

# **Diversity and Inclusion:** Workforce and Recruitment Monitoring Information 2018-19

July 2019



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 National Assembly for Wales, Cardiff Bay, CF99 1NA

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## Introduction

Our workforce supports the efficient running of the National Assembly for Wales by providing services to Assembly Members, their staff and the public. Each year, we collect, analyse and publish diversity data on our workforce profile and recruitment activity.

The information below sets out an analysis of the diversity profile of our workforce, alongside both internal and external recruitment monitoring data. From this information, we are able to examine the diversity profile of our workforce, the people we attract to apply for jobs and to whom we offer employment. We analyse our monitoring data to help us ensure that we meet the diverse needs of staff and to try to ensure that our workforce represents the public that we serve.

The preparation and publication of this report meets the public sector duties set out in the Equality Act 2010. The report contains an analysis of data which accords with the protected characteristics as defined by the Act.

As 98% of our workforce is based in Cardiff Bay, we are using data from the 2011 Census, namely the Cardiff Travel to Work Area (TTWA) data set to compare the characteristics of our workforce and job applicants to the wider Cardiff population in terms of people of working age.

### Our approach to workforce monitoring

Our workforce data is collated via our HR Payroll system and relates to staff directly employed by the Assembly Commission. The workforce data presented in this report is as of 31 March 2019.

One of our identified on-going actions is to further increase the number of staff who self-identify their diversity characteristics and update them on our HR Payroll system. We include declaration rates alongside our workforce data.

## Our approach to recruitment monitoring

The Assembly Commission's recruitment policy is designed to be flexible: managers can access a series of prompt questions to assist them to determine whether they need to advertise vacancies internally, externally. The recruitment data presented in this report cover both internal and external recruitment schemes that closed with appointments during the reporting period of 1 April 2018 to 31 March 2019. As such, this includes schemes which were advertised in the 2017-18 reporting period where the appointment was not made until after 1 April 2018. The external recruitment data includes Assembly Commission staff who applied for vacancies which were advertised externally. During the reporting period there were 25 internal recruitment schemes and 57 external recruitment schemes.

During this reporting period, we have encouraged all applicants to submit their diversity monitoring data in order to complete the application process. Our Recruitment Team has proactively contacted applicants to complete the forms (with a choice including 'prefer not to say') if they have not already done so.

The internal recruitment data covers schemes that closed between April 2018 and March 2019 and includes all formal internal schemes, whether temporary or permanent.

## Action to address under-representation in our workforce

We are taking steps to address under-representation within our workforce, including identifying and removing barriers to inclusion. We are encouraging applications from the widest pool of talent and undertake outreach work to promote the Assembly as an inclusive employer. We deliver unconscious bias training for all recruitment panels and have undertaken an inclusion audit and further comprehensive organisational review of the efficacy and inclusivity of our recruitment practices. We have re-designed our candidate packs to include: up-to-date inclusive imagery of our working environment and our people; information about our benefits and rewards, workplace equality networks and external recognition. Results from recent campaigns have shown an increase in diversity, volume and quality of applications.

## Understanding our recruitment statistics

The recruitment tables below for both internal and external recruitment schemes track the success rates of applicants throughout the recruitment process as follows:

Under “**Applications Received**” we present the number of applicants per category and that number as a percentage of the total number of applications.

Under “**Successful at sift**” we present the number of applicants per category who have been invited to interview and that number as a percentage of the number of applicants in that category.

Under “**Offer of employment**” we present the number of applicants per category who have been offered a job and that number as a percentage of those who were successful at sift.

Under “**Overall success rate**” we present the success of people in that category as a percentage – i.e. the percentage of total applicants from that category who have been successful. For internal and external schemes we compare the success rate with that of the last reporting period (2017-18).

Finally, we present the percentage of jobs that were offered to people in each category.

## Privacy

Raw data is only seen by a small number of key staff in the HR Team and is held securely on a confidential basis and in line with data protection legislation. In terms of our workforce data and presentation, where there are small numbers of staff, we have merged certain categories within the tables in the report to ensure that individuals’ privacy is protected which is also in line with data protection legislation.

## Workforce composition

**Table 1: Workforce composition by grade**

Grade	Number as at 31 March 2019	%at 31 March 2019
<b>Team Support*</b>	122	25.5
<b>Management Band 3</b>	61	12.8
<b>Management Band 2</b>	145	30.3
<b>Management Band 1</b>	77	16.1
<b>Executive Band 2</b>	54	11.3
<b>Executive Band 1</b>	14	2.9
<b>Senior staff including Chief Executive and Directors</b>	5	1.0
<b>Total</b>	478	100.0

\*includes apprentices

Headcount as of 31 March 2019: 478 staff (which includes staff who were either seconded to the Assembly Commission or are agency staff). This compares with 468 staff in the last reporting period.

## Age

**Table 2: Workforce age profile**

Age range	Number	% of total workforce 2018-19	% of total workforce 2017-18	% point change
<b>Under 21</b>	3	0.6	0.2	0.4
<b>21-25</b>	26	5.4	4.7	0.7
<b>26-30</b>	52	10.9	12.6	-1.7
<b>31-35</b>	92	19.2	20.3	-1.1
<b>36-40</b>	92	19.2	17.5	1.7
<b>41-45</b>	70	14.6	14.5	0.1
<b>46-50</b>	41	8.6	9.0	-0.4
<b>51-55</b>	42	8.8	8.8	0.0
<b>56-60</b>	43	9.0	8.5	0.5
<b>61-65</b>	14	2.9	3.4	-0.5
<b>65+</b>	3	0.6	0.4	0.2
<b>Total</b>	<b>478</b>	<b>100.0</b>	<b>100.0</b>	

Declaration rate: 100.0%



## Analysis:

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The age composition of our workforce has remained fairly static since 2014.

According to data from the 2011 Census, 14.3% of people in the Cardiff Travel to Work Area (TTWA) who are economically active and employed are aged under 24. This compares to 6.1% of our workforce who are aged 25 and under. This has risen from 4.9% as reported in our last annual report.

20.7% of our workforce is aged between 51 and 65. This has remained static since our last annual report (20.7%). This compares to data from the 2011 Census which states that 23.9% of people who are economically active and employed in the Cardiff TTWA are aged 50 to 64.

We will continue to strive to attract young people and older people into our workforce. During this period we have employed our 2018 intake of apprentices and have removed the upper age limit for applicants. We have promoted the Assembly as an employer of choice through recruitment outreach and will be offering work placements to a more diverse pool of applicants.

The largest group of staff by age range is 31-40 group which represents 38.5% of all staff compared to last year's figure of 37.8% for the same age group range.

**Table 3: Internal Recruitment by Age**

Age Range	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<20	0	0.0	0	0.00	0	0.0	0.0	0.0	0.0
20 - 29	27	38.0	17	63.0	8	47.1	29.6	46.2	27.6
30 - 39	35	49.3	24	68.6	17	70.8	48.6	30.3	58.6
40 - 49	8	11.3	6	75.0	3	50.0	37.5	60.0	10.3
50 - 59	1	1.4	1	100.0	1	100.0	100.0	33.3	3.4
60>	0	0.0	0	0.0	0	0.00	0.00	0.0	0.0
No Reply	0	0.0	0	0.00	0	0.00	0.00	33.33	0.0
Prefer Not To Say	0	0.0	0	0.00	0	0.00	0.00	100.00	0.0
Total	71	100.0	48	67.6	29	60.4	40.8	37.8	100.0

Source: HR Recruitment Team Data

**Analysis:**

- As last year, the majority of both applications and offers of employment are associated with those applicants aged 20-39, reflecting the external recruitment data below; and
- Only one person over the age of 50 was offered employment.

**Table 4: External Recruitment by Age**

Age Range	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<20	58	7.9	24	41.4	4	16.7	6.9	10.0	5.6
20 - 29	315	42.7	122	38.7	28	23.0	8.9	8.3	39.4
30 - 39	198	26.8	91	46.0	24	26.3	12.1	7.0	33.8
40 - 49	91	12.3	34	37.4	7	20.6	7.7	6.2	9.9
50 - 59	45	6.1	22	48.9	5	22.7	11.1	3.6	7.0
60>	3	0.4	1	33.3	1	100.0	33.3	50.0	1.4
No Reply	11	1.5	3	27.3	0	0.00	0.0	5.4	0.0
Prefer Not To Say	17	2.3	9	52.9	2	22.2	11.8	0.0	2.8
Total	738	100.0	306	41.5	71	23.2	9.6	7.0	100.0

Source: HR Recruitment Team Data

Analysis:

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- The percentage of applications with No Reply has decreased from 5.6% in 2017-2018 to 1.5% in this reporting year. Our Recruitment Team has proactively contacted people to increase declaration rates and we will continue to update our communications and website to encourage applications;
- The most applications continue to be from 20-39 year olds, with the highest number of appointments from this group;
- The number of people aged over 50 offered employment has increased from three in 2017- 2018 to six in this reporting year. The success rate for people aged 50-59 11.1% this year and is higher than last year's figure of 3.6%. Notably, the success rate for people aged over 60 is 33.3% compared to 50.0% in the last reporting period; and
- 8.5% of all jobs went to people aged over 50, compared to 6.5 % of total jobs in the last reporting period. This is significantly below the Census 2011 Travel to Work data that states that 23.9% of economically active people in the TTWA are 50-64.

## Disability

**Table 5: Workforce disability profile**

Grade	Total staff	Disabled staff		Non-disabled staff		No Reply/Prefer not to Say		% disabled staff
	number	number	%	number	%	number	%	2019/2018
<b>TS *</b>	122	9	7.4	104	85.2	9	7.4	7.4/6.6
<b>M3</b>	61	3	4.9	58	95.1	0	0.0	4.9/7.1
<b>M2</b>	145	15	10.3	115	79.3	15	10.3	10.3/7.8
<b>M1</b>	77	1	1.3	69	89.6	7	9.1	1.3/1.3
<b>E2** E1 Senior</b>	73	3	4.1	68	93.2	2	2.7	4.1/5.6
<b>Total</b>	<b>478</b>	<b>31</b>	<b>6.5</b>	<b>414</b>	<b>86.6</b>	<b>33</b>	<b>6.9</b>	<b>6.5/6.0</b>

\*includes apprentices

\*\* merged to protect individuals' privacy

Declaration rate: 93.6%

## Analysis:

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- The percentage of staff who declared a disability as at 31 March 2019 was 6.5% of our total workforce, an increase from 6.0% in 2018. We will continue to encourage all disabled staff to record their disability on the HR system, as we believe that many people with mental ill health, dyslexia and other long term health conditions who could identify with this definition of disability on our system, are not reflected in this data.
- The data shows that 87.1% of our staff who identify as disabled are at the three lowest pay grades. 4.1% of the E2, E1 and Senior grades identify as disabled (down from 5.6% last year) which we note and will continue to encourage staff to disclose their disability status on our self-service HR system.
- The 2011 Census states that 8.3% of people who are economically active and employed in the Cardiff TTWA have a long-term health problem or disability that limits their day to day activities. As 6.5% of our workforce currently identifies as disabled, we would like this figure to align more with the Cardiff TTWA figure. We realise that this could involve encouraging staff to self-identify as disabled staff but also we need to be sure that we are attracting disabled people to apply for work with us. We will therefore take account of this as part of a wider strategy to address underrepresentation in our workforce.

**Table 6: Internal Recruitment by Disability**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>Disabled</b>	5	7.0	2	40.0	1	50.0	20.0	16.7	3.4
<b>Non-Disabled</b>	65	91.6	45	69.2	28	62.2	43.1	39.1	96.6
<b>No Reply</b>	1	1.4	1	100.0	0	0.00	0.0	50.0	0.0
<b>Prefer Not To Say</b>	0	0.0	0	0.00	0	0.00	0.0	0.00	0.0
<b>Total</b>	71	100.0	48	67.6	29	60.4	40.8	37.8	100.0

Source: HR Recruitment Team Data

Analysis:

- Of the five disabled applicants, one was offered a job, giving an overall success rate of 20.0%, which is considerably lower than the success rate for non-disabled staff (43.1%).
- We will continue to work on making sure that staff are comfortable in declaring a disability and will work with our disability network to encourage disabled staff to consider their development within the organisation.

**Table 7: External Recruitment by Disability**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>Disabled</b>	73	9.9	28	38.4	5	17.9	6.9	6.5	7.0
<b>Non-Disabled</b>	596	80.8	260	43.6	61	23.5	10.2	7.6	85.9
<b>No Reply</b>	58	7.9	15	25.9	4	26.7	6.9	3.1	5.6
<b>Prefer Not To Say</b>	11	1.5	3	27.3	1	33.3	9.1	0.0	1.4
<b>Total</b>	738	100.0	306	41.5	71	23.2	9.6	9.1	100.0

Source: HR Recruitment Team Data



Analysis:

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- The 2011 Census states that 8.3% of people who are economically active and employed in the Cardiff TTWA have a long-term health problem or disability that limits their day to day activities. 9.9% of applications received were from people who identified as disabled compared to last reporting year's figure of 7.0%. The success rate at sift is 38.4% compared to last reporting year's rate of 30.4%.
- Five applicants who identified as disabled were offered employment this year as opposed to three people in the last reporting period.
- The overall success rate for applicants who identify as disabled is 6.9% compared with 6.5% from the last reporting year. We would like the success rate for applicants who identify as disabled to be more in line with that of people who do not identify as disabled (10.2%).
- The number of no replies has decreased from 9.8% of total applications in 2017-2018 to 7.9% in 2018-2019.

## Gender Identity

- No members of staff have identified as trans.
- The Assembly is listed as one of the top LGBT inclusive organisations in the UK in Stonewall's Workplace Equality Index 2019. We celebrate this success and promote the Assembly as an employer of choice on social media, and at events such as Pride and Sparkle. Our staff have also undertaken Trans Ally and Trans Inclusive workplace learning and development opportunities.
- Staff have the ability to update their personal data and we are also encouraging staff to make sure that their information is correct and up to date.
- Internal recruitment: as no members of staff have identified as trans, there is no internal recruitment data to report.

**Table 8: External Recruitment by Gender Identity/ Gender Reassignment**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>Trans</b>	2	0.3	0	0.0	0	0.0	0.0	0.0	0.0
<b>Non-Trans</b>	656	88.9	286	43.6	69	24.1	10.5	7.3	97.2
<b>No Reply</b>	63	8.5	14	22.2	1	7.1	1.6	4.4	1.4
<b>Prefer Not To Say</b>	17	2.3	6	35.3	1	16.7	5.9	0.0	1.4
<b>Total</b>	738	100.0	306	41.5	71	23.2	9.6	7.0	100.0

Source: HR Recruitment Team Data

Analysis:

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- The number of applications from people who identify as trans, remains static at two (0.3% of total applications) in this year and in 2017-2018.
- No replies has decreased from 10.3% in 2017-2018 to 8.5% in 2018-19. This remains the highest number of no replies of all of the protected characteristics and it is difficult to draw conclusions as to why this might be.
- While there are no comparative statistics for the Cardiff TTWA in relation to people who identify as trans, the Government Equalities Office<sup>1</sup> estimates that there are approximately 200,000-500,000 trans people in the UK. Due to the small numbers involved, it is difficult to draw conclusions about trans applicants.
- We will continue to encourage all applicants to declare their gender identity and will continue to promote the Assembly as an inclusive employer in order to encourage applications from trans people. We actively promote the Assembly by attending Pride and Sparkle events, promoting our support for International Day Against Homophobia, Biphobia and Transphobia, celebrating LGBT History Month and Trans Visibility day. We are also ranked the Top Trans Inclusive Employer in Stonewall's Workplace Equality Index.

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<sup>1</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721642/GEO-LGBT-factsheet.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721642/GEO-LGBT-factsheet.pdf)

## Race / Ethnicity

**Table 9: Workforce race / ethnicity profile**

Grade	Total staff	BAME staff		Non BAME Staff		No Reply/Prefer not to Say	
	number	number	%	number	%	number	%
<b>TS</b>	122	13	10.7	104	85.2	5	4.1
<b>M3</b>	61	4	6.6	57	93.4	0	0.0
<b>M2</b>	145	3	2.1	138	95.2	4	2.8
<b>M1</b>	77	0	0.0	76	98.7	1	1.3
<b>E2** E1 Senior</b>	73	2	2.7	66	90.4	5	6.8
<b>Total</b>	478	22	4.6	441	92.3	15	3.1

\* BAME – people from a Black, Asian and minority ethnic background

\*\* merged for privacy

Declaration rate: 97.0%

## Analysis:

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- The declaration rate for the race/ethnicity profile is encouraging. The number of staff who identify as BAME has increased to 22 up from 20 last year. The percentage of BAME people in the total workforce has increased from 4.3% last year to 4.6% in this reporting year. The 2011 Census states that 6.8% of people who are economically active and employed in the Cardiff TTWA identify as BAME. We still continue to work to aim for closer alignment with the TTWA figure of 6.8%. As at 2017-18, this year, the TS grade exceeds this comparison figure.
- 59.1% (13) of our BAME staff are employed at entry level (TS grade). This has risen from 55% (11) from 2017-18. 9.1% of staff who identify as BAME are employed at decision-making level at E2, E1 and Senior Level, which has decreased from 10% the previous year although, caution should be exercised however as the data is sensitive to small changes in the cohort.
- We can infer from the data that there is an uneven distribution of staff who identify as BAME across our workforce: 77.3 % of staff who identify as BAME are in the two lowest pay bands (TS and M3), down from 90% last year. In pay bands M2 and M1, no staff identified as BAME last year, however this year, three members of staff at M2 level identify as BAME, which constitutes 13.6% of our workforce that identifies as BAME. We will work hard to ensure that we see similar growth in bands M1 and beyond (both through more staff self-identifying on our system as BAME and employing more BAME staff at all levels, particularly at decision-making level).
- An action plan has been designed to address underrepresentation in the Assembly's workforce which involves supporting our existing BAME colleagues to fulfil their potential and also ensuring we take appropriate steps to attract the widest range of talent to apply for jobs with us. Our senior champion for BAME colleagues and REACH, our Race, Ethnicity and Cultural Heritage workplace equality network are raising the profile of the network, both internally and externally. We also intend to incorporate this work into a wider strategy to address underrepresentation in our workforce via the development of an attraction strategy which is inclusive of all the protected characteristics.
- Our recent Apprenticeship Scheme (2018) attracted the highest number of BAME applicants than all of the three schemes we have implemented combined.

**Table 10: Internal Recruitment by Race / Ethnicity**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>BME</b>	2	2.8	2	100.0	2	100.0	100.0	50.0	6.9
<b>Non-BME</b>	68	95.8	45	66.2	26	57.8	38.2	36.4	89.7
<b>No Reply</b>	1	1.4	1	100.0	1	100.0	100.0	50.0	3.4
<b>Prefer Not To Say</b>	0	0.0	0	0.0	0	0.0	0.0	0.0	0.0
<b>Total</b>	71	100.0	48	67.6	29	60.4	40.8	37.8	100.0

Source: HR Recruitment Team Data

Analysis:

- 9.1% of our BAME staff (2 out of 22) applied to an internal recruitment scheme during this reporting period, both applicants were successful giving a 100% success rate.
- We will continue to use our BAME action plan and to work with our REACH network to support the development of our BAME staff.

**Table 11: External Recruitment by Race / Ethnicity**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>BME</b>	53	7.2	23	43.4	3	13.0	5.7	2.9	4.2
<b>Non-BME</b>	658	89.2	271	41.2	66	24.4	10.0	7.3	93.0
<b>No Reply</b>	12	1.6	5	41.7	0	0.0	0.0	5.4	0.0
<b>Prefer Not To Say</b>	15	2.0	7	46.7	2	28.6	13.3	0.0	2.8
<b>Total</b>	738	100.0	306	41.5	71	23.2	9.6	7.0	100.0

Source: HR Recruitment Team Data



Analysis:

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- The 2011 Census states that 6.8% of people who are economically active and employed in the Cardiff TTWA identify as BAME. The percentage of total applications from people who identify as BAME has increased slightly from 5.1% (34 BAME applicants) in 2017-2018 to 7.2% (53 BAME applicants) in 2018-19. As such, the percentage of total applications exceeds the BAME populations in the Cardiff TTWA (6.8%).
- No replies decreased from 5.6% in 2017-2018 to 1.6% in 2018-19.
- 4.2% of job offers were made to people who identified as BAME (up from 2.2% last year - which represented one person).
- The gap between applicants successful at sift has decreased significantly, where BAME and Non-BAME successful applicants are broadly comparable (43.4% and 41.2% respectively). However, the difference at offer of employment stage and overall success rates are all lower for people who identify as BAME.

## Religion /Belief

**Table 12: Workforce religion / belief profile**

Grade	Total staff	None		Christian*		Other**		No Reply/Prefer not to Say	
		number	%	number	%	number	%	number	%
<b>TS***</b>	122	49	40.2	33	27.0	15	12.3	25	20.5
<b>M3</b>	61	26	42.6	21	34.4	5	8.2	9	14.8
<b>M2</b>	145	58	40.0	42	29.0	12	8.3	33	22.8
<b>M1</b>	77	26	33.8	29	37.7	9	11.7	13	16.9
<b>E2</b>	54	14	25.9	19	35.2	7	13.0	14	25.9
<b>E1</b>	14	2	14.3	7	50.0	1	7.1	4	28.6
<b>Senior</b>	5	1	20.0	1	20.0	2	40.0	1	20.0
<b>Total</b>	478	176	36.8	152	31.8	51	10.7	99	20.7

\*CHRISTIAN - Christian, Roman Catholic, Church in Wales, Church of England, Baptist/Methodist

\*\*OTHER - Agnostic, Atheist, Hindu, Humanist, Muslim, Rastafarian, Sikh, Other

\*\*\*includes apprentices

Declaration rate: 79.6%

Analysis:

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- As last year, the declaration rate is still lower than we would wish it to be, we will continue to encourage staff to update their personal record.
- 36.8% of staff who filled in their data on our HR self-service system declared no religion or belief (none).
- It is difficult to draw any conclusions from this data set other than it could demonstrate a diversity of religious belief (including non-belief) in our workforce. We are a faith-friendly workplace, and we have flexible working arrangements in place for staff who wish to observe prayer and/or religious events and holiday; we have two on-site quiet rooms for staff and visitors to use should they wish.

**Table 13: Internal Recruitment by Religion / Belief**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>None</b>	29	40.9	17	58.6	10	58.8	34.5	35.7	34.5
<b>Christian*</b>	27	38.0	22	81.5	13	59.1	48.2	30.0	44.8
<b>Other**</b>	10	14.1	5	50.0	3	60.0	30.0	38.5	10.3
<b>No Reply</b>	2	2.8	2	100.0	1	50.0	50.0	50.0	3.4
<b>Prefer Not To Say</b>	3	4.2	2	66.7	2	100.0	66.7	57.1	6.9
<b>Total</b>	71	100.0	48	67.6	29	60.4	40.8	37.8	100.0

Source: HR Recruitment Team Data

\*Christian includes Christian, Roman Catholic, Church in Wales, Church of England, Baptist, Methodist

\*\*Other - Agnostic, Atheist, Hindu, Humanist, Muslim, Rastafarian, Sikh, Other

Analysis:

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- The overall success rate of people with no religion and other/minority religions is broadly comparable (34.5% and 30.0% respectively). Applicants who identify as Christian have a success rate of 48.2%.
- The declaration rate of 93.0% this year is higher than that of last year (82.4%).

**Table 14: External Recruitment by Religion / Belief**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		%of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
None	260	35.2	112	43.1	26	23.2	10.0	7.1	36.6
Christian	233	31.6	95	40.8	18	19.0	7.7	7.7	25.4
Other	141	19.1	52	36.9	17	32.7	12.1	5.8	23.9
No Reply	29	3.9	9	31.0	1	11.1	3.5	2.3	1.4
Prefer Not To Say	75	10.2	38	50.7	9	23.7	12.0	10.0	12.7
Total	738	100.0	306	41.5	71	23.2	9.6	7.0	100.0

Source: HR Recruitment Team Data

**Analysis:**

- 50.6% of applicants declared a religion or belief. This has remained static since last year (49.0%).
- The percentage of no replies has decreased from 6.7% in 2017-2018 to 3.9% in 2018-19.
- The percentage of “prefer not to say” is the highest out of all of the protected characteristics for recruitment data but it is difficult to draw conclusions as to why this might be the case.
- People who declared “no religion” and Christian (43.1% and 40.8% respectively were successful at sift), however, those who declared ‘other religion’ had a higher overall success rate (12.1%), compared to ‘prefer not to say’ (12.0%).

- The percentage of applications from people who declared other religions increased from 15.6% in 2017-2018, to 19.1% in 2018-19. 23.9% of job offers were made to people who declared “other religion”, up from 13.0% in 2017-2018.
- The success rate of people who declared “other religion” has increased from 5.8% in 2017-2018 to 12.1% in 2018-19.
- As stated in Table 9: Workforce race profile, we are taking to steps to address under-representation and to promote the Assembly as an employer of choice to increase applications from a more diverse cross section of society.

## Sex

**Table 15: Workforce sex profile**

Grade	Total staff	Women		Men		% split 2019	% split 2018
	number	number	%	number	%	Women/men	Women/men
<b>TS*</b>	122	48	39.3	74	60.7	40/60	36/64
<b>M3</b>	61	25	41.0	36	59.0	41/59	47/53
<b>M2</b>	145	88	60.7	57	39.3	61/39	63/37
<b>M1</b>	77	43	55.8	34	44.2	56/44	54/46
<b>E2</b>	54	28	51.9	26	48.1	52/48	50/50
<b>E1</b>	14	8	57.1	6	42.9	57/43	53/47
<b>Senior</b>	5	3	60.0	2	40.0	60/40	40/60
<b>Total</b>	478	243	50.8	235	49.2	51/49	50/50

\*includes apprentices

Declaration rate: 100%

No members of staff have identified as non-binary



## Analysis:

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This reporting period sees a near equal 51:49 split between women and men in our overall workforce composition. Last year, we observed an exact split of 50:50. No staff have identified as non-binary gender identity.

There also appears to be a relatively even distribution of the sexes across the grades with the exception of the differential at TS grade with a 40 / 60 split for women and men and the differential of 61:39 at M2 grade where there are more women than men. This could be explained because of the prevalence of men at TS grade in the Security Team which we have taken steps to address by attempting to attract more women into the Security Team. The differential at M2 could be due to the prevalence of women in the Translation and Reporting Service.

The data shows that the distribution of the sexes across the manager grades (M3 to Senior) from the last reporting period where 54.1% of women were managers and 45.9% of men were managers has remained fairly static at 55.0% and 45.0% respectively in this reporting period.

This reporting period sees the top two tiers of decision-makers at E1 and Senior grades consist of 58% women (compared to last year's figure of 50%) which exceeds the ambition set out in the 50:50 by 2020 Campaign.

## Workforce Sex by Working Pattern Profile

In Table 16, the percentage refers to the proportion of specified sex at each grade by working pattern. For example, 68.8% of women who are at Team Support grade work full time, and 3.8% of men at Executive Band 2 (E2) work part time. This has remained static since the last reporting period (68.9% and 3.8% respectively). We have also received recognition from Working Families for the breadth of flexible working options that we have available and are recognised as a Top 30 Family Friendly Employer.

**Table 16: Sex by Working Pattern**

Grade	Women				Men				Part time by grade		
	Full-time		Part-time		Full-time		Part-time		Total no. at grade	No. of part time at grade	% of total part time staff at grade
	No. of women	% of women at this grade	No. of women	% of women at this grade	No. of men	% of men at this grade	No. of men	% of men at this grade			
<b>TS*</b>	33	68.8	15	31.3	65	87.8	9	12.2	122	24	19.7
<b>M3</b>	19	76.0	6	24.0	31	86.1	5	13.9	61	11	18.0
<b>M2</b>	57	64.8	31	35.2	54	94.7	3	5.3	145	34	23.4
<b>M1</b>	28	65.1	15	34.9	30	88.2	4	11.8	77	19	24.7
<b>E2</b>	22	78.6	6	21.4	25	96.2	1	3.8	54	7	13.0
<b>E1</b>	7	87.5	1	12.5	6	100.0	0	0.0	14	1	7.1
<b>Senior</b>	2	66.7	1	33.3	2	100.0	0	0.0	5	1	20.0

<b>Total</b>	168	69.1	75	30.9	213	90.6	22	9.4	478	97	20.3
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\*includes apprentices

Analysis:

- The 2011 Census data shows that 37.3% of women in the Cardiff TTWA work part-time. During this reporting period, 30.9% of women in our workforce work part time, a small increase from 29.9% in 2017-2018.
- The 2011 Census data shows that 9.9% of men in the Cardiff TTWA work part-time. During this reporting period, 9.4% of men in our workforce work part time, a decrease from 10.3% in 2017-2018.
- Our staff use a number of flexible working options as either a formal or informal arrangement. Informal flexible working options include: compressed hours, annualised flexi leave and working from home. Anecdotally, we are aware that many members of staff, including men at senior level, utilise these arrangements. The figures in Table 15 refer to formal arrangements only where a member of staff has reduced their hours.
- As last year, the data shows that men are less likely to work part-time than women in our workforce, this is particularly the case for men in the top two grades (E1 and Senior) where no men work part-time on a formal basis but might utilise other flexible working options (as described above).

**Table 17: Internal Recruitment by Sex**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total jobs
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
Female	33	46.5	26	78.8	15	57.7	45.5	47.5	51.7
Male	37	52.1	21	56.8	13	61.9	35.1	23.3	44.8
No Reply	0	0.0	0	0.0	0	0.0	0.0	33.3	0.0
Prefer Not To Say	1	1.4	1	100.0	1	100.0	100.0	100.0	3.4
<b>Total</b>	<b>71</b>	<b>100.0</b>	<b>48</b>	<b>67.6</b>	<b>29</b>	<b>60.4</b>	<b>40.8</b>	<b>37.8</b>	<b>100.0</b>

Source: HR Recruitment Team Data

**Analysis:**

- More men than women have applied for internal recruitment schemes but women have been more successful than men at each stage of the recruitment process - 78.8% of women were successful at sift compared to 56.8% of men. Men however were more successful at getting an offer of employment following the sift. Women and men have an overall success rate of 45.5% and 35.1% respectively.
- We always aim to run inclusive recruitment campaigns. For example, we make sure that we have gender balance on recruitment panels and that all recruitment panel members undertake unconscious bias training. We will be implementing the recommendations from our organisational recruitment review to make further improvements as necessary, including reviewing job descriptions for gender bias. We have also taken steps to make our candidate packs more visually appealing and have included our external recognition awards and biographies of staff to encourage a wider audience.

**Table 18: External Recruitment by Sex**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success	% of total job offers	
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>Female</b>	345	46.8	147	42.6	31	21.1	9.0	7.9	43.7
<b>Male</b>	367	49.7	151	41.1	38	25.2	10.4	6.7	53.5
<b>Non-binary and other gender identity</b>	0	0.0	0	0.0	0	0.0	0.0	0.0	0.0
<b>No Reply</b>	15	2.0	5	33.3	1	20.0	6.7	2.7	1.4
<b>Prefer Not To Say</b>	11	1.5	3	27.3	1	33.3	9.1	0.0	1.4
<b>Total</b>	<b>738</b>	<b>100.0</b>	<b>306</b>	<b>41.5</b>	<b>71</b>	<b>23.2</b>	<b>9.6</b>	<b>7.0</b>	<b>100.0</b>

Source: HR Recruitment Team Data

Analysis:

- The percentage of “No Reply” has decreased from 5.6% in 2017-2018 to 2.0% in 2018-19.
- As last year, no applicants declared a non-binary or other gender identity.
- This year, more men than women applied for jobs (49.7% and 46.8.% of applicants respectively) and men had a higher success rate at each stage of the recruitment process - offer of employment and overall success rate, with the exception of the sift stage. In 2017-18, more men applied for jobs than women but women had a higher success rate at each stage of the process.
- 53.5% of job offers were made to men, up from 52.2% in 2017-2018.

- We ensure that all of our panels have diversity and inclusion training, including unconscious bias training. All of our panels have a gender balance.

## Sexual Orientation

**Table 19: Workforce sexual orientation profile**

Grade	Total staff		Lesbian, Gay, Bi, Other		Non - Lesbian, Gay, Bi, Other		No Reply/Prefer not to Say	
	number		number	%	number	%	number	%
<b>TS*</b>	122		2	1.6	94	77.0	26	21.3
<b>M3</b>	61		1	1.6	54	88.5	6	9.8
<b>M2</b>	145		8	5.5	116	80.0	21	14.5
<b>M1</b>	77		5	6.5	59	76.6	13	16.9
<b>E2** E1 Senior</b>	73		2	2.7	52	71.2	19	26.0
<b>Total</b>	478		18	3.8	375	78.5	85	17.8

\*includes apprentices

\*\*merged for privacy

Declaration rate: 82.3%

Analysis:

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- Whilst it continues to rise, the declaration rate of 82.3% is lower than we would like it to be, hence we periodically remind and encourage staff to update their personal data on our HR self-service system.
- The number of staff who identify as LGB and other has remained static at 18 since the last reporting period, representing 3.8% of our total workforce. Data from the ONS Annual Population Survey 2017<sup>2</sup> shows that 2.5% of the population in Wales identifies as gay or lesbian, bi or other. There currently is no comparative data available for the Cardiff TTWA for LGB people who are economically active and employed, however Stonewall references the UK Government's estimate<sup>3</sup> that 5-7% of the population identify as LGB. Assuming that some of the population included in the 5-7% estimate will be people who are not economically active or in employment (due to their age), our workforce percentage of 3.8% could be considered broadly representative.
- The data shows that 11.1% of our LGB and other staff are at senior decision-making level at E2, E1 and Senior grades, compared with 16.7% last year - although caution is required as the sample size is small.

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<sup>2</sup> [Annual Population Survey Wales 2017](#)

<sup>3</sup> <https://webarchive.nationalarchives.gov.uk/+/http://www.berr.gov.uk/files/file23829.pdf>

**Table 20: Internal Recruitment by Sexual Orientation**

	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
LGB & Other	4	5.6	0	0.0	0	0.0	0.0	22.2	0.0
Non-LGB	64	90.1	46	71.9	29	63.0	45.3	39.7	100.0
No Reply	0	0.0	0	0.0	0	0.0	0.0	33.3	0.0
Prefer Not To Say	3	4.2	2	66.7	0	0.0	0.0	50.0	0.0
<b>Total</b>	<b>71</b>	<b>100.0</b>	<b>48</b>	<b>67.6</b>	<b>29</b>	<b>60.4</b>	<b>40.8</b>	<b>37.8</b>	<b>100.0</b>

Source: HR Recruitment Team Data

Analysis:

- People who identify as LGB+ represented 5.6% of all internal applications which is consistent with the UK Government’s LGB population statistics<sup>4</sup>, indicating that LGB+ people are likely to be confident to apply for internal develop opportunities. This exceeds the figure of 2.5% of the population in Wales identifying as gay or lesbian, bi or other (ONS Annual Population Survey 2017<sup>5</sup>).

<sup>4</sup> Ibid.

<sup>5</sup> [Annual Population Survey Wales 2017](#)



- From the data above, non-LGB+ people are more likely to be offered employment than LGB+ people (45.3% and 0.0% overall success rate respectively).
- We are confident that the support and development available for LGB+ staff continues to represent best practice.
- In 2019, we have been named by Stonewall as one of the Top Five LGBT employers in the UK.

**Table 21: External Recruitment by Sexual Orientation**

Sexual Orientation	Applications Received		Successful at Sift		Offer of Employment		Overall Success		% of total job offers
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
<b>LGB &amp; Other</b>	54	7.3	23	42.6	4	17.4	7.4	8.7	5.6
<b>Non-LGB</b>	609	82.5	257	42.2	63	24.5	10.3	7.1	88.7
<b>No Reply</b>	23	3.1	6	26.1	0	0.0	0.0	4.7	0.0
<b>Prefer Not To Say</b>	52	7.0	20	38.5	4	20.0	7.7	5.9	5.6
<b>Total</b>	738	100.0	306	41.5	71	23.2	9.6	7.0	100.0

Source: HR Recruitment Team Data

Analysis:

- Total percentage of applicants who identify as lesbian, gay, bi or other sexual orientation (LGB+) has risen from 7.0% to 7.3% and remains in line with the UK Government’s estimate of 5-7% of the local populations identifying as LGB+ and the Annual Population Survey of Wales figure of 2.5% of the population of Wales identifying as gay or lesbian, bi or other.
- “No Replies” have decreased from 6.5% in 2017-2018 to 3.1% in 2018-19.
- The success at sift rate is marginally higher for LGB+ people but the offer of employment rate is higher for non-LGB+ people. This year, the overall success rate for non-LGB+ people is higher than for LGB+ people.
- 5.6% of job offers were made to people who identify as LGB+, down from 8.7% in 2017-2018.

- We actively promote the Assembly as a LGB+ inclusive employer by attending Pride events, promoting our support for International Day Against Homophobia, Biphobia and Transphobia, and celebrating LGBT History Month.
- This year we have been named by Stonewall's Workplace Equality Index as the Top Trans Inclusive employer in the UK.

## Maternity and Parental Leave

### Maternity Leave and Returners:

Twenty-five women were on maternity leaving during this period. Thirteen returned from maternity leave, three of whom changed their work pattern on their return to work.

### Co-Parental/Paternity Leave:

Four partners took co-parental/paternity leave, none of whom reduced their hours on return to work.

### Shared Parental Leave:

No one took Shared Parental Leave in this reporting period.

## Grievance, Disciplinary and Dismissal Related to Protected Characteristics

In the reporting period, we received one complaint related to a protected characteristic in relation to a disciplinary case. The complaint was taken forward in line with the disciplinary policy. No further details are supplied in order to protect individuals' privacy.

## Complaints about Discrimination / Prohibited Conduct

In the reporting period, we received no complaints on the grounds of discrimination / prohibited conduct.