

Cambridge City Council

Equality in Employment Workforce Report

April 2022 – March 2023



Introduction

This report provides a profile of the Council's workforce as at 31 March 2023. The report focuses on the City Council as an employer, and provides a 'snap shot' of what we look like as a council, data trend analysis for the key protected characteristics and a breakdown of the City Council's staffing for key equalities reporting areas. We have provided data in relation to aspects of the employment lifecycle; recruitment, development, employee relations and retention.

Cambridge City Council is committed to a policy of equality of opportunity in employment and aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

"We believe in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our community. Our aspiration is for Cambridge and the wider region to be safe, welcoming and inclusive."

Statutory duties are governed by the **Equality Act 2010** and it is a requirement that public-sector organisations with over 150 employees report at least annually on how their policies and practices affect staff with different protected characteristics.

Background

Our Single Equality Scheme for 2021 to 2024 was approved at Environment and Scrutiny Committee on 7 October 2021 and sets out the Council's priority areas for action and how the Council will meet these.

This Equality in Employment Report provides information on progress related to employment for one of five objectives set:

"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 in relation to age, disability, ethnicity, religion or belief, sex and sexual orientation.

All the data shown is for the headcount (not full time equivalents). We encourage employees (and applicants) to declare their personal diversity information for statistical monitoring purposes, however, it is at their discretion whether they do so. They are informed that the data provided will only be used in an anonymised way for these purposes. Employees can amend their information at any time.

For those not wishing to disclose their data they have an option to record 'prefer not to say'.

Our workforce includes a wide range of management, professional, specialist, administrative and operational roles. We aim to be an employer of choice and we want to continue to develop our workforce to reflect the diversity of the communities we serve. This diversity will enable us to understand needs and deliver high quality, appropriate services as well as supporting our employees.

Equality, Diversity and Inclusion Achievements & Activity 2022/23

COLLABORATIVE PARTNERSHIPS



Partnered with DWP



Collaboration with Reed in Partnership (Restart)



Engaged with Individual Placement & Support Service and Pinpoint



Focus: Supporting Employment Seekers

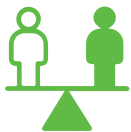
EQUALITY AND DIVERSITY CALENDAR SUPPORT



LGBTQ+ History Month



World Mental Health Day



Race Equality Week



Mental Health Awareness Week



Black History Month

FLEXITIME SCHEME UPDATES



Increased Flexi Leave Hours



Removal of Core Working Hours

WORKFORCE CHANGES



Total Successful Appointments:
213



Internal Appointments:
63



Internal Promotions Increased by **6** to **38**



Decrease in Voluntary Leavers and Retirements:
63 ↓
(32 fewer than last year)

DIVERSITY AND INCLUSION CHANGES



More Staff from Ethnic Minorities



Increase in Asian Background in Training



LGBTQ+ Identification Increased



Fewer Declining Ethnicity Info

INITIATIVES AND OUTREACH

Annual Leave Purchase Scheme



Active LinkedIn Presence



Participation in Partner Events

CONTINUE ACCREDITATIONS



INVESTORS IN PEOPLE



Workforce Summary Headlines

(as at 31st March 2023)



Number of staff at Cambridge City Council
(up 31 from previous year)



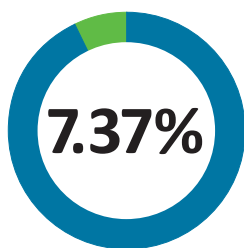
The highest percentage of staff are in the 55 to 64 age group
(this has changed from being 45-54 since 2010)



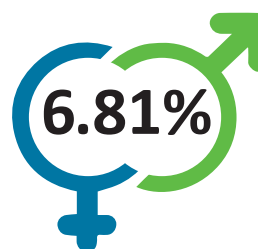
Percentage of staff declaring themselves as from an Ethnic Minority
(up from 8.32% the previous year – target was 9.5%)



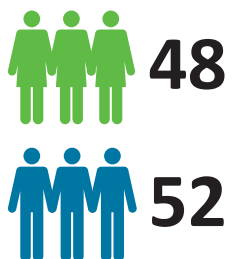
Percentage of the workforce with 10 or more years' service
(a decrease from 41.3% from the previous year. Of the 10+ years service, 19.5% have 20+ years' service)



Percentage of staff declaring themselves as disabled
(down from 8.15% the previous year (5 individuals) – target was 8.5%)



The median gender pay gap for 2023 is 6.81%
(an improved change from 8.37% in 2022)



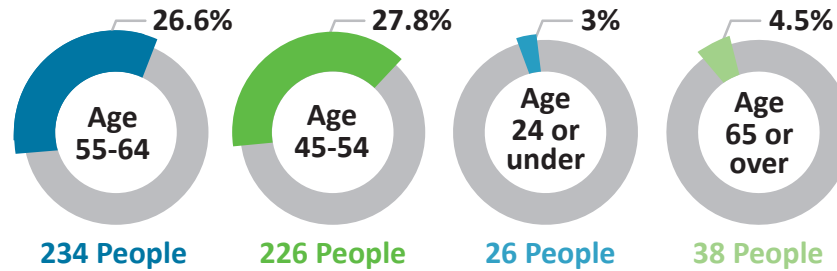
47.88% (407) of our staff are female and 52.12% (443) are male
(no change from last year)



Percentage of staff working part time (less than 37 hours a week)
(an increase from 23.56% from the previous year with 70.35% working full time and 7.52% working on zero or annualised hours)



AGE DISTRIBUTION CHANGES (2010 - 2022/23)



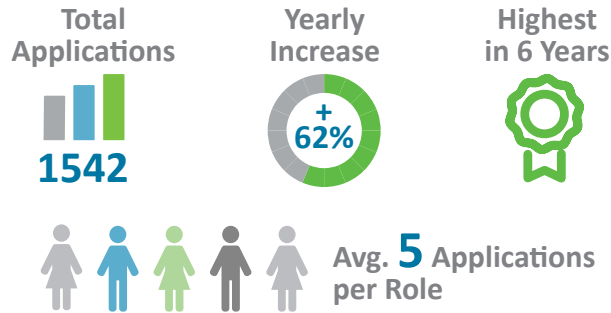
The following table represents the Pay Grade information for all staff from all age groups:

| | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 | Band 9 | Senior Management | Apprentice & Other | Total | Percentage |
|----------------|-----------|-----------|------------|------------|------------|------------|-----------|-----------|-----------|-------------------|--------------------|------------|------------|
| 18 and under | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0.1% |
| 19-24 | 9 | 4 | 1 | 6 | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 25 | 2.9% |
| 25-34 | 15 | 10 | 27 | 28 | 22 | 22 | 5 | 3 | 1 | 1 | 3 | 137 | 16.1% |
| 35-44 | 7 | 2 | 26 | 34 | 46 | 32 | 21 | 10 | 7 | 4 | 0 | 189 | 22.2% |
| 45-54 | 15 | 6 | 34 | 36 | 53 | 41 | 15 | 13 | 9 | 4 | 0 | 226 | 26.6% |
| 55-64 | 6 | 3 | 59 | 37 | 54 | 28 | 15 | 11 | 10 | 11 | 0 | 234 | 27.6% |
| 65 and over | 9 | 1 | 10 | 9 | 4 | 2 | 39 | 2 | 0 | 1 | 0 | 38 | 4.5% |
| Total | 62 | 26 | 157 | 150 | 181 | 127 | 56 | 39 | 27 | 21 | 4 | 850 | |
| % of Workforce | 7.29% | 3.05% | 18.47% | 17.64% | 22.07% | 14.21% | 6.58% | 4.58% | 3.17% | 2.47% | 0.47% | | |



Recruitment (1)

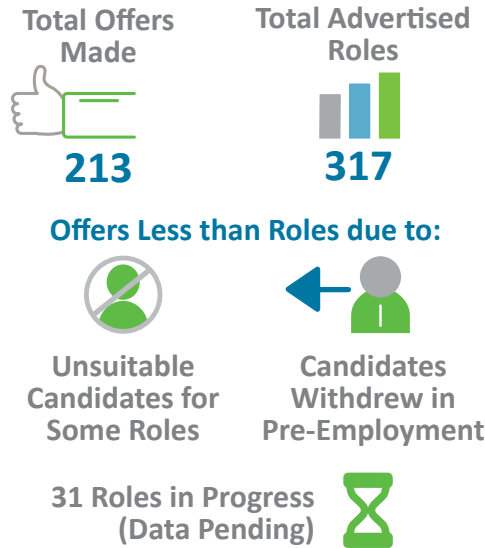
APPLICATION TRENDS



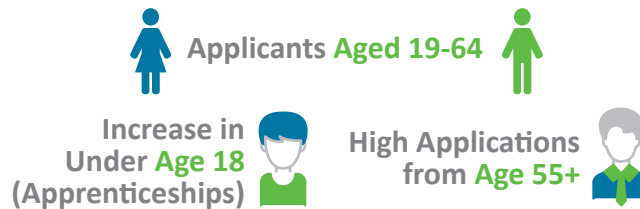
INCREASE IN ADVERTISED ROLES



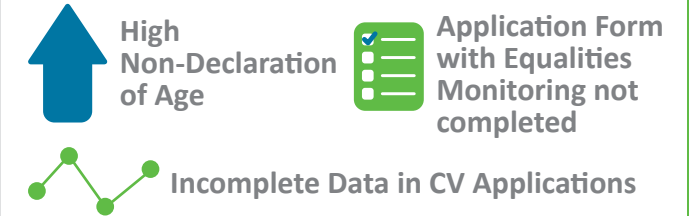
RECRUITMENT SNAPSHOT



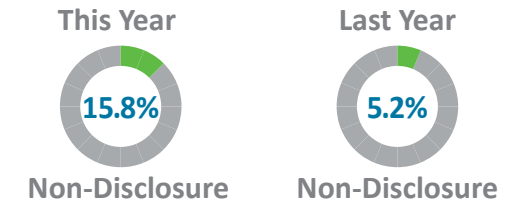
AGE DIVERSITY IN RECRUITMENT



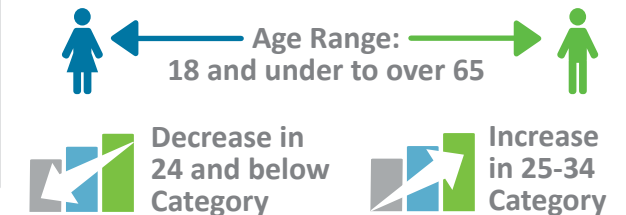
AGE DATA COLLECTION



AGE DISCLOSURE COMPARISON



AGE DIVERSITY OF SUCCESSFUL APPLICANTS



The table overleaf details the age profiles for all applicants, those which were shortlisted and those which were offered a role. For comparison there is data for the previous two years:



Recruitment (2)

| Year | No of Roles Advertised |
|---------|------------------------|
| 2022-23 | 317 |
| 2021-22 | 294 |
| 2020-21 | 83 |
| 2019-20 | 140 |
| 2018-19 | 168 |
| 2017-18 | 163 |
| 2016-17 | 142 |

| | 2022/23 | | | 2021/22 | | | 2020/21 | | |
|--------------------|-------------|-------------|------------|------------|-------------|------------|------------|-------------|------------|
| | Applicant | Shortlisted | Successful | Applicant | Shortlisted | Successful | Applicant | Shortlisted | Successful |
| 18 and under | 14 | 4 | 2 | 5 | 3 | 3 | 0 | 0 | 0 |
| 19-24 | 146 | 49 | 23 | 109 | 65 | 39 | 57 | 10 | 3 |
| 25-34 | 407 | 159 | 66 | 232 | 119 | 47 | 218 | 62 | 17 |
| 35-44 | 330 | 138 | 58 | 245 | 102 | 51 | 164 | 54 | 17 |
| 45-54 | 248 | 100 | 42 | 191 | 85 | 43 | 145 | 55 | 11 |
| 55-64 | 93 | 37 | 15 | 109 | 47 | 14 | 92 | 38 | 8 |
| 65 and over | 18 | 19 | 1 | 8 | 6 | 1 | 4 | 3 | 0 |
| Prefer not to say* | 43 | 3 | 6 | 50 | 9 | 4 | 2 | 2 | 0 |
| Not disclosed* | 243 | 51 | 0 | | | | | | |
| Total | 1542 | 560 | 213 | 949 | 436 | 202 | 682 | 224 | 56 |

*Please see previous slide.



Learning & Development



154 Corporate Training courses were held during **2022/23** with an overall attendance of **1139** (some staff attended multiple courses)

Training arranged and delivered locally at service level is not accounted for within this report.

- The age profile for training shows that staff aged **25-34** accounted for the highest attendance levels with **24%** of overall course attendance (**16.1% of overall staff are aged 25-34**).
- The **35-44** age category accounted for **23.8%** of overall course attendance (**overall 22.2% of staff are aged 35-44**). During 2021/22 the **35-44** age group accounted for the highest attendance with **28.81%**.
- The **45-54** age category accounted for **23.6%** of overall course attendance (**overall 26.6% of staff are aged 45-55**).
- The **55-64** age category accounted for **21%** of attendees (**this age category accounts for 27.6% of all staff**).
- 3%** of employees are under the age of 25, the 18 and under and the 19-24 age categories accounted for the fewest course attendees, with just 2.8% of all course attendees.

| | No. of attendees | % of overall course attendance |
|--------------|------------------|--------------------------------|
| Under 18 | 4 | 0.3% |
| 19-24 | 29 | 2.5% |
| 25-34 | 278 | 24% |
| 35-44 | 272 | 23.8% |
| 45-54 | 269 | 23.6% |
| 55-64 | 247 | 21% |
| 65 and over | 40 | 3.5% |
| TOTAL | 1139 | |



PEOPLE AGED 25-34

accounted for this highest attendance at Corporate training courses with

24% of overall course attendance



PEOPLE AGED 35-44

had the second highest attendance at Corporate training courses with

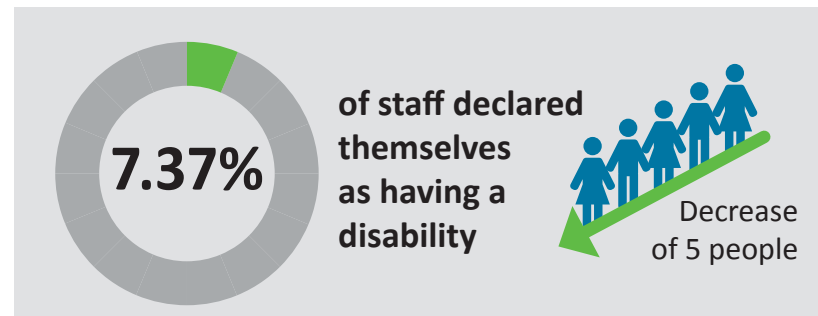
23.8% of overall course attendance



Pay Grade By Disability

- We have retained our Disability Confident Employer status, which continues until November 2023 when we will undertake and submit another Self-Assessment.
- We continue to monitor and review our Self-Assessment tool as good practice and to keep updated on our related activity and achievements which further support the organisation and our staff and to help increase representation across the workforce but recognise that there is more to be done in this area.
- We have continued to build links and maintain connections with external organisations who work with individuals who are looking to get and/or remain in work. This includes: The DWP, Individual Placement and Support Service, Reed in Partnership Restart Programme and Pinpoint.

| Year | % of workforce declaring themselves as disabled |
|---------|---|
| 2022-23 | 7.37% |
| 2021-22 | 8.15% |
| 2020-21 | 7.11% |
| 2019-20 | 7.13% |
| 2018-19 | 6.37% |
| 2017-18 | 6.97% |



Local Census Data of the Cambridge Population (age 16-64) who are economically active (excluding full time students) shows that 28.6% of individuals declare themselves as disabled.



Pay Grade By Disability

The following table represents the Pay Grade information for staff whether they declared themselves as having a disability, not having a disability or preferred not to say:

| | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 | Band 9 | Senior Management | Apprentice & Other | Total | Percentage |
|---|-----------|-----------|------------|------------|------------|------------|-----------|-----------|-----------|-------------------|--------------------|------------|------------|
| Staff who declare themselves as having a disability. | 2 | 2 | 15 | 14 | 11 | 11 | 3 | 0 | 2 | 1 | 0 | 61 | 7.37% |
| Percentage of pay band declaring a disability. | 3.22% | 7.69% | 9.55% | 9.33% | 6.07% | 8.66% | 5.35% | 0% | 7.40% | 4.76% | 0% | | |
| Staff who declare themselves as not having a disability | 55 | 22 | 139 | 131 | 168 | 112 | 52 | 39 | 25 | 19 | 4 | 766 | 92.62% |
| TOTAL DECLARATIONS | 57 | 24 | 154 | 145 | 179 | 123 | 55 | 39 | 27 | 20 | 4 | 827 | |
| Unknown/ Unrecorded/ Prefer not to say | 5 | 2 | 3 | 5 | 2 | 4 | 1 | 0 | 0 | 1 | 0 | 23 | |
| Percentage of workforce declaring a disability | 0.23% | 0.23% | 1.76% | 1.64% | 1.29% | 1.29% | 0.35% | 0% | 0.23% | 0.11% | 0% | | 7.37% |
| Total | 62 | 26 | 157 | 150 | 181 | 127 | 56 | 39 | 27 | 21 | 4 | 850 | |



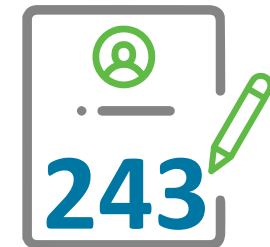
Recruitment

- The number of applications received in 2022/23 from candidates declaring themselves as having a disability, as a percentage of all applications received, was 5.77% (**89 individuals**). An increase from 38 individuals from the previous year.
- The number of individuals who have elected not to declare their disability status or have just not disclosed it is high (at application and shortlisting stage). We accept applications via an application form which includes an equalities monitoring form, often this is completed by the applicant. More often though, we accept applications via CV and supporting statement; signposting applicants to complete the equalities monitoring form or re-sending it once an application has been received. In many cases this is not completed or even not acknowledged therefore we do not have the data.
- Shortlisted applicants has increased slightly (as the number of individuals) (26).
- Successful applicants (as the number of individuals) has increased (13) but is low when considered as part of the total number of offers made.



APPLICATIONS RECEIVED
from Candidates who did not wish to declare (2.7% of all applications received)

| Year | Total Number of Applications | Number of Applications received from Candidates declaring themselves as disabled | % of all applications received |
|---------|------------------------------|--|--------------------------------|
| 2022-23 | 1542 | 89 | 5.77% |
| 2021-22 | 949 | 38 | 4.00% |
| 2020-21 | 682 | 37 | 5.42% |
| 2019-20 | 681 | 73 | 10.72% |
| 2018-19 | 1330 | 86 | 6.47% |
| 2017-18 | 1180 | 65 | 5.51% |



APPLICATIONS RECEIVED
from Candidates who did not provide/respond (15.8% of all applications received)



Recruitment



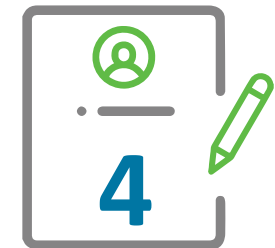
**APPLICATIONS
SHORTLISTED**
from Candidates who did
not wish to declare
(0.5% of all
applications received)

| Year | Total Number of Applications Shortlisted | Number of Applications Short listed from Candidates declaring themselves as disabled | % of all applications Shortlisted |
|---------|--|--|-----------------------------------|
| 2022-23 | 560 | 26 | 4.64% |
| 2021-22 | 436 | 15 | 3.44% |
| 2020-21 | 224 | 15 | 6.69% |
| 2019-20 | 339 | 39 | 11.50% |
| 2018-19 | 592 | 51 | 8.61% |
| 2017-18 | 421 | 26 | 6.17% |



**APPLICATIONS
SHORTLISTED**
from Candidates who did
not provide/respond
(9.10% of all
applications received)

| Year | Total Number of Applications Successful | Number of Successful Candidates declaring themselves as disabled | % of all Successful Applications |
|---------|---|--|----------------------------------|
| 2022-23 | 213 | 13 | 6.10% |
| 2021-22 | 202 | 8 | 3.96% |
| 2020-21 | 56 | 4 | 7.14% |
| 2019-20 | 87 | 7 | 8.05% |
| 2018-19 | 140 | 9 | 6.43% |
| 2017-18 | 135 | 11 | 8.14% |

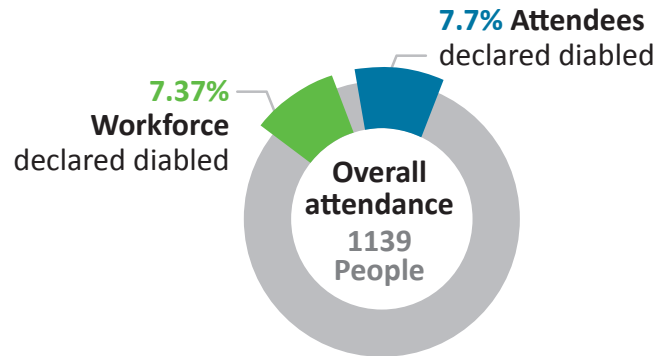


**APPLICATIONS
SUCCESSFUL**
from Candidates who did
not wish to declare
(1.8% of all
applications received)



Learning & Development

CORPORATE TRAINING SESSIONS



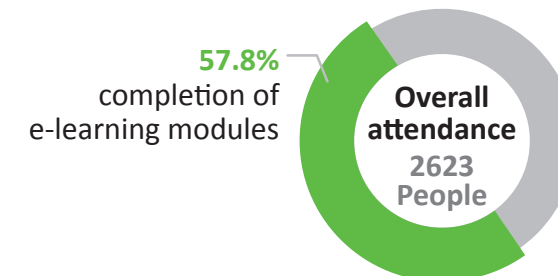
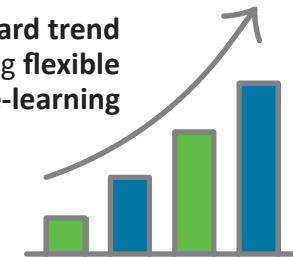
| Year | Total Number of Attendees | Total Number of Attendees declaring themselves as disabled | Number of Attendees declaring themselves as not disabled | Number of Attendees who did not declare |
|---------|---------------------------|--|--|---|
| 2022-23 | 1139 | 88 (7.7%) | 1008 | 43 |
| 2021-22 | 840 | 71 (8.45%) | 692 | 77 |
| 2020-21 | 1889 | 189 (10%) | 1691 | 9 |

| Year | No of Courses Held | Overall Corporate L&D Attendance | Variance from 21-22 to 22-23 disabled |
|---------|--------------------|----------------------------------|---------------------------------------|
| 2022-23 | 154 | 1139 | +35.6% |
| 2021-22 | 110 | 840 | -46% |
| 2020-21 | 204 | 1889 | -55.5% |

| Year | No of e-learning courses completed | Variance from previous year |
|---------|------------------------------------|-----------------------------|
| 2022-23 | 2623 | +57.8% |
| 2021-22 | 1662 | +27% |
| 2020-21 | 1310 | NA |

| Year | IT Training Attendance | Variance from previous year |
|---------|------------------------|-----------------------------|
| 2022-23 | 166 | +52% |
| 2021-22 | 109 | -73% |
| 2020-21 | 889 | NA |

Continuing **upward trend** of staff accessing **flexible learning** via **e-learning**

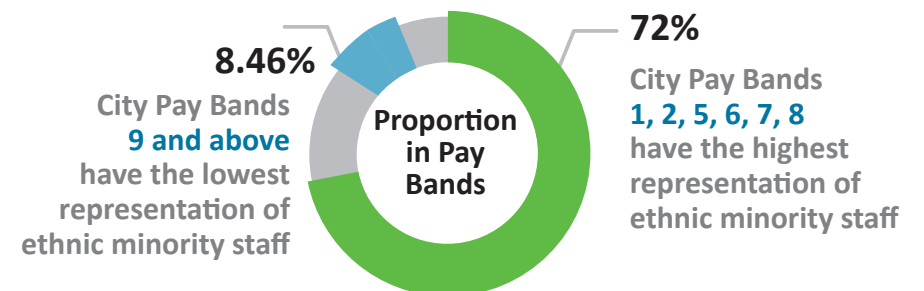
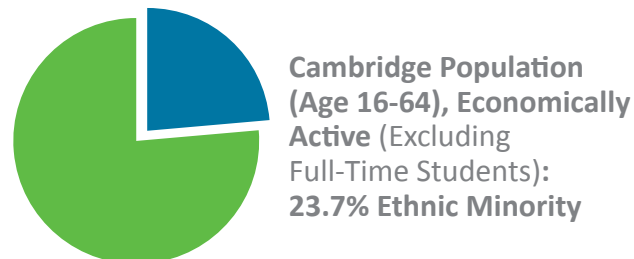
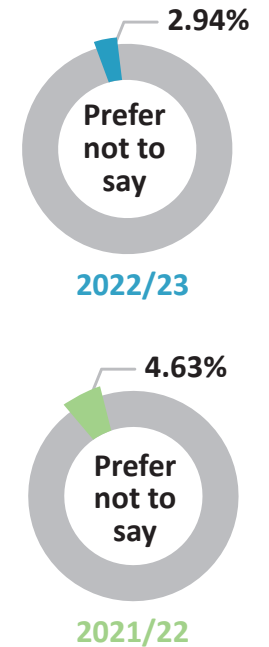




Pay Grade By Ethnicity

ETHNICITY DISCLOSURE

| Year | % of workforce declaring themselves as from an ethnic minority |
|---------|--|
| 2022-23 | 9.09% |
| 2021-22 | 8.32% |
| 2020-21 | 7.71% |
| 2019-20 | 7.54% |
| 2018-19 | 7.59% |
| 2017-18 | 7.18% |





Pay Grade By Ethnicity

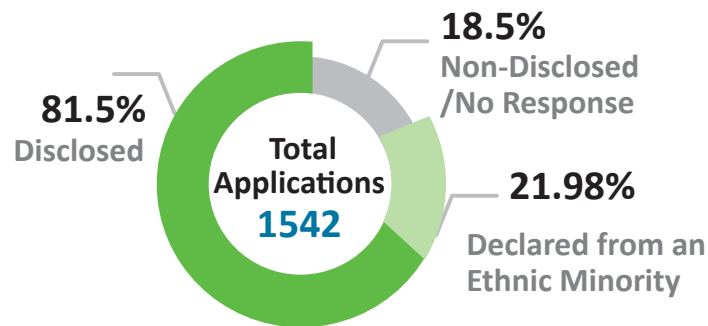
The following table represents the Pay Grade information for staff whether they declared themselves as being from an ethnic minority or not, or, if they preferred not to say:

| | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 | Band 9 | Senior Management | Apprentice & Other | Total | Percentage |
|---|-----------|-----------|------------|------------|------------|------------|-----------|-----------|-----------|-------------------|--------------------|------------|------------|
| Staff who declare themselves as being from an Ethnic Minority | 9 | 3 | 9 | 10 | 17 | 14 | 5 | 6 | 1 | 1 | 0 | 75 | 9.09% |
| Percentage of pay band from an ethnic minority | 14.51% | 11.53% | 5.73% | 6.66% | 9.39% | 11.02% | 8.92% | 15.38% | 3.70% | 4.76% | 0% | | |
| Staff who declare themselves as not being from an Ethnic Minority | 49 | 22 | 144 | 135 | 159 | 110 | 50 | 32 | 26 | 19 | 4 | 750 | 90.9% |
| TOTAL DECLARATIONS | 58 | 25 | 153 | 145 | 176 | 124 | 55 | 38 | 27 | 20 | 4 | 825 | |
| Percentage (staff from Ethnic Minority) | 15.5% | 12% | 5.88% | 6.89% | 9.65% | 11.29% | 9.09% | 15.78% | 3.70% | 5% | 0% | | |
| Prefer not to say | 4 | 1 | 4 | 5 | 5 | 3 | 1 | 1 | 0 | 1 | 0 | 25 | |
| Percentage of workforce from an ethnic minority | 1.05% | 0.35% | 1.05% | 1.17% | 2.00% | 1.64% | 0.58% | 0.70% | 0.11% | 0.11% | 0% | | 9.09% |
| Total | 62 | 26 | 157 | 150 | 181 | 127 | 56 | 39 | 27 | 21 | 4 | 850 | |



Recruitment

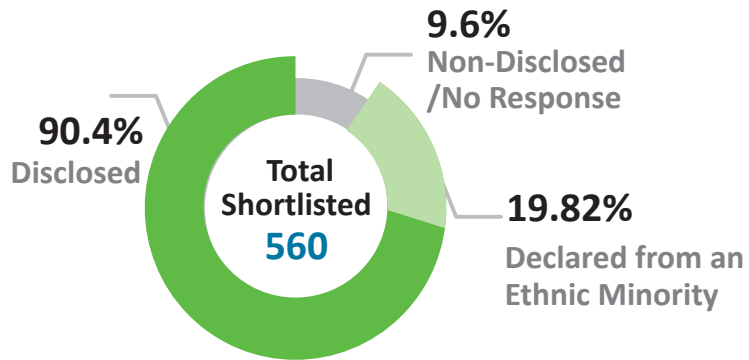
- We're attracting applications from a diverse pool of ethnic minority candidates.
- The number of ethnic minority applicants has increased significantly from last year (339 compared to 211).
- Many applicants do not disclose their ethnicity, making data collection challenging.
- The percentage of shortlisted applicants from ethnic minorities has slightly decreased, despite an overall increase in their numbers.
- The total number of successful ethnic minority candidates is the highest in six years, although the percentage remains low.



| Year | Total Number of Applications | Number of Applications received from Candidates declaring themselves as from an ethnic minority | % of all applications received |
|---------|------------------------------|---|--------------------------------|
| 2022-23 | 1542 | 339 | 21.98% |
| 2021-22 | 949 | 211 | 22.23% |
| 2020-21 | 682 | 167 | 24.48% |
| 2019-20 | 681 | 199 | 29.22% |
| 2018-19 | 1330 | 273 | 20.52% |
| 2017-18 | 1180 | 261 | 22.11% |

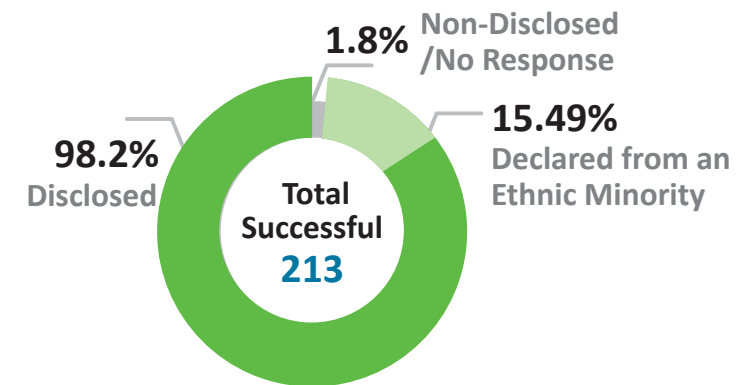


Recruitment



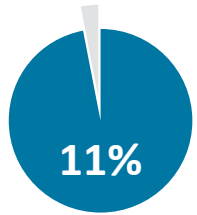
| Year | Total Number of Applications Shortlisted | Number of Applications Shortlisted from Candidates declaring themselves as from an ethnic minority | % of all applications shortlisted |
|---------|--|--|-----------------------------------|
| 2022-23 | 560 | 111 | 19.82% |
| 2021-22 | 436 | 90 | 20.64% |
| 2020-21 | 224 | 42 | 18.75% |
| 2019-20 | 339 | 72 | 21.23% |
| 2018-19 | 592 | 94 | 15.87% |
| 2017-18 | 421 | 66 | 15.67% |

| Year | Total Number of Successful Applications | Number of Successful Applications from Candidates declaring themselves as from an ethnic minority | % of all applications received |
|---------|---|---|--------------------------------|
| 2022-23 | 213 | 33 | 15.49% |
| 2021-22 | 202 | 25 | 12.37% |
| 2020-21 | 56 | 8 | 14.28% |
| 2019-20 | 87 | 11 | 12.64% |
| 2018-19 | 140 | 23 | 16.42% |
| 2017-18 | 135 | 6 | 4.44% |





Learning & Development



11%
of training course attendees are from an ethnic minority

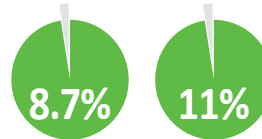


1.9%
above

the ethnic minority representation in the wider workforce (9.09%)

Compared to (2021/22)

a 2.3% increase in ethnic minority attendees



2.6%
Increase

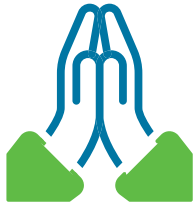
in attendees of Asian or Asian British background compared to 2021/22



0.8%
Increase

of people from a Black, African Caribbean or Black British background of overall attendance at Corporate Training in 2022/23

| | Number of Attendees | % of overall Attendees |
|--|---------------------|------------------------|
| White | 975 | 85% |
| Asian or Asian British | 57 | 5% |
| Black, African, Caribbean or Black British | 33 | 2.8% |
| Mixed or Multiple Ethnic Background | 11 | 0.9% |
| Other Ethnic Group | 28 | 2.4% |
| TOTAL DISCLOSED | 1104 | |
| Not disclosed | 35 | |
| TOTAL | 1139 | |

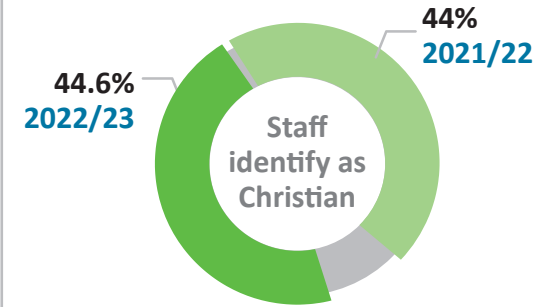
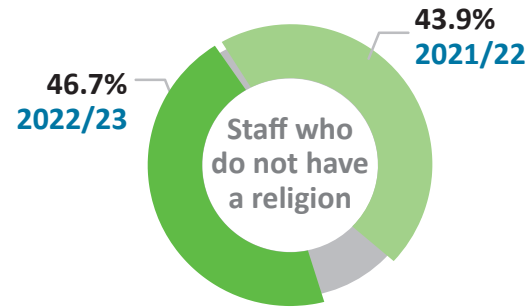
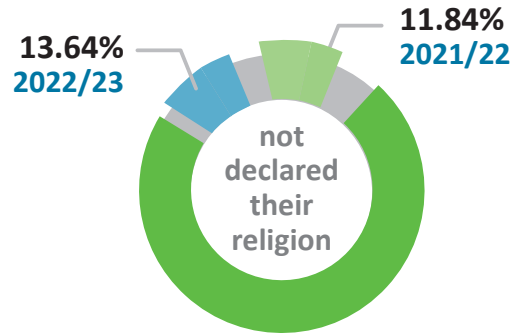


Workforce Information

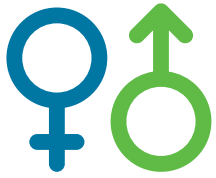


116
STAFF

not declared
their religion



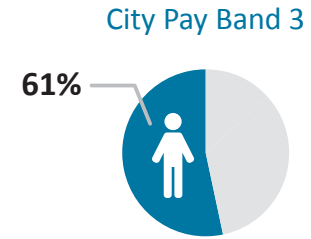
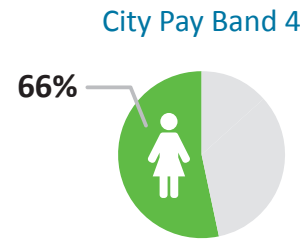
| | Number of Staff | % of Workforce (Declared) |
|-----------------------|-----------------|---------------------------|
| Buddhist | 5 | 0.7% |
| Christian | 327 | 44.6% |
| Hindu | 8 | 1.1% |
| Jewish | 0 | 0 |
| Muslim | 18 | 2.5% |
| None | 343 | 46.7% |
| Other | 33 | 4.5% |
| TOTAL DECLARED | 734 | |
| Not declared | 116 | |
| TOTAL | 850 | |



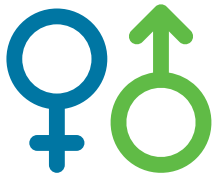
Workforce Information



Been a trend since 2016

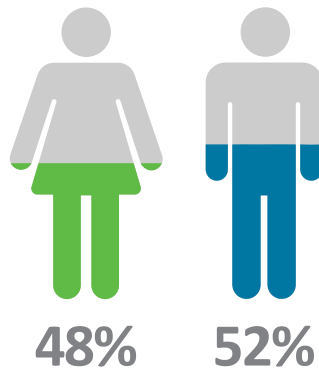


| | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 | Band 9 | Senior Management | TUPE & Other | Total | Percentage of workforce |
|--------------------|-----------|-----------|------------|------------|------------|------------|-----------|-----------|-----------|-------------------|--------------|------------|-------------------------|
| FEMALE | 32 | 11 | 61 | 100 | 89 | 60 | 24 | 15 | 13 | 10 | 1 | 407 | 47.88% |
| Full Time | 0 | 2 | 27 | 59 | 60 | 42 | 17 | 13 | 11 | 10 | 1 | 242 | 28.47% |
| Part Time | 1 | 5 | 33 | 32 | 29 | 18 | 7 | 2 | 2 | 0 | 0 | 129 | 15.18% |
| Zero Hours | 31 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 36 | 4.24% |
| MALE | 30 | 15 | 96 | 59 | 92 | 67 | 32 | 24 | 14 | 11 | 3 | 443 | 52.12% |
| Full Time | 0 | 7 | 58 | 51 | 83 | 62 | 31 | 23 | 10 | 11 | 3 | 339 | 76.52% |
| Part Time | 2 | 6 | 38 | 7 | 9 | 5 | 1 | 1 | 4 | 0 | 0 | 73 | 16.49% |
| Zero Hours | 28 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 31 | 6.99% |
| TOTAL STAFF | 62 | 26 | 157 | 150 | 181 | 127 | 56 | 39 | 27 | 21 | 4 | 850 | |

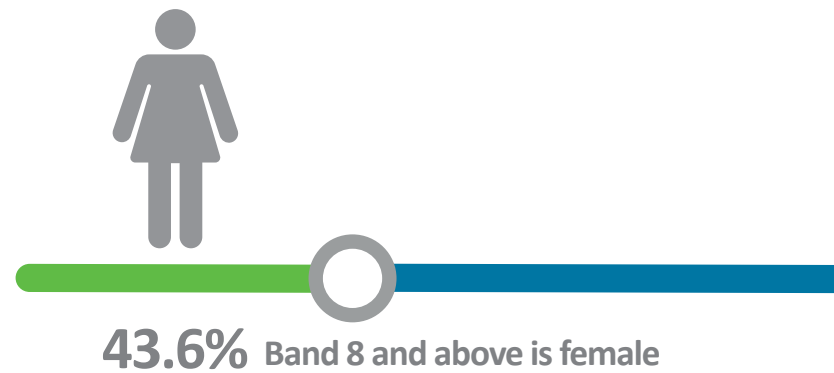
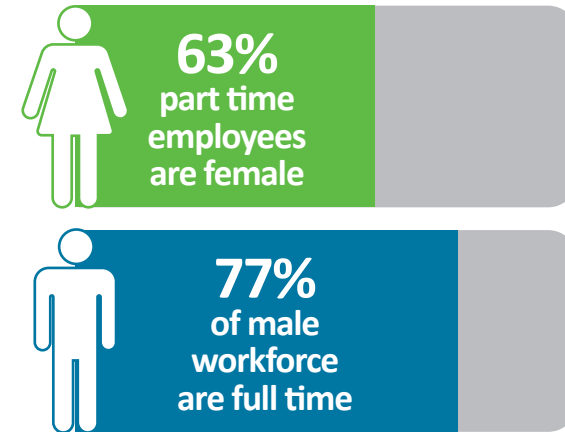
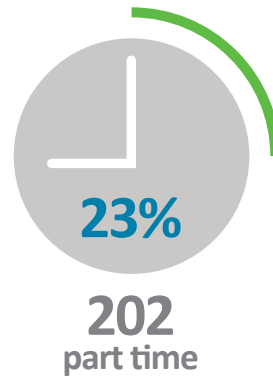


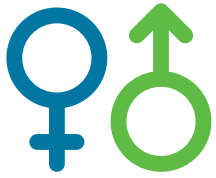
Workforce Information

GENDER SPLIT

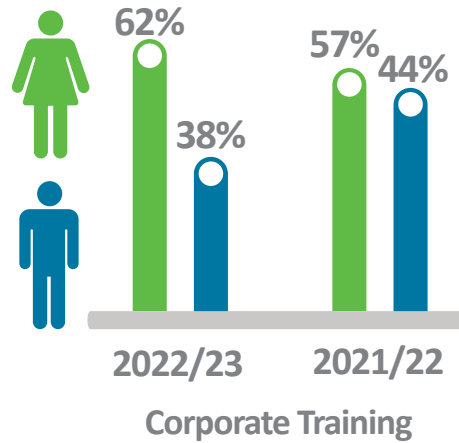


PART TIME EMPLOYEES





Learning and Development



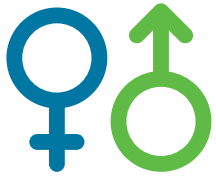
GENDER SPLIT



| 2022/23 | | | |
|--------------|-------------------|--------------------------|-----------------------|
| | Council Workforce | Overall Courses Attended | Individual Attendance |
| Female | (407) 47.88% | 710 (62.3%) | 228 (55.7%) |
| Male | (443) 52.12% | 429 (37.6%) | 181 (44.3%) |
| TOTAL | 850 | 1139 | 409 |

| 2021/22 | | |
|--------------|-------------------|--------------------------|
| | Council Workforce | Overall Courses Attended |
| Female | 393 (47.9%) | 56.5% |
| Male | 426 (52.1%) | 43.5% |
| TOTAL | 819 | |

| 2020/21 | | |
|--------------|-------------------|--------------------------|
| | Council Workforce | Overall Courses Attended |
| Female | 394 (48.2%) | 79% |
| Male | 422 (51.7%) | 29% |
| TOTAL | 816 | |



Recruitment

These visual representations help emphasize the key gender-related metrics at each stage of the recruitment process.



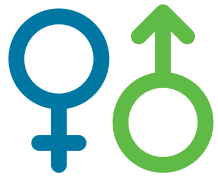
Females maintained a higher success rate in recruitment

55.8%



Male representation was higher at shortlisting and appointment stage than application stage

| Year | Total Number of Applications | Number of Applications received from Female Candidates | Number of Applications received from Male Candidates | Number of Applications received from Undisclosed Candidates |
|---------|------------------------------|--|--|---|
| 2022-23 | 1542 | 658 | 598 | 286 |
| 2021-22 | 949 | 459 | 462 | 28 |
| 2020-21 | 682 | 366 | 314 | 2 |
| 2019-20 | 681 | 332 | 348 | 1 |
| 2018-19 | 1330 | 698 | 632 | 0 |
| 2017-18 | 1180 | 642 | 529 | 9 |



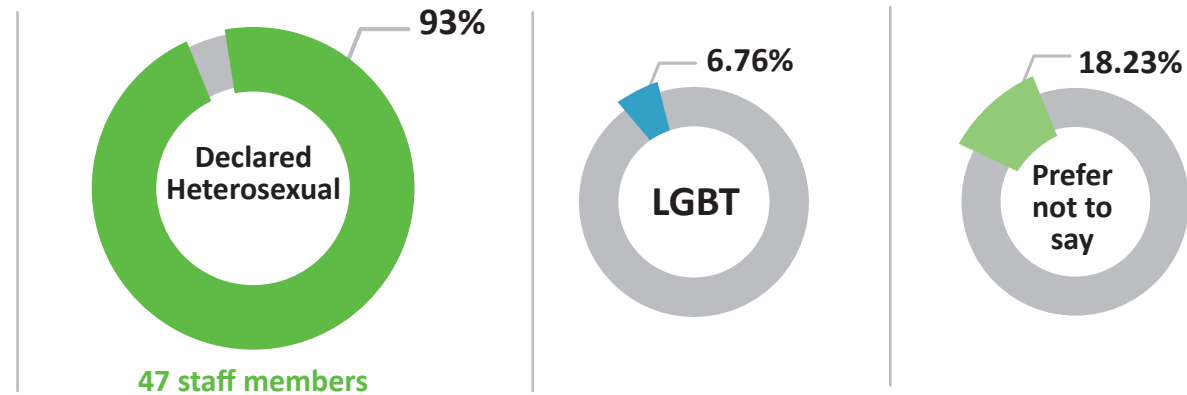
Recruitment

| Year | Total Number of Applications Shortlisted | Number of Applications Shortlisted from Female Candidates | Number of Applications Shortlisted from Male Candidates | Number of Applications Shortlisted from Undisclosed Candidates |
|---------|--|---|---|--|
| 2022-23 | 560 | 276 | 230 | 54 |
| 2021-22 | 436 | 243 | 188 | 5 |
| 2020-21 | 224 | 102 | 120 | 2 |
| 2019-20 | 339 | 177 | 162 | 0 |
| 2018-19 | 592 | 328 | 264 | 0 |
| 2017-18 | 421 | 236 | 184 | 1 |

| Year | Total Number of Successful Applications | Number of Successful Applications from Female Candidates | Number of Successful Applications from Male Candidates | Number of Successful Applications from Undisclosed Candidates |
|---------|---|--|--|---|
| 2022-23 | 213 | 119 | 94 | 0 |
| 2021-22 | 202 | 117 | 85 | 0 |
| 2020-21 | 56 | 26 | 30 | 0 |
| 2019-20 | 87 | 46 | 41 | 0 |
| 2018-19 | 140 | 79 | 61 | 0 |
| 2017-18 | 135 | 80 | 55 | 0 |



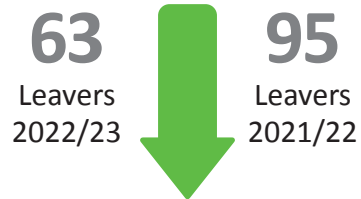
Workforce Information



| | Number of Staff | % of workforce |
|-----------------------|-----------------|----------------|
| Bisexual | 15 | 2.16% |
| Gay | 12 | 1.72% |
| Heterosexual | 648 | 93.23% |
| Lesbian | 8 | 1.15% |
| Other | 8 | 1.15% |
| Questioning | 4 | 0.58% |
| TOTAL DECLARED | 695 | 81.76% |
| Prefer not to say | 155 | |
| TOTAL STAFF | 850 | |

Workforce Information

LEAVERS AND TURNOVER



Decrease in retirement and voluntary leavers

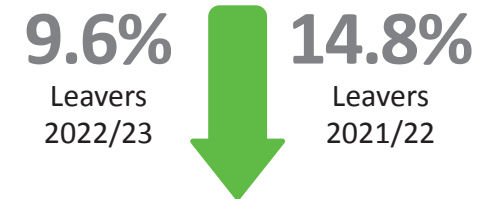
We continue to review our recruitment and retention strategies and to monitor the data.

LEAVERS

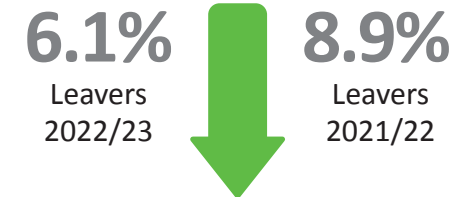


10.97% LEAVERS DECLARED A DISABILITY

STAFF TURNOVER



Based on all leavers



Based on voluntary leavers

| Reason for Leaving | 2022/ 23 Number of Staff Leavers | % of Leavers | 2021/ 22 Number of Staff Leavers | % of Leavers |
|-----------------------|----------------------------------|--------------|----------------------------------|--------------|
| Career Break | 1 | 1.22% | 3 | 2.5% |
| Death in Service | 1 | 1.22% | 1 | 0.8% |
| Dismissal | 4 | 4.88% | 4 | 3.3% |
| End of Contract | 6 | 7.32% | 7 | 5.7% |
| Ill Health Retirement | 0 | 0.00% | 4 | 3.3% |
| Redundancy | 5 | 6.10% | 8 | 6.6% |
| Retirement | 11 | 13.41% | 22 | 18.0% |
| TUPE Transfer (out) | 2 | 2.44% | | |
| Voluntary | 52 | 63.41% | 73 | 59.8% |
| TOTAL STAFF | 82 | | 122 | |

Workforce Information

LENGTH OF SERVICE


345
STAFF

**BEEN WITH
COUNCIL
OVER
10 YEARS**


DECREASE
IN RETIREMENTS &
VOLUNTARY LEAVERS

**STAFF WITH
OVER**



**MAKE UP THE
LARGEST %
OF WORKFORCE**

| Length of Service | Number of Staff | % of Workforce |
|----------------------|-----------------|----------------|
| Less than 1 year | 93 | 10.94% |
| 1 year to 2 years | 112 | 13.18% |
| 2 years to 5 years | 138 | 16.24% |
| 5 years to 10 years | 162 | 19.06% |
| 10 years to 20 years | 179 | 21.06% |
| 20 + years | 166 | 19.53% |
| TOTAL STAFF | 850 | |

Workforce Information

RECRUITMENT

- All new appointments (whether internal or external) are monitored in terms of age, disability, ethnicity and gender.
- There were **213 successful appointments/offers** made for a total of **317 roles** advertised.
- Some roles received no applications, some roles did not result in having candidates who were suitable for shortlisting and others had candidates who withdrew during the pre-employment stage.
- There were three roles where offers were withdrawn from the candidates. All of these related to satisfying the pre-employment checks or providing evidence of qualifications. Of all offers made, **67 (31.4%)** were internal appointments with **61.1%** of the internal offers (41) being a promotion.
- Of the **146 external appointments, 15.7% (23)** joined the organisation with Local Government Continuous Service, an **increase of 4%** from the previous year.
- A high number of re-advertisements accounting for **19.2% (61)** of the roles advertised. **70%** of the readvertisements were filled at that second round

| Year | Total Number of Roles Advertised | Roles with No Applications Received | Roles with No Applicants Shortlisted | Roles with No Offers Made | No. of Roles Offered | Roles with Candidates who Withdrew after job offer | No. of Roles with the Offer Withdrawn (to the candidate) | No. of Roles that are Re-advertisements (some carried forward from previous year) | No of Roles Withdrawn | No. of Roles still progressing/ under review/ awaiting start date |
|---------|----------------------------------|-------------------------------------|--------------------------------------|---------------------------|----------------------|--|--|---|-----------------------|---|
| 2022-23 | 317 | 21 | 17 | 29 | 213 | 13 | 3 | 61 | 1 | 31 |
| 2021-22 | 294 | 18 | 7 | 17 | 202 | 13 | Not captured | 15 (only from that year) | 7 | 15 |

Workforce Information

RECRUITMENT

| | Total Number of Roles Re-advertised | % of total roles advertised |
|--------------------|-------------------------------------|-----------------------------|
| 2nd Time | 43 | 13.6% |
| 3rd Time | 1 | 0.3% |
| 4th Time + | 17 | 5.4% |
| TOTAL STAFF | 61 | 19.2% |

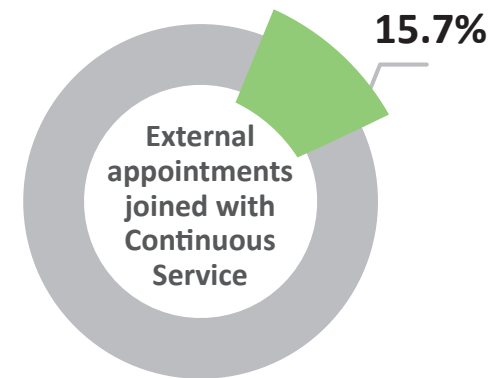
 **213**
OFFERS
MADE

 **146**
EXTERNAL
OFFERS

67 INTERNAL
OFFERS*

*OF WHICH

41 INTERNAL
PROMOTIONS



Workforce Information

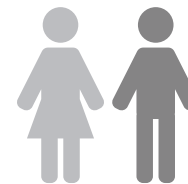
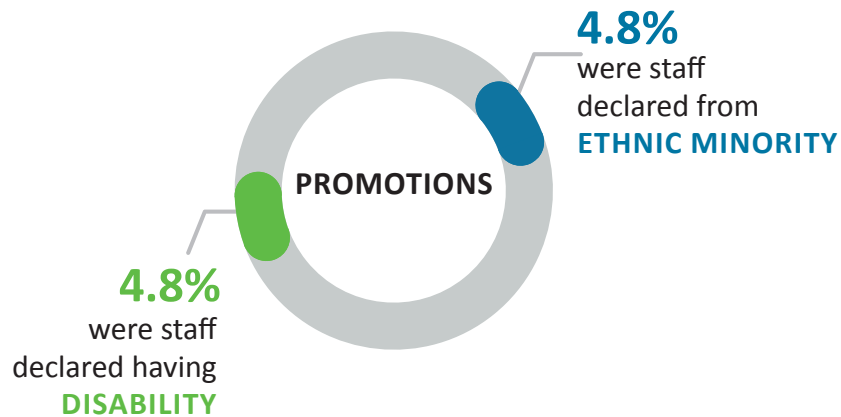
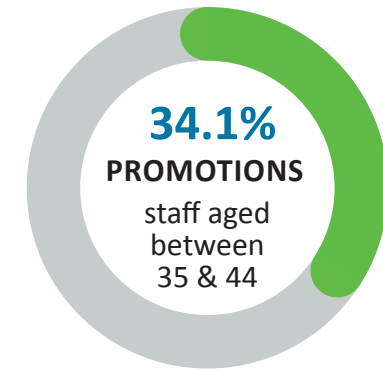
PROMOTIONS



PROMOTIONS HIGHER FEMALE STAFF



Age range between 25 & 55 narrower range than previous year



PEOPLE AGED under 24 & over 65

were the least represented age groups with promotions

Workforce Information

PROMOTIONS

| | Total Number of Promotions (41) | % of Promotions |
|--------|---------------------------------|-----------------|
| Female | 23 | 56% |
| Male | 18 | 44% |

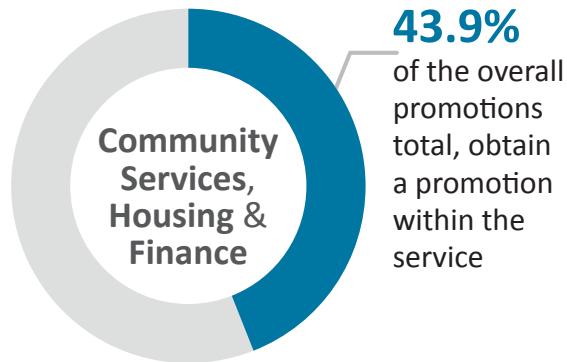
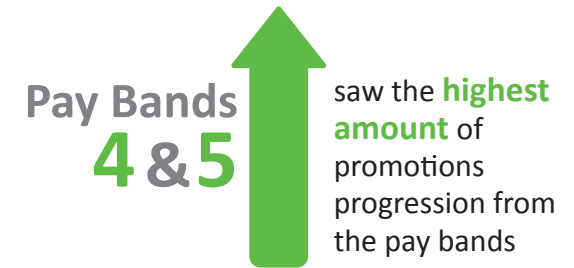
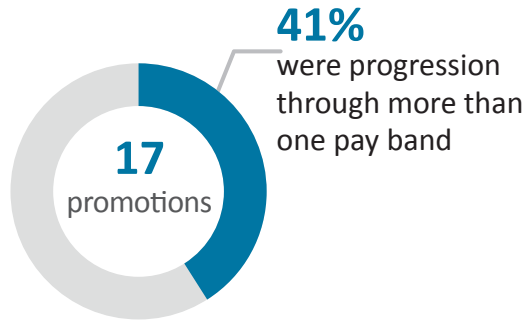
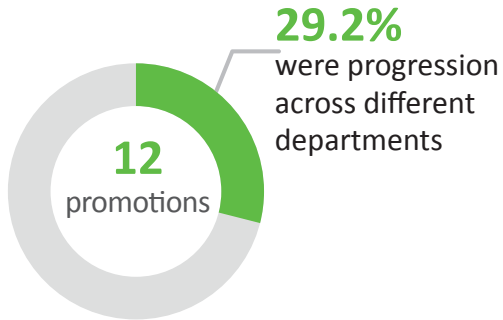
| | Total Number of Promotions (41) | % of Promotions |
|-------------|---------------------------------|-----------------|
| 18 or under | 0 | 0% |
| 19 – 24 | 0 | 0% |
| 25 – 34 | 13 | 31.7% |
| 35 – 44 | 14 | 34.1% |
| 45 – 54 | 11 | 26.8% |
| 55 – 64 | 3 | 7.3% |
| 65+ | 0 | 0% |

| | Total Number of Promotions (41) | % of Promotions |
|---|---------------------------------|-----------------|
| Staff declaring themselves as from an ethnic minority | 2 | 4.8% |
| Staff declaring themselves as not from an ethnic minority | 39 | 95.2% |

| | Total Number of Promotions (41) | % of Promotions |
|---|---------------------------------|-----------------|
| Staff declaring themselves as having a disability | 2 | 4.8% |
| Staff declaring themselves as not having a disability | 39 | 95.2% |

Workforce Information

PROMOTIONS (Continued)



Workforce Information

PROMOTIONS (Continued)

| City Pay Band | Total Number of Promotions from the band | % of all Promotions |
|-------------------|--|---------------------|
| Apprentice | 1 | % |
| 1 | 0 | % |
| 2 | 1 | % |
| 3 | 7 | % |
| 4 | 11 | % |
| 5 | 9 | % |
| 6 | 5 | % |
| 7 | 7 | % |
| 8 | 0 | % |
| 9 | 0 | % |
| Senior Management | 0 | % |
| TOTAL | 41 | |

| City Pay Band | Total Number of Promotions from the band | % of all Promotions |
|-------------------|--|---------------------|
| 1 | 0 | 0% |
| 2 | 0 | 0% |
| 3 | 2 | 0.4% |
| 4 | 6 | 14.6% |
| 5 | 6 | 14.6% |
| 6 | 8 | 19.5% |
| 7 | 10 | 29.1% |
| 8 | 5 | 12.1% |
| 9 | 4 | 9.7% |
| Senior Management | 0 | 0% |
| TOTAL | 41 | |

Workforce Information

PROMOTIONS (Continued)

| Department | Number of staff that progressed/ were promoted outside the Service | % of all Promotions |
|------------------------|--|---------------------|
| Environmental Services | 1 | 2.4% |
| Community Services | 3 | 7.3% |
| Customer Services | 3 | 7.3% |
| Housing | 4 | 9.7% |
| Estates & Facilities | 1 | 2.4% |
| TOTAL | 12 | |

| Department | Number of staff that progressed/ were promoted within the Service | % of all Promotions |
|----------------------|---|---------------------|
| Building Control | 3 | 7.3% |
| Community Services | 8 | 19.5% |
| Customer Services | 2 | 4.8% |
| Housing | 6 | 14.6% |
| Estates & Facilities | 2 | 4.8% |
| Housing Dev. Agency | 1 | 2.4% |
| HR | 1 | 2.4% |
| Legal | 1 | 2.4% |
| Finance | 4 | 9.7% |
| Transformation | 1 | 2.4% |
| TOTAL | 29 | |

Workforce Information

APPRENTICESHIPS

8 STARTS in 2022/23
50% increase from the previous year, showing improvement post-pandemic.


5 PEOPLE
 successfully complete their apprenticeships


50%
 apprentices

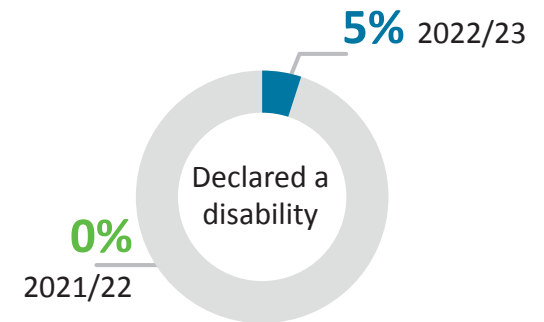
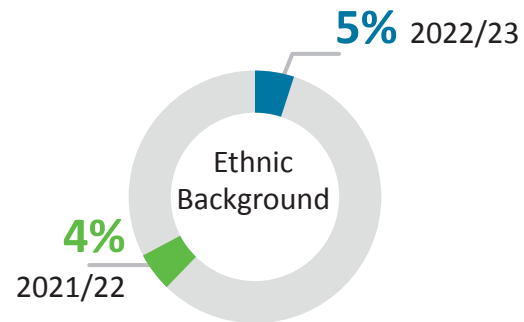
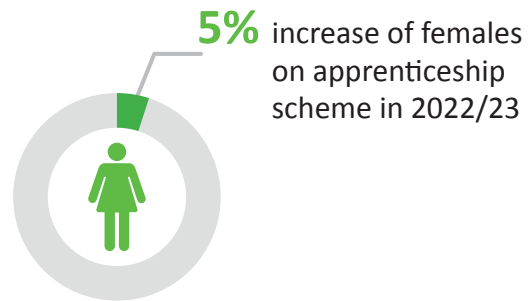
TWENTY
 apprentices on our Scheme from 31st March 2022


| Year | Total Number of Apprentices 31st March 23 | Number of Enrolments | Male Apprentices | Female Apprentices | Apprentices who declare themselves as from an ethnic minority | Apprentices who identify as having a disability |
|---------|---|----------------------|------------------|--------------------|---|---|
| 2022-23 | 20 | 8 | 55% | 45% | 5% | 5% |
| 2021-22 | 25 | 4 | 60% | 40% | 4% | 0% |
| 2020-21 | 38 | 4 | 57% | 43% | 5.4% | 5.4% |

Workforce Information

APPRENTICESHIPS

Apprenticeship Starts: A Positive Trend



| Apprenticeship Standard | Level | Number of Apprentices |
|---|-------|-----------------------|
| Accountancy or Taxation Professional | 7 | 1 |
| Associate Project Management | 4 | 2 |
| Building Control Surveyor Degree Apprenticeship | 6 | 5 |
| Business Administration | 3 | 1 |
| Carpentry & Joinery | 2 | 1 |
| CIPS (Procurement & Supply) | 4 | 1 |
| Payroll Administrator | 3 | 1 |
| Payroll Assistant Manager | 3 | 1 |
| Plumbing & Domestic Heating Technician | 3 | 2 |
| Team Leader/ Supervisor | 3 | 5 |

Workforce Information

PAYSCALE INFORMATION

The Council's pay scales for the period of 2022/ 23 are shown below:

| Pay Band | Salary Range |
|----------|--------------------|
| Band 1* | £20,441 to £22,369 |
| Band 2 | £22,777 to £24,948 |
| Band 3 | £25,409 to £27,852 |
| Band 4 | £28,371 to £32,020 |
| Band 5 | £32,909 to £37,261 |
| Band 6 | £37,261 to £42,503 |
| Band 7 | £42,503 to £47,573 |
| Band 8 | £47,573 to £51,674 |
| Band 9 | £51,674 to £57,405 |

| | Pay Band | Salary Range |
|-----------------|-----------------|----------------------|
| Senior Managers | Band 10 | £57,405 to £64,308 |
| | Band 11 | £64,308 to £71,648 |
| | Head of Service | £73,931 to £81,251 |
| | Directors | £94,684 to £105,670 |
| | Chief Executive | £122,172 to £137,517 |

* 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 receive the minimum of the RLW currently **£10.90 per hour** (October 2022), which equates to a full-time salary of **£21,028 per annum**.

We also have a **Cambridge Weighting** supplement to ensure that with effect from 1 April 2023 staff receive a minimum of £11.00 per hour which equates to a full-time salary of £21,222 per annum.

Workforce Information

DISCIPLINARY

| Year | Total Number of Staff | Female Staff | % | Male Staff | % |
|---------|-----------------------|--------------|-----|------------|------|
| 2022/23 | 6 | 1 | 17% | 5 | 83% |
| 2021/22 | 9 | 2 | 22% | 7 | 78% |
| 2020/21 | 6 | 0 | 0% | 6 | 100% |
| 2019/20 | 6 | 2 | 33% | 4 | 67% |
| 2018/19 | 5 | 1 | 20% | 4 | 80% |
| 2017/18 | 8 | 0 | 0% | 8 | 100% |

| Number of staff who declare themselves from an ethnic minority | % | Number of staff who do not declare themselves from an ethnic minority | % | Number of staff who did not wish to declare | % |
|--|-----|---|------|---|-------|
| 0 | 0% | 6 | 100% | 0 | 0% |
| 1 | 11% | 8 | 89% | 0 | 0% |
| 1 | 16% | 5 | 83% | 0 | 0% |
| 1 | 16% | 4 | 66% | 1 | 16.5% |
| 0 | 0% | 5 | 100% | 0 | 0% |
| 0 | 0% | 8 | 100% | 0 | 0% |

Disciplinary cases are monitored in terms of equality, however, it is difficult to draw conclusions from relatively low numbers, when considered against the overall workforce.

There has been a small decrease in the number of recorded disciplinary cases this year. Of the 6 reported cases, 3 concluded with an outcome of a formal written warning upward.

3 resulted in further management and/or employee actions with ongoing monitoring, denoting the supportive approach of the Council when taking remedial measures. Of the case that declared a disability, consideration was given to the nature of the condition and the requirement for reasonable adjustments.

There is no apparent rationale for why men accounted for more of the disciplinary cases or that most of cases were in the 45-54 age range

Workforce Information

DISCIPLINARY

| Year | Number of staff who identify as disabled | % | Number of staff who do not identify as disabled | % | Number of staff who did not wish to declare | % | Total Number of Staff | Under 55 | % | Over 55 | % |
|---------|--|-----|---|------|---|----|-----------------------|----------|-------|---------|-------|
| 2022/23 | 1 | 17% | 5 | 83% | 0 | 0% | 6 | 6 | 100% | 0 | % |
| 2021/22 | 3 | 33% | 6 | 67% | 0 | 0% | 9 | 8 | 89% | 1 | 11% |
| 2020/21 | 0 | 0% | 6 | 100% | 0 | 0% | 6 | 4 | 66% | 2 | 34% |
| 2019/20 | 0 | 0% | 6 | 100% | 0 | 0% | 6 | 4 | 66% | 2 | 34% |
| 2018/19 | 1 | 20% | 4 | 80% | 0 | 0% | 5 | 3 | 60% | 2 | 40% |
| 2017/18 | 0 | 0% | 8 | 100% | 0 | 0% | 8 | 7 | 87.5% | 1 | 12.5% |

| 2022/23 | |
|----------------------------------|-----------------------|
| Age | Total Number of Staff |
| 18 and under | 0 |
| 19-24 | 0 |
| 25-34 | 1 |
| 35-44 | 0 |
| 45-54 | 5 |
| 55-64 | 0 |
| 65 and over | 0 |
| Prefer not to say/ not disclosed | 0 |
| TOTAL | 6 |

Workforce Information

CAPABILITY

| Year | Total Number of Staff | Female Staff | % | Male Staff | % |
|---------|-----------------------|--------------|------|------------|------|
| 2022/23 | 1 | 0 | 0% | 1 | 100% |
| 2021/22 | 1 | 1 | 100% | 0 | 0% |
| 2020/21 | 0 | 0 | 0% | 0 | 0% |
| 2019/20 | 3 | 1 | 33% | 2 | 67% |
| 2018/19 | 0 | 0 | 0% | 0 | 0% |
| 2017/18 | 11 | 4 | 36% | 7 | 64% |

| Number of staff who declare themselves from an ethnic minority | % | Number of staff who do not declare themselves from an ethnic minority | % | Number of staff who did not wish to declare | % |
|--|------|---|------|---|----|
| 0 | 0% | 1 | 100% | 0 | 0% |
| 1 | 100% | 0 | 0% | 0 | 0% |
| 0 | 0% | 0 | 0% | 0 | 0% |
| 1 | 33% | 2 | 66% | 0 | 0% |
| 0 | 0% | 0 | 0% | 0 | 0% |
| 0 | 0% | 11 | 100% | 0 | 0% |

Capability cases are monitored in terms of equality; however, it is difficult to draw conclusions in comparison with the overall workforce, from such low numbers.

The number of capability cases remains low.

Workforce Information

CAPABILITY

| Year | Number of staff who identify as disabled | % | Number of staff who do not identify as disabled | % | Number of staff who did not wish to declare | % | Total Number of Staff | Under 55 | % | Over 55 | % |
|---------|--|-----|---|------|---|----|-----------------------|----------|------|---------|------|
| 2022/23 | 0 | 0% | 1 | 100% | 0 | 0% | 1 | 1 | 100% | 0 | 0% |
| 2021/22 | 0 | 0% | 1 | 100% | 0 | 0% | 1 | 0 | 100% | 1 | 100% |
| 2020/21 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0 | 0% | 0 | 0% |
| 2019/20 | 1 | 33% | 2 | 67% | 0 | 0% | 3 | 2 | 67% | 1 | 33% |
| 2018/19 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0 | 0% | 0 | 0% |
| 2017/18 | 0 | 0% | 11 | 100% | 0 | 0% | 11 | 9 | 82% | 2 | 18% |

| 2022/23 | |
|----------------------------------|-----------------------|
| Age | Total Number of Staff |
| 18 and under | 0 |
| 19-24 | 0 |
| 25-34 | 1 |
| 35-44 | 0 |
| 45-54 | 0 |
| 55-64 | 0 |
| 65 and over | 0 |
| Prefer not to say/ not disclosed | 0 |
| TOTAL | 1 |

Workforce Information

GRIEVANCES

| Year | Total Number of Staff | Female Staff | % | Male Staff | % |
|---------|-----------------------|--------------|-----|------------|-----|
| 2022/23 | 1 | 0 | 0% | 1 | 0% |
| 2021/22 | 10 | 4 | 40% | 6 | 60% |
| 2020/21 | 15 | 5 | 33% | 10 | 67% |
| 2019/20 | 9 | 4 | 44% | 5 | 56% |
| 2018/19 | 7 | 3 | 43% | 4 | 57% |
| 2017/18 | 11 | 4 | 36% | 7 | 64% |

| Number of staff who declare themselves from an ethnic minority | % | Number of staff who do not declare themselves from an ethnic minority | % | Number of staff who did not wish to declare | % |
|--|-----|---|------|---|-----|
| 0 | 0% | 1 | 100% | 0 | 0% |
| 2 | 20% | 6 | 60% | 2 | 20% |
| 2 | 13% | 13 | 87% | 0 | 0% |
| 1 | 11% | 8 | 89% | 0 | 0% |
| 1 | 14% | 6 | 86% | 0 | 0% |
| 0 | 0% | 11 | 100% | 0 | 0% |

Grievance cases are monitored in terms of equality, however, it is difficult to draw conclusions from relatively low numbers, when considered against the overall workforce. The Council continues to take every complaint seriously and action appropriately.

Further analysis identified there was no evidence of any allegations of bullying and harassment. Also, there was one collective grievance

The number of grievances is low in comparison to previous years.

Workforce Information

CAPABILITY

| Year | Number of staff who identify as disabled | % | Number of staff who do not identify as disabled | % | Number of staff who did not wish to declare | % | Total Number of Staff | Under 55 | % | Over 55 | % |
|---------|--|-----|---|------|---|----|-----------------------|----------|-----|---------|------|
| 2022/23 | 0 | 0% | 1 | 100% | 0 | 0% | 1 | 0 | 0% | 1 | 100% |
| 2021/22 | 2 | 20% | 8 | 80% | 0 | 0% | 10 | 9 | 90% | 1 | 10% |
| 2020/21 | 3 | 20% | 12 | 80% | 0 | 0% | 15 | 13 | 87% | 2 | 13% |
| 2019/20 | 1 | 11% | 8 | 89% | 0 | 0% | 9 | 7 | 64% | 2 | 36% |
| 2018/19 | 1 | 14% | 6 | 86% | 0 | 0% | 7 | 6 | 86% | 1 | 14% |
| 2017/18 | 0 | 0% | 11 | 100% | 0 | 0% | 11 | 9 | 82% | 2 | 18% |

| 2022/23 | |
|----------------------------------|-----------------------|
| Age | Total Number of Staff |
| 18 and under | 0 |
| 19-24 | 0 |
| 25-34 | 0 |
| 35-44 | 0 |
| 45-54 | 0 |
| 55-64 | 0 |
| 65 and over | 1 |
| Prefer not to say/ not disclosed | 0 |
| TOTAL | 1 |

Workforce Information

REDUNDANCY

| Year | Total Number of Staff | Female Staff | % | Male Staff | % |
|---------|-----------------------|--------------|-----|------------|-----|
| 2022/23 | 5 | 2 | 40% | 3 | 60% |
| 2021/22 | 8 | 7 | 87% | 1 | 13% |
| 2020/21 | 9 | 5 | 55% | 4 | 45% |
| 2019/20 | 3 | 1 | 33% | 2 | 67% |
| 2018/19 | 4 | 2 | 50% | 2 | 50% |
| 2017/18 | 7 | 4 | 57% | 3 | 43% |

| Number of staff who declare themselves from an ethnic minority | % | Number of staff who do not declare themselves from an ethnic minority | % | Number of staff who did not wish to declare | % |
|--|------|---|------|---|----|
| 1 | 20% | 4 | 80% | 0 | 0% |
| 1 | 13% | 7 | 87% | 0 | 0% |
| 0 | 100% | 9 | 100% | 0 | 0% |
| 0 | 100% | 3 | 100% | 0 | 0% |
| 1 | 25% | 3 | 75% | 0 | 0% |
| 1 | 14% | 6 | 86% | 0 | 0% |

The number of redundancies for 2022/ 23 represent 0.58% of the total workforce.

Workforce Information

REDUNDANCY

| Year | Number of staff who identify as disabled | % | Number of staff who do not identify as disabled | % | Number of staff who did not wish to declare | % | Total Number of Staff | Under 55 | % | Over 55 | % |
|---------|--|------|---|------|---|----|-----------------------|----------|------|---------|------|
| 2022/23 | 0 | 0% | 5 | 100% | 0 | 0% | 5 | 3 | 60% | 2 | 40% |
| 2021/22 | 1 | 13% | 7 | 87% | 0 | 0% | 8 | 2 | 25% | 6 | 75% |
| 2020/21 | 0 | 100% | 9 | 100% | 0 | 0% | 9 | 4 | 45% | 5 | 55% |
| 2019/20 | 0 | 100% | 3 | 100% | 0 | 0% | 3 | 0 | 100% | 3 | 100% |
| 2018/19 | 2 | 50% | 2 | 50% | 0 | 0% | 4 | 1 | 25% | 3 | 75% |
| 2017/18 | 0 | 100% | 7 | 100% | 0 | 0% | 7 | 4 | 57% | 3 | 43% |

| 2022/23 | |
|----------------------------------|-----------------------|
| Age | Total Number of Staff |
| 18 and under | 0 |
| 19-24 | 0 |
| 25-34 | 1 |
| 35-44 | 1 |
| 45-54 | 1 |
| 55-64 | 1 |
| 65 and over | 1 |
| Prefer not to say/ not disclosed | 0 |
| TOTAL | 5 |

Flexible Working



There were **no flexible working requests** from staff declaring as from an ethnic minority.



This year we continue to monitor and report on the number of flexible working requests made across the Council.



PEOPLE AGED under 24

had the least representation for requests



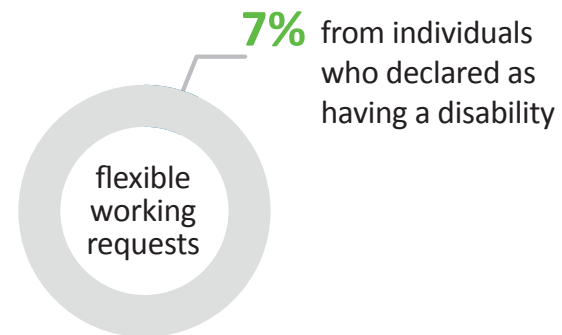
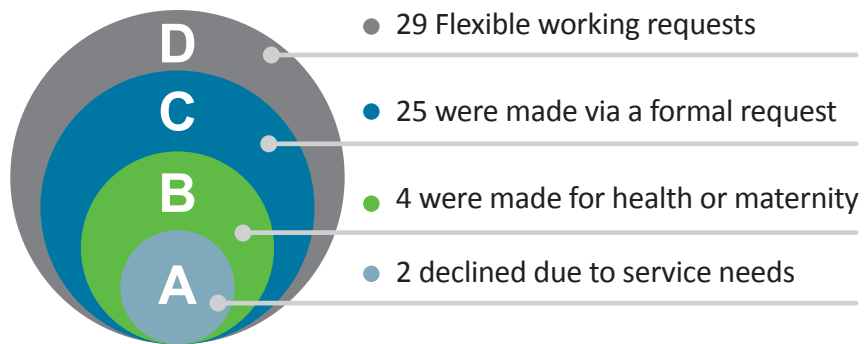
There were more **FLEXIBLE WORKING** requests from our female than male staff.



Age range of requests spanned from staff aged 25 to 65+ years

| | Total Number of Flexible Working Requests (29) | % of Flexible Working Requests |
|--------|--|--------------------------------|
| Female | 18 | 62% |
| Male | 11 | 38% |

| | Total Number of Flexible Working Requests (29) | % of Flexible Working Requests |
|-------------|--|--------------------------------|
| 18 or under | 0 | 0% |
| 19 – 24 | 0 | 0% |
| 25 – 34 | 4 | 14% |
| 35 – 44 | 7 | 24% |
| 45 – 54 | 8 | 28% |
| 55 – 64 | 7 | 24% |
| 65+ | 3 | 10% |



| | Total Number of Flexible Working Requests (29) | % of Flexible Working Requests |
|---|--|--------------------------------|
| Staff declaring themselves as from an ethnic minority | 0 | % |
| Staff declaring themselves as not from an ethnic minority | 29 | 100% |

| | Total Number of Flexible Working Requests (29) | % of Flexible Working Requests |
|---|--|--------------------------------|
| Staff declaring themselves as having a disability | 2 | 7% |
| Staff declaring themselves as not having a disability | 27 | 93% |

Gender Pay 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 |
|-------------|---------------------|-----------------------|---------------------------|-----------------------------|---|---|
| 2023 | 0.95% | 6.81% | N/A | N/A | N/A | See Over |
| 2022 | 1.67% | 8.37% | N/A | N/A | N/A | See Over |
| 2021 | 1.40% | 4.75% | N/A | N/A | N/A | See Over |
| 2020 | 0.26% | 4.75% | N/A | N/A | N/A | See Over |
| 2019 | 2.45% | 5.53% | N/A | N/A | N/A | See Over |
| 2018 | 3.19% | 5.91% | N/A | N/A | N/A | See Over |

Mean Average – adding up all numbers and dividing the result by how many numbers were in the list.

Median Average – listing all 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.

Mean and median bonus gender pay gap and proportion of females/makes receiving a bonus payment is not applicable as we do not pay bonuses

QUARTILES

The Council has around **850 employees** in a wide range of roles and pay bands.

Jobs are **evaluated** to determine the **pay band**.

Gender balance across the organisation is **48% female, 52% male**.

Female and male staff are **not represented equally** in all pay bands.

There are roles with a **higher percentage of male** employees and others with **higher percentage of female** employees.

Distribution of female/ male staff will impact on mean and median averages. This is not a factor of the pay system, but the distribution of female and male staff in certain types of roles.

Staff are employed at different points within the pay bands, based on appointment salary, when they were appointed and incremental progression.

Our distribution of males across the pay bands has **changed very little since 2018** but the distribution of females has been changing more, with **more females in Band 5** than previously. This impacts on the median.

Gender Pay Reporting

| | | Female | Male | TOTAL | % Female | % Male |
|------|-----------------------|--------|------|-------|----------|--------|
| 2023 | Lower Quartile | 92 | 101 | 193 | 52% | 48% |
| | Lower Middle Quartile | 103 | 94 | 197 | 52% | 48% |
| | Upper Middle Quartile | 83 | 99 | 182 | 46% | 54% |
| | Upper Quartile | 89 | 118 | 207 | 43% | 57% |
| 2022 | Lower Quartile | 91 | 92 | 183 | 50% | 50% |
| | Lower Middle Quartile | 96 | 96 | 192 | 50% | 50% |
| | Upper Middle Quartile | 77 | 104 | 181 | 43% | 57% |
| | Upper Quartile | 94 | 106 | 200 | 47% | 53% |
| 2021 | Lower Quartile | 95 | 93 | 188 | 51% | 49% |
| | Lower Middle Quartile | 101 | 92 | 193 | 52% | 48% |
| | Upper Middle Quartile | 75 | 104 | 179 | 42% | 58% |
| | Upper Quartile | 97 | 107 | 204 | 48% | 52% |
| 2020 | Lower Quartile | 97 | 100 | 197 | 49% | 51% |
| | Lower Middle Quartile | 106 | 98 | 204 | 52% | 48% |
| | Upper Middle Quartile | 85 | 114 | 199 | 43% | 57% |
| | Upper Quartile | 99 | 110 | 209 | 47% | 53% |
| 2019 | Lower Quartile | 108 | 88 | 196 | 55% | 45% |
| | Lower Middle Quartile | 104 | 92 | 196 | 53% | 47% |
| | Upper Middle Quartile | 83 | 113 | 196 | 42% | 58% |
| | Upper Quartile | 94 | 101 | 195 | 48% | 52% |
| 2018 | Lower Quartile | 120 | 82 | 202 | 59% | 41% |
| | Lower Middle Quartile | 102 | 99 | 201 | 51% | 49% |
| | Upper Middle Quartile | 94 | 107 | 201 | 47% | 53% |
| | Upper Quartile | 98 | 103 | 201 | 49% | 51% |

Gender Pay Reporting

| Quartile | Hourly Rates | | | | | | | | | | | |
|--------------------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | 2023 | | 2022 | | 2021 | | 2020 | | 2019 | | 2018 | |
| 1. Lower Quartile | £9.50 | £15.25 | £8.91 | £13.85 | £8.72 | £13.74 | £7.38 | £13.74 | £7.37 | £12.36 | £7.04 | £12.12 |
| 2. Lower Middle Quartile | £15.25 | £18.35 | £13.98 | £17.33 | £13.74 | £16.71 | £13.74 | £16.71 | £12.36 | £15.05 | £12.12 | £15.06 |
| 3. Upper Middle Quartile | £18.36 | £22.03 | £17.35 | £21.03 | £16.71 | £20.67 | £16.71 | £20.67 | £15.05 | £18.72 | £15.19 | £18.77 |
| 4. Upper Quartile | £22.03 | £65.97 | £21.03 | £64.97 | £20.67 | £52.98 | £20.67 | £65.86 | £18.72 | £66.02 | £18.84 | £64.72 |

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 previous five years of data, the biggest changes have been in the lower and lower middle quartiles. For 2022 and 2023, there are more women in the upper middle quartile and fewer men.

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

Appendix A: Full Breakdown of workforce by ethnicity

| | % of Workforce | | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 | Band 9 | Senior Management | TUPE & Other | Total | % of Workforce | |
|---|----------------|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------------|--------------|-------|----------------|-------|
| White | 90.91% | White British/ English/ Northern Irish/ Scottish/ Welsh | 34 | 18 | 126 | 115 | 145 | 100 | 45 | 29 | 23 | 19 | 2 | 656 | 79.52% | |
| | | Irish | 1 | - | 2 | 4 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 16 | 1.94% | |
| | | Gypsy or Irish Traveller | - | - | - | - | - | - | - | - | - | 1 | - | - | 1 | 0.12% |
| | | Roma | - | - | - | - | - | - | - | - | - | - | - | - | 0 | 0.00% |
| | | Any other White Background | 14 | 4 | 16 | 16 | 12 | 9 | 3 | 2 | - | - | - | 1 | 77 | 9.33% |
| Asian or Asian British | 4.24% | Indian | 2 | - | 2 | 1 | 1 | 4 | 1 | 3 | - | - | - | - | 14 | 1.70% |
| | | Pakistani | - | - | - | 1 | - | - | 2 | - | - | - | - | - | 3 | 0.36% |
| | | Bangladeshi | 1 | - | - | 2 | 2 | 1 | - | - | - | - | - | - | 6 | 0.73% |
| | | Chinese | - | - | - | - | 1 | - | - | - | 1 | 1 | - | - | 3 | 0.36% |
| | | Any other Asian Background | 1 | - | 3 | - | 3 | 2 | - | - | - | - | - | - | 9 | 1.09% |
| Black/ African / Caribbean or Black British | 2.05% | African | 1 | 1 | 3 | 1 | 1 | 1 | 2 | 1 | - | - | - | - | 11 | 1.33% |
| | | Caribbean | - | - | 1 | 1 | 1 | - | - | - | - | - | - | - | 3 | 0.36% |
| | | Any other Black, Black British or Caribbean background | - | - | - | 1 | 1 | 1 | - | - | - | - | - | - | 3 | 0.36% |
| Mixed/ Multiple Ethnic Background | 1.94% | White & Black African | - | 1 | - | 1 | - | 1 | - | - | - | - | - | - | 3 | 0.36% |
| | | White & Black Caribbean | 1 | - | - | - | 1 | 1 | - | - | - | - | - | - | 3 | 0.36% |
| | | White & Asian | 2 | - | - | 1 | - | - | - | - | - | - | - | - | 3 | 0.36% |
| | | Any other mixed/ multiple ethnic background | 1 | - | - | - | 2 | 2 | - | 1 | - | - | 1 | - | 7 | 0.86% |
| Other Ethnic Group | 0.86% | Arab | - | 1 | - | - | 4 | - | - | - | - | - | - | - | 5 | 0.61% |
| | | Other ethnic group | - | - | - | 1 | - | 1 | - | - | - | - | - | - | 2 | 0.25% |
| TOTAL DECLARED | | | 58 | 25 | 153 | 145 | 176 | 124 | 55 | 38 | 26 | 21 | 4 | 825 | 97.06% | |
| Not disclosed | 2.94% | Prefer not to say/ not provided | 4 | 1 | 4 | 5 | 5 | 3 | 1 | 1 | 1 | - | - | 25 | 2.94% | |
| Total employees who declare themselves as from an ethnic minority group in pay band | | | 9 | 3 | 9 | 10 | 17 | 14 | 5 | 6 | 1 | 1 | 0 | 75 | 9.09% | |
| % of ethnic minority staff in pay band | | | 15.5% | 12.0% | 5.9% | 6.9% | 9.7% | 11.3% | 9.0% | 15.8% | 3.8% | 4.8% | 0% | | | |
| Total in Pay Band | | | 62 | 26 | 157 | 150 | 181 | 127 | 56 | 39 | 27 | 21 | 4 | 850 | | |
| % of Workforce in Pay Band | | | 7.4% | 3.0% | 18.5% | 17.7% | 21.3% | 15% | 6.6% | 4.5% | 3.1% | 2.4% | 0.5% | | | |

Appendix B: Full Breakdown of recruitment by ethnicity

| | | Applications | Shortlisted | Offers |
|---|---|--------------|-------------|--------|
| White | White British/ English/ Northern Irish/ Scottish/ Welsh | 748 | 334 | 159 |
| | Irish | 9 | 5 | 1 |
| | Gypsy or Irish Traveller | 1 | 1 | 1 |
| | Roma | 0 | 0 | 0 |
| | Any other White Background | 159 | 55 | 15 |
| | | 917 | 395 | 176 |
| | Percentage of all Applications | 59.47% | 70.53% | 82.62% |
| Asian or Asian British | Indian | 22 | 8 | 5 |
| | Pakistani | 20 | 8 | 3 |
| | Bangladeshi | 13 | 5 | 0 |
| | Chinese | 15 | 4 | 1 |
| | Any other Asian Background | 31 | 4 | 3 |
| | | 101 | 29 | 12 |
| | Percentage of all Applications | 6.54% | 5.18% | 5.63% |
| Black/ African / Caribbean or Black British | African | 30 | 14 | 4 |
| | Caribbean | 7 | 4 | 1 |
| | Any other Black, Black British or Caribbean background | 28 | 9 | 3 |
| | | 65 | 30 | 8 |
| | Percentage of all Applications | 4.21% | 5.36% | 3.75% |
| Mixed/ Multiple Ethnic Background | White & Black African | 27 | 13 | 2 |
| | White & Black Caribbean | 14 | 5 | 1 |
| | White & Asian | 30 | 8 | 2 |
| | Any other mixed/ multiple ethnic background | 54 | 14 | 2 |
| | | 125 | 42 | 7 |
| | Percentage of all Applications | 8.10% | 7.50% | 3.28% |
| Other Ethnic Group | Arab | 20 | 6 | 2 |
| | Other ethnic group | 28 | 4 | 4 |
| | | 48 | 10 | 6 |
| | Percentage of all Applications | 3.11% | 1.79% | 2.85% |
| Not Disclosed | Prefer not to say/ not provided | 286 | 54 | 4 |
| | Percentage of all Applications | 18.5% | 9.64% | 1.87% |
| Total employees who declare themselves as from an ethnic minority | | 339 | 111 | 33 |
| | Percentage of all Applications | 21.98% | 19.82% | 15.49% |
| | TOTAL | 1542 | 560 | 213 |

Actions for 2023/24

We will:

- Work with our Equality & Anti-Poverty Lead to ascertain opportunities to increase Disability representation in the workforce; including applications from people with disabilities.
- Endeavour to reduce the number of applications received with no equality monitoring information by reviewing the guidance that is provided to all applicants.
- Increase target of ethnic minority staff representation in our workforce to 10% in line with the most recent census data (23.7% in Cambridge).
- Continue our networking and promotional work with organisations in order to encourage applications and showcase the Council as an employer.
- Continue to deliver on actions identified in the Single Equalities Scheme.
- Review and relaunch of key employment policies to ensure that they remain relevant and accessible to all.
- Continue to review our Health and Wellbeing material and provide supporting tools and guidance for staff and managers, ensuring accessibility for all.
- Continue to monitor internal promotion activity including reviewing career pathways across the organisation.
- Continue to monitor our Gender Pay Gap and extend this to Ethnicity Pay Gap monitoring.
- Continue to monitor the management of our employee relations casework.
- Explore the possibility of a flexible bank holiday policy.
- Review, enhance and relaunch our employee benefits package.
- Ensure that the People & Culture Strategy addresses key equalities, diversity and inclusivity matters.