Partnership



Men and Women in the Workforce

The diversity information from our HR systems provides the data below which gives a greater insight into the gender balance and allows for a comparison between men and women.

There is more or less an equal split throughout the professions with the most popular being operational and policy delivery. However, the majority of women work at junior and middle management grades and representation of men is more concentrated in senior roles. According to the data, women are also more likely to work part-time compared to men.

Table 11 – Profession

Profession	Female	Male	Total
Comms and Marketing	156	88	244
Economics	12	26	38
Engineering	13	35	48
Finance	269	190	459
HR	161	61	222
IT	45	93	138
Internal Audit	19	19	38
Law	67	39	106
KIM	80	94	174
Medicine	19	14	33
Operational Delivery	1,198	772	1,970
Planning	21	25	46
Policy Delivery	876	610	1,486
Procurement and Contract Management	54	43	97
Science	9	12	21
Social and Market Research	47	24	71
Statistics	20	24	44
Veterinarian	*	*	5
PPM	94	68	162
Property Asset Management	39	63	102
Other	122	66	188
	3,322	2,370	5,692

Table 12 – Grade

Grade	Female	Male	Total
SCSPS	0	*	*
SCS3	*	5	6
SCS2	14	17	31
SCS1	48	61	109
EB1	83	128	211
EB2	359	385	744
MB1	623	456	1,079
MB2	884	482	1,366
MB3	626	430	1,056
TS	684	405	1,089
	3,322	2,370	5,692

Table 13 – Contract Type

Contract	Female	Male	Total
Permanent	3,129	2,210	5,339
Temporary	193	160	353
	3,322	2,370	5,692

Table 14 – Working Pattern

Work Pattern	Female	Male	Total
Full time	2,504	2,242	4,746
Part time	818	128	946
	3,322	2,370	5,692

Pay

As part of the development of equality objectives for the SEP, an equal pay audit was undertaken in February 2014. The audit included all forms of remuneration paid via payroll.

Median Salary

The median salary has risen slightly from last year to £33,900.00. This is partly due to the Management Band 3 Assessment Centre which was held between May – August 2013 where a total of 158 Team Support staff successfully gained promotion.

Gender pay gap

In 2014, the pay gap for full-time staff further reduced to 9.51% from 10.42% in 2013. Much of the reduction can be explained by payments made to our lowest paid staff who are predominately women.

A table giving a breakdown of pay between men and women can be found at **Annex D**.

Recruitment Activity

The recruitment activity illustrated includes all captured formal appointments and internal moves (applied for or otherwise). Internal moves can range from staff taking a development opportunity elsewhere in the organisation to a lateral transfer at the same grade. Diversity information upon application is not automatically carried over to appointments and therefore the self declaration rates may vary between applications and appointments. Staff can move more than once during a reporting period, so the column on the far right reports the number of individuals who have undergone a change of position.

Table 15a

Gender (All Work Patterns)	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
Female	212	54.1	1,204	63.3	1,044	63.3
Male	180	45.9	697	36.7	606	36.7
Total	392	100.0	1,901	100.0	1,650	100.0

Table 15b

Ethnicity	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
Not Declared	84	21.4	53	2.8	50	3.0
Other Ethnicity	9	2.3	30	1.6	27	1.6
Prefer Not to Say	*	1.0	74	3.9	63	3.8
White	295	75.3	1,744	91.7	1,510	91.5
Total	392	100.0	1,901	100.0	1,650	100.0

Table 15c

Disability	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
Disabled	13	3.3	67	3.5	59	3.6
Not Declared	83	21.2	43	2.3	43	2.6
Not Disabled	292	74.5	1,712	90.1	1,482	89.8
Prefer Not to Say	*	1.0	79	4.2	66	4.0
Total	392	100.0	1,901	100.0	1,650	100.0

Table 15d

Sexual Orientation	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
Heterosexual	284	72.4	1,554	81.7	1,344	81.5
Not Declared	81	20.7	54	2.8	52	3.2
Other Sexual Orientation	9	2.3	55	2.9	43	2.6
Prefer Not to Say	18	4.6	238	12.5	211	12.8
Total	392	100.0	1,901	100.0	1,650	100.0

Table 15e

Religion/Belief	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
Christianity	132	33.7	745	39.2	650	39.4
No Belief	73	18.6	68	3.6	57	3.5
Not Declared	79	20.2	53	2.8	52	3.2
Other Belief	65	16.6	437	23.0	380	23.0
Prefer Not to Say	43	11.0	598	31.5	511	31.0
Total	392	100.0	1,901	100.0	1,650	100.0

Table 15f

Marriage and Civil Partnership	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
Civil Partnership	*	0.8	16	0.8	12	0.7
Married	141	36.0	737	38.8	647	39.2
Not Declared	13	3.3	553	29.1	489	29.6
Other Status	35	8.9	156	8.2	126	7.6
Single	200	51.0	439	23.1	376	22.8
Total	392	100.0	1,901	100.0	1,650	100.0

Table 15g

Pregnant/ Maternity	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
No	390	99.5	1,827	96.1	1,586	96.1
Yes	*	0.5	74	3.9	64	3.9
Total	392	100.0	1,901	100.0	1,650	100.0

Table 15h

Age	Appointments		Changes		Individuals	
	Number	%	Number	%	Number	%
16-24	98	25.0	82	4.3	74	4.5
25-29	76	19.4	249	13.1	207	12.5
30-34	51	13.0	402	21.1	335	20.3
35-39	39	9.9	283	14.9	251	15.2
40-44	39	9.9	282	14.8	245	14.8
45-49	31	7.9	255	13.4	228	13.8
50-54	29	7.4	198	10.4	176	10.7
55-59	22	5.6	121	6.4	109	6.6
60-64	6	1.5	26	1.4	22	1.3
65+	*	0.3	*	0.2	*	0.2
Total	392	100.0	1,901	100.0	1,650	100.0

Non Senior Civil Service Applications

A total of 948 recruitment exercises took place over the reporting period below the Senior Civil Service. The diversity mix of applications received is illustrated below.

Table 16a

Gender	ORMS
Female	911
Male	248
No value	1177
prefer not to say	9
Total	2345

Table 16b

Ethnicity	ORMS
Asian, Asian British – Any other Asian background	17
Asian, Asian British – Bangladeshi	6
Asian, Asian British – Chinese	7
Asian, Asian British – Indian	14
Asian, Asian British – Pakistani	9
Asian, Asian British	*
Black – African	6
Black – Caribbean	*
Black, African, Caribbean	*
Any other mixed background	*
White and Asian	20
White and Black African	*
White and Black Caribbean	7
Any other ethnic group	7
Other ethnic group – Arab	*
White – Irish	14
White – Other white background	60
White – Welsh, English, Scottish, Northern Irish, British	1870
No value	248
Prefer not to say	45
Total	2345

Table 16c

Disabled	ORMS
No/Nac ydw	1952
Yes/Ydw	109
No value	248
Prefer not to say	36
Total	2345

Table 16d

Sexual Orientation	ORMS
Bisexual/Deurywiol	27
Gay man/Dyn hoyw	38
Gay woman, lesbian/Menyw hoyw, lesbiaidd	17
Heterosexual, straight/Heterorywiol, yn syth	1879
Other/Eraill	17
No value	248
Prefer not to say	119
Total	2345

Table 16e

Religion and Belief	ORMS
Agnostic	144
Any other	19
Atheist/Anffyddiwr	169
Buddhist/Bwdhaidd	11
Christianity	857
Hindu/Hindwaidd	*
Humanism/Dyneiddiaeth	*
Muslim	39
No religion/Dim crefydd	672
Paganism/Paganiaeth	*
Sikh	10
No value	248
Prefer Not to say	168
Total	2345

Table 16f

Age	ORMS
16-24	534
25-29	314
30-34	301
35-39	234
40-44	209
45-49	170
50-54	145
55-59	114
60-64	21
No value	248
Prefer Not to Say	55
Total	2345

Senior Civil Service Applications

A total of 38 recruitment exercises were completed at Senior Civil Service level. A diversity breakdown on those applications received can be found below.

Table 17a

Gender (Sex)	Internal		External	
	Number	%	Number	%
Female	30	8	103	28
Male	53	14	168	46
No reply	0	0	14	4
Total	83	23	285	77

Table 17b

Race	Internal		External	
	Number	%	Number	%
White	77	21	253	69
BME	*	0	10	3
No reply	5	1	22	6
Total	83	23	285	77

Table 17c

Disability	Internal		External	
	Number	%	Number	%
Non disabled	74	20	262	71
Disabled	*	1	*	0
No reply	5	2	22	6
Total	83	23	285	77

Outreach Activities

In order to improve the representation of the Welsh Government workforce, it is vital that people from under-represented groups are encouraged to consider the Welsh Government as an employer of choice.

We have engaged with organisations that have a strong interest in under-represented groups when advertising apprentice opportunities. However, the lack of general external recruitment opportunities has also had an impact on attending outreach events. Resourcing levels have affected the number of outreach activities undertaken although Careers Wales school activities are still distributed to staff volunteers for them to consider undertaking promotional activities about the Welsh Government as an employer. A review of the outreach arrangements is planned prior to recruiting for the 2014 cohort of Apprentices.

Table 18 – Outreach work undertaken in schools from April 2012 – March 2013

2013-2014 Events	Number of Days
Mock Interviews	8
Enterprise Days	3
Careers Fairs	5

Mock Interviews with Pupils

Pupils aged 14-18 in full time education in local schools are offered the opportunity to take part in mock interviews. The interviews allow pupils to practice the skills they need to develop the confidence needed when applying for jobs.

Enterprise Days/Information Days/Careers Fairs

Careers Wales works with schools to provide pupils with opportunities to develop the transferable skills needed when entering the world of work. Pupils can take part in Enterprise Days which can involve teams working on a marketing project and putting together a sales presentation, through to undertaking poster exercises on the qualities of good and bad employers/employees.

Placement Schemes

Placements are a good way of offering under-represented groups the opportunity to experience various job roles within the Welsh Government.

LIFT Placements

We are currently making plans to introduce work placements for individuals who come from workless households; i.e. households where no one living there has worked in the previous 6 months or more.

These placements are offered as part of the LIFT Programme which is already working intensively with people from workless households, with over 100 people already supported into training and employment opportunities. This number should increase rapidly over the coming months as the Lift area teams develop their caseloads and Departments and other external organisations clarify how they will support the Programme.

Table 19 – Placement Scheme Offered

Scheme	Target Group	Number Placed	Period Placed (Weeks)
Summer Diversity Internship programme	Undergraduates and recent graduates from ethnic minority and under-represented socio-economic backgrounds (Fast Stream taster programme)	1	9 weeks
Windsor Fellowship programme	Undergraduate/Graduate students from an ethnic minority background	1 1	8 weeks 50 weeks
Apprenticeships	Individuals aged 16-24 with a GCSE or equivalent at Grade C or above in Maths and English or first language Welsh	28	15 months
Work Experience Programme	Year 10 and 11 school pupils	51	1 week

Apprenticeship Programme

As part of our on-going commitment to helping young people who are unemployed to develop the skills and knowledge they need to gain employment, we recruit a group of apprentices each year.

In order to attract a wide variety of applicants, organisations with a strong connection to under-represented groups were contacted individually informing them that the scheme was due to be advertised so that they could raise awareness amongst their contacts.

Chapter 4: Reward and Recognition

Welsh Government Diversity Award

Each year an award is given to a team or individual demonstrating best practice in efforts to engage, promote and mainstream equality and diversity through their work. This year's winner was Fairer Futures Division for their Women on Boards Project.

This case study project was established as part of the Welsh Government's commitment to increase the number of women in public appointments in Wales.

The aim of the case study was to identify any changes made to the public appointments process for appointments to Sport Wales Board in 2012 and to understand the reasons for these changes.

The case study confirmed that women often lack confidence and would not put themselves forward for a public appointment unless encouraged to do so.

The report showed that the changes made by Sport Wales and Welsh Government coupled with extensive engagement encouraged more women to apply and resulted in more women being appointed to the Sport Wales Board.

This project has helped to highlight the good practice employed by Sport Wales in increasing the number of women on their Board and the findings have been disseminated to Ministers, all sponsor divisions and Chairs of public sector boards.

Staff Diversity Networks

There continue to be four staff diversity networks:

- Disability Awareness and Support Group (DAAS)
- Minority Ethnic Staff Network (MESN)
- Rainbow Network (LGBT)
- Women Together Network

The networks are self governing and nominate their own representatives who liaise with the employer. They aim to support members by providing a safe and effective forum to share ideas and address issues as they arise. They also work with the organisation to positively influence our policies and practices.

An event was held in November 2013 to re-launch the staff diversity networks. Both the Permanent Secretary and Senior Board Equality Champion addressed attendees at the event, publicly giving their support and commitment to creating and maintaining a fair and inclusive workplace where people can flourish at work. Around 100 people attended, and all networks reported an increase in membership and interest following the session.

Workplace Diversity Benchmarking

We undertook a benchmarking exercise against the Stonewall Workplace Equality Index, with the organisation dropping 21 places from the previous year, despite scoring 3 points more than in the previous exercise.

Following on from the networks re-launch of November 2013, the Rainbow network gained new members and increased their activity. Unfortunately this surge and resulting improvements came too late for the evidence to be included in the benchmarking exercise, but the results should be reflected in the next submission which is due in September 2014.

People Survey 2013

The annual Civil Service People Survey is an opportunity for staff to provide their views and opinions on working in the Civil Service and in particular for the Welsh Government. Overall, staff responded positively to the questions related to inclusion and fair treatment which include: 'I am treated fairly at work' (85%) and 'I am treated with respect by the people I work with' (88%). In addition, the question 'I think that the organisation respects individual differences' attracted a response rate of 78%, a gain of 3 percentage points on the previous year.

As part of the analysis of findings it was discovered that the engagement score index for people with a long-term illness or physical or mental health condition was 5% below the Welsh Government average and generally speaking these employees were less positive than the Welsh Government average in areas of respect/bullying, pay and benefits and engagement. However, it should be noted that the Welsh Government engagement index for staff declaring to be disabled was 12% higher when compared against the whole Civil Service.

Actions to be delivered from April 2014 include an e-learning module for all staff, improved processes for requesting reasonable adjustments, an increase in the number of parking spaces for disabled staff at the Cathays Park Office and a review of the existing Bullying, Harassment and Dignity at Work training course.

Chapter 5: The Future

There is more to do to create and maintain an inclusive workplace where people can give of their best. Although we are moving in the right direction and envisage our position strengthening with each reporting period, more is planned to achieve our aim.

The Civil Service Talent Action Plan (formerly known as the Diversity Strategy) is expected to be published during the 2014-15 reporting period. This will identify a number of actions and improvements which departments are expected to respond to. The Plan will set the direction for the Welsh Government Equality and Diversity agenda, and form the basis of our Diversity Strategy.

We will also be releasing improved and revised equality and diversity training. The new e-learning will be launched in the autumn of 2014, along with an updated Dignity and Respect course. The Civil Service Learning Portal also provides a range of relevant courses covering topics that were not previously offered, such as Unconscious Bias and Mental Health Awareness.

Strategic Equality Plan

The year ahead and beyond will see a drive to make further progress against the actions set out under the employer objective contained in the SEP. In particular, we will continue to improve engagement with staff from under-represented groups in order to gain a more detailed understanding of the issues that matter to them and how we might work together to make a positive difference. This will include work to strengthen and support our staff diversity networks and helping to support their work plans.

We aim to deliver improved equality and diversity training for staff across the organisation. As a baseline, our mandatory training must be as informative and effective as possible and not just undertaken by staff upon entry to the organisation, but delivered at regular intervals through refresher training.

We will also aim to identify other channels for providing equality and diversity training, rather than only focusing on classroom based learning.

In addition to these actions, we aim to improve our outreach arrangements, with more opportunities to target under represented groups when we are recruiting, looking at how we can improve placement schemes in order to attract people from diverse backgrounds and reviewing our existing benchmarking activity.

Workforce Representation Disaggregated by Protected Characteristic

Gender (All Work Patterns)	Number	%
Female	3,322	58.4
Male	2,370	41.6
Total	5,692	100.0

Age	Number	%
16-24	268	4.7
25-29	459	8.1
30-34	731	12.8
35-39	724	12.7
40-44	801	14.1
45-49	860	15.1
50-54	840	14.8
55-59	659	11.6
60-64	271	4.8
65+	79	1.4
Total	5,692	100.0

Disability by impairment	Number	%
Deafness (alone)	37	0.7
Deafness (combination)	*	0.1
Learning Difficulties (alone)	9	0.2
Learning Difficulties (combination)	*	0.1
Mental Illness (alone)	14	0.2
Mental Illness (combination)	6	0.1
Mobility Impairment (alone)	36	0.6
Mobility Impairment (combination)	14	0.2
Not Declared	142	2.5
Not disabled	5,062	88.9
Other impairment	13	0.2
Physical Coordination Difficulties (combination)	*	0.0
Prefer Not to Say	233	4.1
Reduced Physical Capacity (alone)	19	0.3
Reduced Physical Capacity (combination)	8	0.1
Speech Impairment (alone)	*	0.1
Speech Impairment (combination)	*	0.0
Unknown impairment	61	1.1
Visual Impairment (alone)	23	0.4
Visual Impairment (combination)	*	0.0
Total	5,692	100.0

Ethnicity	Number	%
Asian – Bangladeshi	*	0.0
Asian – Chinese	16	0.3
Asian – Indian	16	0.3
Asian – Pakistani	16	0.3
Black – African	*	0.1
Black – Caribbean	6	0.1
Mixed Asian and White	20	0.4
Mixed Black African and White	*	0.0
Mixed Black Caribbean and White	5	0.1
Not Declared	116	2.0
Other Asian Background	7	0.1
Other Black Background	*	0.0
Other Ethnic Group	12	0.2
Other Mixed Ethnic Background	16	0.3
Prefer Not to Say	218	3.8
White	5,236	92.0
Total	5,692	100.0

Religion/Belief	Number	%
Agnostic	350	6.1
Atheist	468	8.2
Bahai	*	0.1
Buddhism	18	0.3
Christianity	2,516	44.2
Hinduism	7	0.1
Humanism	16	0.3
Islam	21	0.4
Japanese/Shinto	*	0.0
Judaism	*	0.1
No Religion	186	3.3
Not Declared	166	2.9
Other Religion	149	2.6
Paganism	17	0.3
Prefer Not To Say	1,761	30.9
Rastafarianism	*	0.1
Sikhism	6	0.1
Total	5,692	100.0

Sexual Orientation	Number	%
Bisexual	34	0.6
Gay Man	52	0.9
Gay Woman/Lesbian	26	0.5
Heterosexual/Straight	4,610	81.0
Not Declared	168	3.0
Other Sexual Orientation	22	0.4
Prefer Not To Say	780	13.7
Total	5,692	100.0

Marriage and Civil Partnership	Number	%
Civil Partnership	30	0.5
Divorced	189	3.3
Married	2,170	38.1
Not Declared	2,038	35.8
Partner	163	2.9
Single	1,021	17.9
Unknown	59	1.0
Widowed	22	0.4
Total	5,692	100.0

Pregnant/Maternity*	Number	%
No	5,572	97.9
Yes	120	2.1
Total	5,692	100.0

Birth Gender (Are You The Same...)**	Number	%
No	*	0.0
Not Declared	5,168	90.8
Prefer Not To Say	12	0.2
Yes	510	9.0
Total	5,692	100.0

* During the period, not necessarily at the time of the training

** Question added during the 2013/14 reporting period.

Notes

Data is based on headcount from the ACSES return as at 31 March 2014 (current and leavers).

Leavers by Protected Characteristic

Leavers: 1 April 2013 to 31 March 2014

All staff on payroll – based on ACSES return

Gender (All Work Patterns)	Number	%
Female	150	51.2
Male	143	48.8
Total	293	100.0

Ethnicity	Number	%
Not Declared	50	17.1
Other Ethnicity	13	4.4
Prefer Not to Say	7	2.4
White	223	76.1
Total	293	100.0

Disability	Number	%
Disabled	20	6.8
Not Declared	55	18.8
Not Disabled	211	72.0
Prefer Not to Say	7	2.4
Total	293	100.0

Sexual Orientation	Number	%
Heterosexual	200	68.0
Not Declared	57	19.4
Other Sexual Orientation	10	3.4
Prefer Not to Say	26	8.9
Total	293	100.0

Religion/Belief	Number	%
Christianity	105	35.8
No Belief	24	8.2
Not Declared	56	19.1
Other Belief	60	20.5
Prefer Not to Say	48	16.4
Total	293	100.0

Marriage and Civil Partnership	Number	%
Civil Partnership	*	0.3
Married	87	29.7
Not Declared	70	23.9
Other Status	15	5.1
Single	120	41.0
Total	293	100.0

Age	Number	%
16-24	62	21.2
25-29	39	13.3
30-34	18	6.1
35-39	15	5.1
40-44	21	7.2
45-49	18	6.1
50-54	18	6.1
55-59	34	11.6
60-64	35	11.9
65+	33	11.3
Total	293	100.0

Pregnant/Maternity	Number	%
No	293	100.0
Yes	*	0.0
Total	293	100.0

Same Gender at Birth	Number	%
No	*	0.0
Not Declared	270	92.2
Prefer not to say	*	0.7
Yes	21	7.2
Total	293	100.0

Grievance and Disciplinary Data by Protected Characteristic

In order to provide meaningful and useful information, the number of grievance and discipline cases have been grouped. Due to the small numbers involved, separating the number of grievance and discipline cases could potentially lead to individuals being identified.

Ethnicity	Number	%
White	36	92.3
Other Ethnicity	*	5.1
Prefer Not to Say	*	2.5
Not Declared	0	0.0
Total	39	100.0

Religious Belief	Number	%
Christianity	17	43.5
Other Belief	12	30.8
No Belief	*	2.6
Prefer Not to Say	8	20.5
Not Declared	*	2.6
Total	39	100.0

Disability Status	Number	%
Disabled	*	10.4
Not Disabled	29	74.4
Prefer Not to Say	*	7.6
Not Declared	*	7.6
Total	39	100.0

Sexual Orientation	Number	%
Heterosexual	32	82.1
Other Sexual Orientation	*	0.0
Prefer Not to Say	6	15.4
Not Declared	*	2.5
Total	39	100.0

Age	Number	%
16-24	*	7.6
25-29	5	12.8
30-34	10	25.6
35-39	*	7.6
40-44	*	7.6
45-49	*	7.6
50-54	*	12.8
55-59	*	10.4
60-64	*	2.5
65+	*	5.5
Total	39	100.0

Gender	Number	%
Female	12	31.0
Male	27	69.0
Total	39	100.0

Pay of Men and Women in our Workforce

3A Tax YTD Amount	F	M	Grand Total
£0-9999	213	145	358
£10-14999	250	107	357
£15-19999	341	152	493
£20-24999	624	379	1003
£25-24999	566	386	952
£25-29999	464	299	763
£30-34999	295	210	505
£35-39999	299	264	563
£40-44999	122	122	244
£50-54999	65	82	147
£55-59999	142	198	340
£60-64999	28	48	76
£65-69999	48	66	114
£70-74999	19	29	48
£75-79999	12	23	35
£80-84999	8	10	18
£85-89999	5	8	13
£90-94999	5	8	13
£95-99999	*	5	8
£100-104999	*	*	*
£105-109999	*	*	*
£110-114999	*		*
£115-119999		*	*
£120-124999	*	*	*
£125-129999		*	*
£130-134999	*	*	5
£140-144999		*	*
£145-149999		*	*

3A Tax YTD Amount	F	M	Grand Total
£155-159999		*	*
£165-169999		*	*
£175-179999	*	*	*
0	*		*
Grand Total	3517	2558	6075

** Based on actual pay and includes all forms of remuneration not just basic salary
Data has been rounded to the nearest ten and numbers that are not exactly zero but less than 5 are represented by '*'.

