

Diversity and Inclusion report: Workforce and Recruitment Monitoring Information 2019-20

June 2020



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Introduction

On 6 May the National Assembly for Wales became the Welsh Parliament, to be commonly known as Senedd. As a result, references in this document reflect the change of name, referring to the institution as the 'Assembly' in a historic context (prior to 6 May) and 'Senedd' thereafter.

Our workforce exists to support 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 use the analyses of these monitoring exercises 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 analyses of data which accords with the protected characteristics as defined by the Act.

As 98.7% 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 2020.

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 or externally. The recruitment data presented in this report covers both internal and external recruitment schemes that closed with appointments during the reporting period of 1 April 2019 to 31 March 2020. As such, this includes schemes which were advertised in the 2018-19 reporting period where the appointment was not made until after 1 April 2019. The external recruitment data includes Assembly Commission staff who applied for vacancies which were advertised externally. During the reporting period there were 23 internal recruitment schemes and 64 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 2019 and March 2020 and includes all formal internal schemes, whether temporary or permanent. We have procured a new Online Recruitment Application Tracking System which will enhance our data sets for 2020-21 recruitment monitoring reporting.

Action to address under-representation in our workforce

We continue to take 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 ensure they are gender balanced; we have undertaken an inclusion audit and further comprehensive organisational review of the efficacy and inclusivity of our recruitment practices; We have reviewed our advertising approach and continue to build on our brand and outreach principles; and we utilise up-to-date inclusive imagery in our social media advertising, as well as videos for specific campaigns showing what it is like to work here, which has increased the diversity, quantity and quality of applications. Using these principles, we are also developing a new, accessible, recruitment webpages which will focus on our values and culture, providing a picture of what it is like to work at the National Assembly for Wales.

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 external schemes we compare the success rate with that of the last reporting period (2016-2017), but not for internal schemes as this information is only available this year for the first time.

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 its presentation, where there are small numbers of staff, we have merged certain categories within the tables to ensure that individuals’ privacy is protected and in line with data protection legislation. Our Privacy Notice can be requested by contacting jobs@assembly.wales.

Executive Findings

1. Workforce composition

- Headcount as of 31 March 2020 is 476 staff.
- Team support accounts for 108, MB 3-1 account for 291, 77 are in the decision making grades.

2. Age

- 7.1% of our workforce are aged 25 and under. This has risen again from 6.1% 2018-19 and 4.9% in 2017-18.
- 18.3% of our workforce is aged between 51 and 65.
- The largest group of staff by age range is 36-40, which represents 22.5% of all staff.
- As last year, the majority of both applications and offers of employment are associated with those applicants aged 20-39, for both internal and external applications.
- Internally, there were no applications from anyone aged 50-59, in contrast with 63 external applications.
- External applications from age 40-49 have increased by 64%, internally this has increased by 15.8%.

3. Disability

- 5.5% of the Assembly's workforce identifies as having a disability; this is less than the 8.3% stated in the 2011 census Cardiff TTWA.

- The data shows that 81% of our staff who identify as disabled are at the three lowest pay grades.
- No one with a disability has been appointed this year (internally or externally), compared to 20% in the last reporting period (this equates to 1 person in 18/19).

4. Gender Identity/gender reassignment

- No members of staff have identified as trans.
- The Assembly was ranked 8th in the UK Stonewall's Workplace Equality Index 2020, and 1st in Wales.

5. Race/Ethnicity

- The number of staff who identify as BAME has decreased from 22 to 20. The percentage of BAME people in the total workforce has decreased from 4.6% last year to 4.2% 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.
- 70% of staff who identify as BAME are in the two lowest pay bands (TS and M3), down from 77.3% last year.
- In pay bands M2 and M1, four members of staff identify as BAME, which constitutes 20% of our workforce that identifies as BAME.
- 15% of our BAME staff (3 out of 20) applied for an internal recruitment scheme during this reporting period compared to 64 BAME applicants (7.1%) externally.

6. Sex

- This reporting period sees a near equal split at 51:49 between women and men in our overall workforce composition, which is consistent with last year's reporting. No staff have identified as non-binary.

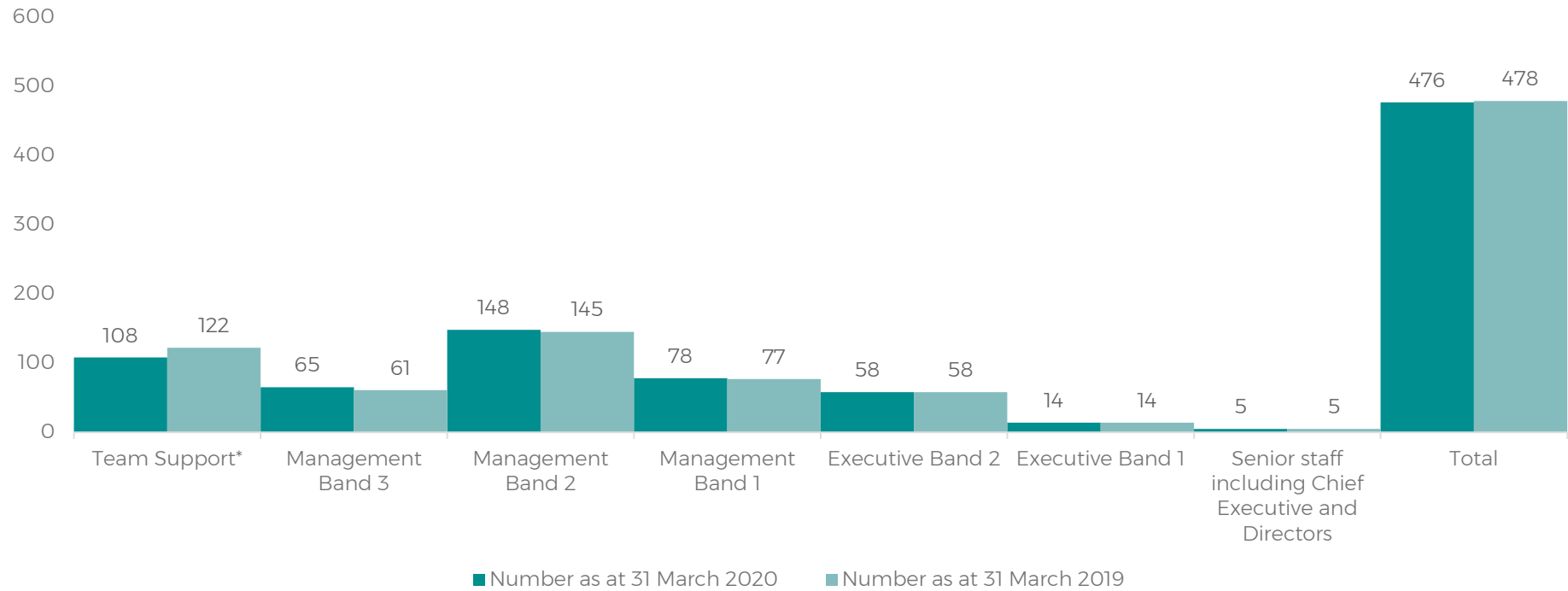
- TS grade has changed from 40/60 split in favour of men, to 36/64 in favour of men this year. At E1, we have achieved an equal split 50/50 between women and men (57/43 last year). Senior grade is now 40/60 women/men compared to last year's 60/40 women/men split. However, this can be accounted for the small numbers at this level, 5 in total, which will always result in an imbalance.
- Internally, women are more successful at both sift (women 87%, men 63.6%) and at securing an offer of employment (60 % female and 50% male); similarly, in external schemes, women had a higher success rate at each stage of the recruitment process.

7. Sexual orientation

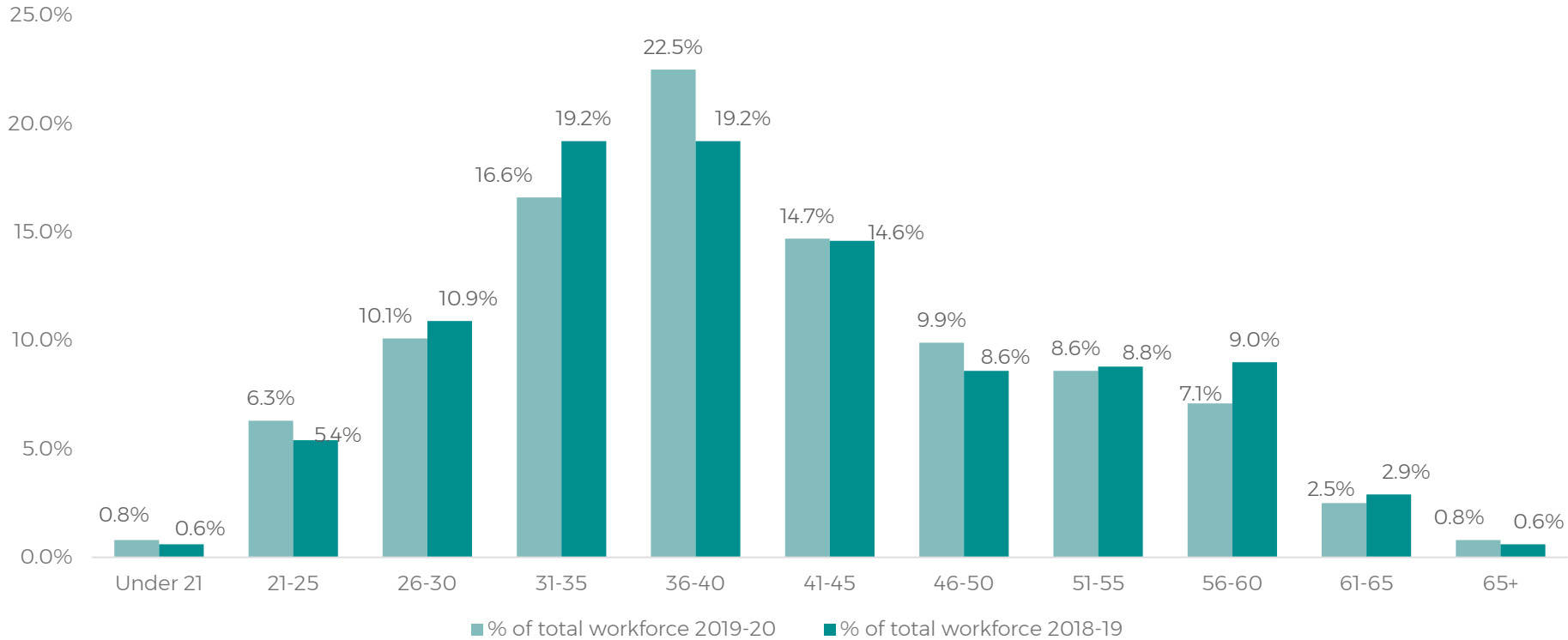
- The number of staff who identify as LGB+ and other has slightly increased to 19 since the last reporting period, representing 4% of our total workforce.
- One person who identified as LGB+ applied for an internal scheme, representing 2.2% of all internal applications. This candidate was successful at interview and was offered the job. Externally, 6% of job offers were made to people who identify as LGB+, up from 5.6% in 2018-2019.

Further detailed information can be found in the following Workforce and Recruitment, Diversity Monitoring Report.

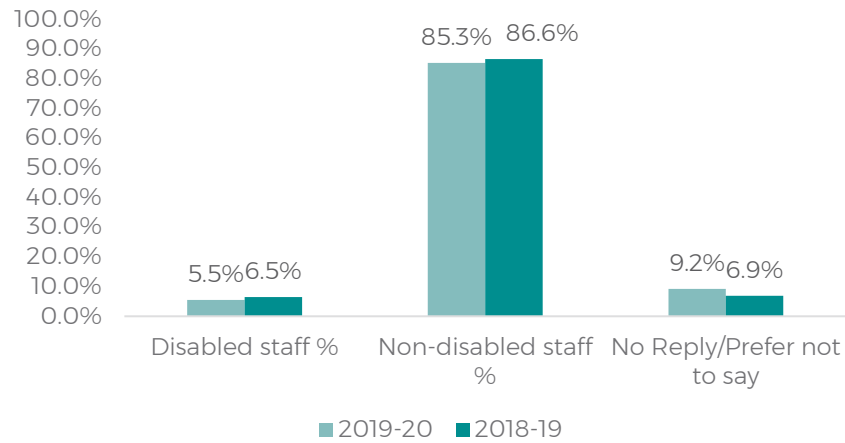
Workforce composition by grade



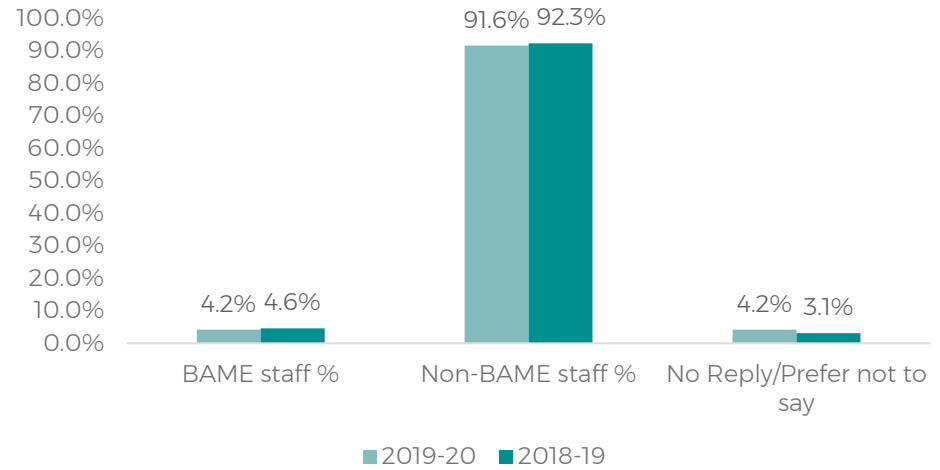
Workforce composition by age



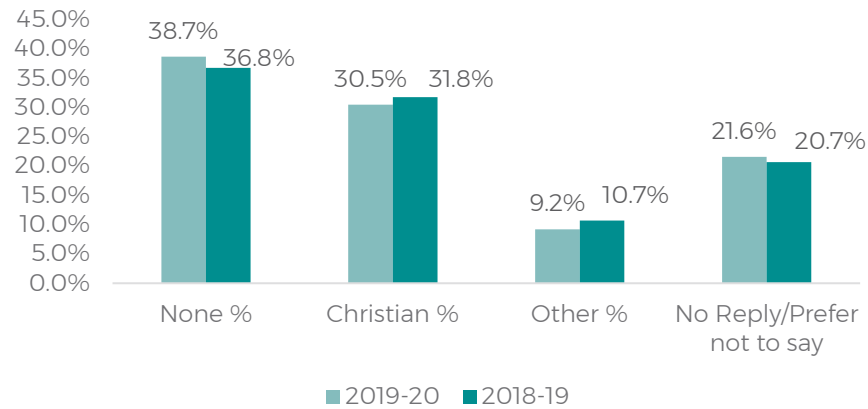
Workforce composition- Disability



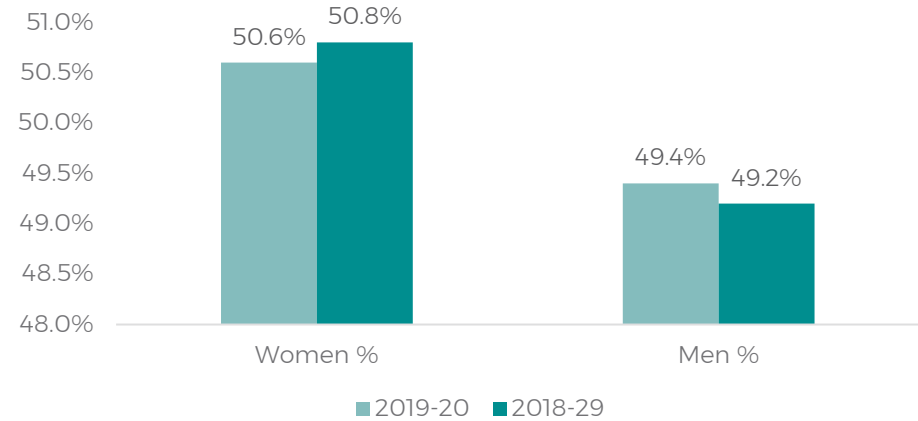
Workforce composition- Race/Ethnicity



Workforce composition- Religion/Belief



Workforce composition- Sex



Workforce composition

Table 1: Workforce composition by grade

Grade	Number as at 31 March 2020	% at 31 March 2020
Team Support*	108	22.7
Management Band 3	65	13.7
Management Band 2	148	31.1
Management Band 1	78	16.4
Executive Band 2	58	12.2
Executive Band 1	14	2.9
Senior staff including Chief Executive and Directors	5	1.1
Total	476	100.0

*includes apprentices

Headcount as of 31 March 2020: 476 staff. (which includes staff who were either seconded to the Assembly Commission or are agency staff). This compares with 478 staff in the last reporting period.

Age

Table 2: Workforce age profile

Age range	Number	% of total workforce 2019-20	% of total workforce 2019-20	% point change
Under 21	4	0.8	0.6	0.2
21-25	30	6.3	5.4	0.9
26-30	48	10.1	10.9	-0.8
31-35	79	16.6	19.2	-2.7
36-40	107	22.5	19.2	3.2
41-45	70	14.7	14.6	0.1
46-50	47	9.9	8.6	1.3
51-55	41	8.6	8.8	-0.2
56-60	34	7.1	9.0	-1.9
61-65	12	2.5	2.9	-0.4
65+	4	0.8	0.6	0.2
Total	476	100.0	100.0	

Declaration rate: 100.0%

Analysis:

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 7.1% of our workforce who are aged 25 and under. This has risen again from 6.1% 2018-19 and 4.9% in 2017-18.

18.3%* of our workforce is aged between 51 and 65. This has slightly decreased since our last annual report (20.7%). This is less than the figure 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 attract young people and older people into our workforce. During this period, we have employed our 2019 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 36-40, which represents 22.5% of all staff. This has increased compared to last year's figure of 19.2% for the same age range.

**totals from the table may not sum to 18.3% due to rounding up*

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	0.0	0	0.0	0.0	0.0	0.0
20 - 29	15	33.3	12	80.0	8	66.7	53.3	29.6	42.1
30 - 39	20	44.4	16	80.0	7	43.8	35.0	48.6	36.8
40 - 49	6	13.3	4	66.7	3	75.0	50.0	37.5	15.8
50 - 59	0	0.0	0	0.0	0	0.0	0.0	100.0	0.0
60>	2	4.4	0	0.0	0	0.0	0.0	0.0	0.0
No Reply	0	0.0	0	0.0	0	0.0	0.0	0.0	0.0
Prefer Not To Say	2	4.4	2	100.0	1	50.0	50.0	0.0	5.3
Total	45	100.0	34	75.6	19	55.9	42.2	40.8	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.
- Although the applications received from the 40-49 cohort (6) are less than 1/3 than those aged 30-39 (20), the 40-49 cohort are much more successful, resulting in 50% overall offer of employment compared to 35% for 30-39 years old;
- There were no applications made by anyone aged 50-59.

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	52	5.8	10	19.2	2	20.0	3.8	6.9	2.4
20 - 29	353	39.5	115	32.6	33	28.7	9.3	8.9	39.8
30 - 39	222	24.8	102	45.9	25	24.5	11.3	12.1	30.1
40 - 49	149	16.7	60	40.3	16	26.7	10.7	7.7	19.3
50 - 59	63	7.0	26	41.3	7	26.9	11.1	11.1	8.4
60>	13	1.5	3	23.1	0	0.0	0.0	33.3	0
No Reply	24	2.7	10	41.7	0	0.0	0.0	0.0	0
Prefer Not To Say	18	2.0	5	27.8	0	0.0	0.0	11.8	0
Total	894	100.0	331	37.0	83	25.0	9.3	9.6	100.0

Source: HR Recruitment Team Data

Analysis:

- The percentage of applications with No Reply has increased from 1.5% in 2018-2019 to 2.7% in this reporting year. However, in the same period, external recruitment has increased by 20%. 2.7% is still a decrease in the previous No Reply numbers of 5.6% in 2017-18. Our Recruitment Team proactively contacts people to increase declaration rates and we will continue to update our communications and website to encourage applications.
- Most applications continue to be from 20-39 year olds, with the highest number of appointments from this group.
- The number of applications received from 40-59 years olds has increased by 64% this reporting period, whilst offers of employment in this age group has increased from 7.7% to 10.7%.
- The over 60 age range has also seen an increase in applications from 3 last year to 13 this year. However, this increase hasn't translated into appointments.
- 8.4% of all jobs went to people aged over 50, keeping consistent with 8.5% 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	%	2020	2019
TS *	108	5	4.6	93	86.1	10	9.3	4.6	7.4
M3	65	3	4.6	60	92.3	2	3.1	4.6	4.9
M2	148	13	8.8	117	79.1	18	12.2	8.8	10.3
M1	78	1	1.3	67	85.9	10	12.8	1.3	1.3
E2** E1 Senior	77	4	5.2	69	89.6	4	5.2	5.2	4.1
Total	476	26	5.5	406	85.3	44	9.2	5.5	6.5

*includes apprentices

** merged to protect individuals' privacy

Declaration rate: 90.8%

Analysis:

- The percentage of staff who declared a disability as at 31 March 2020 is 5.5% of our total workforce, a decrease from 6.5% in 2019. The grades that are more likely to Prefer Not To Say are M1 and M2. We will continue to encourage all disabled staff to record their disability on the HR system, as we believe that many people with hidden disabilities, 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 81% of our staff who identify as disabled are at the three lowest pay grades. 5.2% of the E2, E1 and Senior grades identify as disabled (up from 4.1% last year).
- 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 5.5% 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

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	
Disabled	2	4.4	0	0.0	0	0.0	0.0	20.0	0.0
Non-Disabled	36	80.0	28	77.8	16	57.1	44.4	43.1	84.2
No Reply	5	11.1	4	80.0	2	50.0	40.0	0.0	10.5
Prefer Not To Say	2	4.4	2	100.0	1	50.0	50.0	0.0	5.3
Total	45	100.0	34	75.6	19	55.9	42.2	40.8	100.0

Source: HR Recruitment Team Data

Analysis:

- Our internal recruitment schemes have decreased from 71 last year to 45 in this reporting period. This decrease is also reflected in the number of disabled applicants, from 5 last year to 2 this year.
- The number of internal candidates that chose Prefer Not To Say increased from none to 2.
- 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

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	
Disabled	84	9.4	31	36.9	6	19.4	7.1	6.8	7.2
Non-Disabled	709	79.3	270	38.1	72	26.7	10.2	10.2	86.8
No Reply	84	9.4	26	31.0	5	19.2	6.0	6.9	6.0
Prefer Not To Say	17	1.9	4	23.5	0	0.0	0.0	9.1	0.0
Total	894	100.0	331	37.0	83	25.1	9.3	9.6	100.0

Source: HR Recruitment Team Data

Analysis:

- 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. 9.4% of applications received were from people who identified as disabled compared to last reporting year's figure of 9.9%. However, actual numbers of applications from applicants that identify as disabled increased from 73 in 2018-19 to 84 in 2019-20.
- Offer of employment as a percentage of Successful At Sift is 19.4% compared to last reporting year's rate of 17.9%.
- The number of applicants who identified as disabled that were offered employment this year is 6, compared to 5 in the last reporting period.
- The overall success rate for applicants who identify as disabled is 7.1% compared with 6.8% in 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 (which remains consistent at 10.2%).

Gender Identity / Gender Reassignment

- 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 2020. 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, and we have recently refreshed our Skillbooster training (online training) to support this.
- Staff have the ability to update their personal data on the HR System and we are also encouraging staff to ensure 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

Gender Identity	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	
Trans	4	0.4	1	25.0	0	0.0	0.0	0.0	0.0
Non-Trans	764	85.5	283	37.0	72	25.4	9.4	10.5	87.0
No Reply	117	13.1	42	35.9	11	26.2	9.4	1.6	13.0
Prefer Not To Say	9	1.0	5	55.6	0	0.0	0.0	5.9	0.0
Total	894	100.0	331	37.0	83	25.1	9.3	9.6	100.0

Source: HR Recruitment Team Data

Analysis:

- The number of applications from people who identify as trans has increased to 4 from last year's reporting period.
- No replies has increased from 8.5% in 2018-19 to 13.1%. 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. However, Prefer Not To Say has decreased from 2.3% in 2018-19 to 1% this year.
- While there are no comparative statistics for the Cardiff TTWA in relation to people who identify as trans, the Government Equalities Office¹ 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.

¹ 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	%
TS	108		10	9.3	94	87.0	4	3.7
M3	65		4	6.2	58	89.2	3	4.6
M2	148		4	2.7	138	93.2	6	4.1
M1	78		0	0.0	75	96.2	3	3.8
E2** E1 Senior	77		2	2.6	71	92.2	4	5.2
Total	476		20	4.2	436	91.6	20	4.2

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

** merged for privacy

Declaration rate: 95.8

Analysis:

- The number of staff who identify as BAME has decreased from 22 to 20. The percentage of BAME people in the total workforce has decreased from 4.6% last year to 4.2% 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 2018-19, this year, the TS grades exceed this comparison figure, with M3 comparatively aligned (6.2%).
- 50% (10) of our BAME staff are employed at entry level (TS grade). This has decreased from 59.1% (13) from 2018-19. 10% of staff who identify as BAME are employed at decision-making level at E2, E1 and Senior Level, which has slightly increased from 9.1% in the last reporting period.
- We can infer from the data that there is an uneven distribution of staff who identify as BAME across our workforce. 70% of staff who identify as BAME are in the two lowest pay bands (TS and M3), down from 77.3% last year. In pay bands M2 and M1, four members of staff identify as BAME, which constitutes 20% of our workforce that identifies as BAME. We will work hard to ensure that we increase representation in bands M1 and beyond (both through more staff self-identifying on our HR system as BAME, and employing more BAME staff at all levels, particularly at decision-making level).
- We have engaged Business in the Community (BITC) and have designed an action plan 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 and diverse 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 outreach and engagement work meant that our recent Apprenticeship Scheme had a 48% increase in BAME applicants.

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	
BME	3	6.7	1	33.3	0	0.0	0.0	100.0	0.0
Non-BME	39	86.7	30	76.9	18	60.0	46.2	38.2	94.7
No Reply	1	2.2	1	100.0	0	0.0	0.0	100.0	0.0
Prefer Not To Say	2	4.4	2	100.0	1	50.0	50.0	0.0	5.3
Total	45	100.0	34	75.6	19	55.9	42.2	40.8	100.0

Source: HR Recruitment Team Data

Analysis:

15% of our BAME staff (3 out of 20) applied for an internal recruitment scheme during this reporting period; only one applicant was successful at sift, yet none were successful in securing a job offer.

We are working with BITC to conduct Diagnostic Tools which will help us put in place practical steps to support the development of our BAME staff. This work will help us further develop our BAME action plan and to continue to progress work with our REACH network.

We have worked with BITC to deliver 'Let's talk about Race' sessions to both members of staff and our Leadership Team, as well as worked with Race Council Cymru to deliver Cultural Awareness sessions during Black History Month. The Diversity and Inclusion team worked with our Learning and Development Team to procure Presentation and Confidence Building Training for our Reach Workplace Equality Network (Race, Ethnicity and Cultural Heritage) staff members.

Table 11: External Recruitment by Race / Ethnicity

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	
BME	64	7.1	20	31.3	3	15.0	4.7	5.7	3.6
Non-BME	800	89.0	297	37.1	79	26.6	9.9	10.0	95.2
No Reply	21	2.3	7	33.3	0	0.0	0.0	0.0	0.0
Prefer Not To Say	14	1.6	7	50.0	1	14.3	7.1	13.3	1.2
Total	899	100.0	331	36.8	83	25.1	9.2	9.6	

Source: HR Recruitment Team Data

Analysis:

- The 2011 Census states that 6.8% of people who are economically active and employed in the Cardiff TTWA identify as BAME. The number of total applications from people who identify as BAME has increased from 53 BAME applicants in 2018-2019 to 64 BAME applicants in 2019-20. This is 7.1% of total applications which exceeds the BAME population in the Cardiff TTWA (6.8%).
- No Replies have increased to 2.3% this year from 1.6% in 2018-19. Prefer Not To Say has decreased to 1.6% this year from 2% in 2018-19.
- 3 BAME applicants were successful and were offered employment, which remains the same as last year.
- It is worth noting that we follow the ONS guidelines for monitoring data. At the moment, applicants have the option of selecting multiple options for Ethnicity and, as a result, some applicants selected a Minority Ethnic option as well as a non-minority ethnic option. This explains the difference in external recruitment total figures 899, compared 894 in other tables.

Religion /Belief

Table 12: Workforce religion /belief profile

Grade	Total staff	None		Christian*		Other**		No Reply/Prefer not to Say	
		number	%	number	%	number	%	number	%
TS***	108	40	37.0	32	29.6	11	10.2	25	23.1
M3	65	34	52.3	19	29.2	3	4.6	9	13.8
M2	148	63	42.6	37	25.0	13	8.8	35	23.6
M1	78	27	34.6	29	37.2	9	11.5	13	16.7
E2	58	15	25.9	20	34.5	7	12.1	16	27.6
E1	14	3	21.4	7	50.0	1	7.1	3	21.4
Senior	5	2	40.0	1	20.0	0	0.0	2	40.0
Total	476	184	38.7	145	30.5	44	9.2	103	21.6

*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: 78.4%

Analysis:

- The declaration rate is still lower than we would wish it to be, and we will continue to encourage staff to update their personal information on the HR system.
- 38.7% of staff who filled in their data on our HR system declared no religion or belief (none), which is higher than last year's 36.8%.
- 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

Religious 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	18	40.0	13	72.2	7	53.8	38.9	34.5	36.8
Christian	11	24.4	7	63.6	5	71.4	45.5	48.2	26.3
Other	6	13.3	5	83.3	3	60.0	50.0	30.0	15.8
No Reply	1	2.2	1	100.0	1	100.0	100.0	50.0	5.3
Prefer Not To Say	9	20.0	8	88.9	3	37.5	33.3	66.7	15.8
Total	45	100.0	34	75.6	19	55.9	42.2	40.8	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:

- The majority of applicants (40%) identify as None, also accounting for the highest % of total job offers (36.8%). Applicants who identify as Other have a success rate of 50%.
- Prefer Not To Say has increased to 20% from last year's 4.2%. We will work to understand the reasons for this increase .

Table 14: External Recruitment by Religion / Belief

Religious 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	374	41.8	143	38.2	30	21.0	8.0	10.0	36.1
Christian	257	28.7	95	37.0	31	32.6	12.1	7.7	37.3
Other	154	17.2	59	38.3	14	23.7	9.1	12.1	16.9
No Reply	42	4.7	13	31.0	3	23.1	7.1	3.4	3.6
Prefer Not To Say	67	7.5	21	31.3	5	23.8	7.5	12.0	6.0
Total	894	100.0	331	37.0	83	25.1	9.3	9.6	100.0

Source: HR Recruitment Team Data

Analysis:

- 45.9% of applicants declared a religion or belief. This has decreased since last year (50.6%).
- The percentage of no replies has increased from 3.9% in 2018-19 to 4.7% in 2019-20.
- The percentage of Prefer Not To Say has decreased from 10.2% in 2018-19 to 7.5% in this reporting period.
- Most jobs were offered to people who declared as Christian (32.6%), followed by Prefer Not To Say (23.8%) and Other Religion (23.7%).
- The percentage of applications from people who declared Other Religions decreased from 19.1% in 2018-19 to 17.2% in 2019-20. Their success rate has also decreased from 12.1% in 2018-19 to 9.1% in 2019-20.
- 37.3% of job offers were made to people who declared Christian, up from 25.4% in 2019-2020.
- 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 2020	% split 2019
	number	number	%	number	%	Women/men	Women/men
TS*	108	39	36.1	69	63.9	36/64	40/60
M3	65	28	43.1	37	56.9	43/57	41/59
M2	148	90	60.8	58	39.2	61/39	61/39
M1	78	45	57.7	33	42.3	58/42	56/44
E2	58	30	51.7	28	48.3	52/48	52/48
E1	14	7	50.0	7	50.0	50/50	57/43
Senior	5	2	40.0	3	60.0	40/60	60/40
Total	476	241	50.6	235	49.4	51/49	51/49

*includes apprentices

Declaration rate: 100%

No members of staff have identified as non-binary

Analysis:

- This reporting period sees a near equal split at 51:49 between women and men in our overall workforce composition, which is consistent with last year's reporting. No staff have identified as non-binary.
- Distribution of male/female has remained consistent in grades M2 and E2 this year compared to last.
- TS grade has changed from 40/60 split in favour of men, to 36/64 this year. 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.
- This reporting period sees some changes to the top two tiers of decision-makers. At E1, we have achieved an equal split 50/50 between women and men (57/43 last year). Senior grade is now 40/60 women/men compared to last year's 60/40 women/men split. However, this can be accounted for the small numbers at this level, 5 in total, which will always result in an imbalance either way.
- In 2019-20, there are 9 women and 10 men at E1/Senior decision making level (47.4% women), compared to 11 women and 8 men in 2018-19 (58%). The current figure of 47.4%, brings us closer to the ambition set out in the 50:50 by 2020 Campaign.

Workforce Sex by Working Pattern Profile

Table 16: Sex by Working Pattern

In Table 15, the percentage refers to the proportion of specified sex at each grade by working pattern. For example, 69.2% of women who are at Team Support grade work full time, and 7.1% of men at Executive Band 2 (E2) work part time. 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.

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			
TS*	27	69.2	12	30.8	59	85.5	10	14.5	108	22	22.7
M3	24	85.7	4	14.3	33	89.2	4	10.8	65	8	13.7
M2	55	61.1	35	38.9	56	96.6	2	3.4	148	37	31.1
M1	31	68.9	14	31.1	32	97.0	1	3.0	78	15	16.4
E2	21	70.0	9	30.0	26	92.9	2	7.1	58	11	12.2
E1	6	85.7	1	14.3	7	100.0	0	0.0	14	1	2.9
Senior	2	100.0	0	0.0	2	66.7	1	33.3	5	1	1.1
Total	166	68.9	75	31.1	215	91.5	20	8.5	476	95	100.0

*includes apprentices

Analysis:

- The 2011 Census data shows that 37.3% of women in the Cardiff TTWA work part-time. During this reporting period, 31.1% of women in our workforce work part time, a small increase from 30.9 in 2018-19 and 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, 8.5% of men in our workforce work part time, a decrease from 9.4 in 2018-2019.
- 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 formally reduced their hours.
- As last year, the data shows that men are less likely to work part-time than women in our workforce. However, this year, there is the same number of men and women (1 each) working part time in the top two grades (E1 and Senior), this is different from last year where no men at this level worked part time.

Table 17: Internal Recruitment by Sex

Gender	Applications Received		Successful at Sift		Offer of Employment		Overall Success		
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	% of total job offers
Female	23	51.1	20	87.0	12	60.0	52.2	45.5	63.2
Male	22	48.9	14	63.6	7	50.0	31.8	35.1	36.8
No Reply	0	0.0	0	0.0	0	0.0	0.0	0.0	0.0
Prefer Not To Say	0	0.0	0	0.0	0	0.0	0.0	100.0	0.0
Total	45	100.0	34	75.6	19	55.9	42.2	40.8	100.0

Source: HR Recruitment Team Data

Analysis:

- The number of male and females applying for internal recruitment schemes are fairly the same. However, women are more successful at both Sift (women 87%, men 63.6%) and at securing an offer of employment (60% female and 50% male).
- Inclusivity is at the heart of our 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 have taken steps to make our candidate packs more visually and diversely 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 jobs
	Number	% of Total Apps	Number	% of Apps	Number	% Successful at Sift	% of Current Year	% of Previous Year	
Female	446	49.9	182	40.8	50	27.5	11.2	9.0	60.2
Male	419	46.9	135	32.2	32	23.7	7.6	10.4	38.6
Non-binary and other gender identity	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
No Reply	20	2.2	9	45.0	1	11.1	5.0	6.7	1.2
Prefer Not To Say	8	0.9	4	50.0	0	0.0	0.0	9.1	0.0
Total	894	100.0	331	37.0	83	25.1	9.3	9.6	100.0

Source: HR Recruitment Team Data

Analysis:

- The percentage of “No Reply” has remained more or less static from 2.0% in 2018-19 to 2.2 in 2019-20.
- Identical to last year, no applicants declared a non-binary or other gender identity.
- This year, more women than men applied for jobs (49.9% and 46.9.% of applicants respectively) and women had a higher success rate at each stage of the recruitment process. In 2018-19, more men applied for jobs than women, and had a higher success rate at each stage of the process except for Sift stage. The previous year, (2017-18).60.2% of job offers were made to women, up from 43.7% in 2018-2019.
- We ensure that all of our recruitment panels have diversity and inclusion training, including unconscious bias training. All of our recruitment 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	%
TS*	108		2	1.9	93	86.1	13	12.0
M3	65		3	4.6	56	86.2	6	9.2
M2	148		7	4.7	120	81.1	21	14.2
M1	78		6	7.7	61	78.2	11	14.1
E2** E1 Senior	77		1	1.3	59	76.6	17	22.1
Total	476		19	4.0	389	81.7	68	14.3

*includes apprentices

**merged for privacy

Declaration rate: 85.7%

Analysis:

- Whilst it continues to rise, the declaration rate of 85.7% (82.3% last year) is lower than we would like it to be, hence we periodically remind and encourage staff to update their personal data on our HR system.
- The number of staff who identify as LGB and other has slightly increased to 19 since the last reporting period, representing 4% of our total workforce. 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 estimate² 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 4% could be considered broadly representative.

² <https://webarchive.nationalarchives.gov.uk/http://www.berr.gov.uk/files/file23829.pdf>

Table 20: Internal 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	
LGB & Other	1	2.2	1	100.0	1	100.0	100.0	0.0	5.3
Non-LGB	39	86.7	29	74.4	17	58.6	43.6	45.3	89.4
No Reply	0	0.0	0	0.0	0	0.0	0.0	0.0	0.0
Prefer Not To Say	5	11.1	4	80.0	1	25.0	20.0	0.0	5.3
Total	45	100.0	34	75.6	19	55.9	42.2	40.8	100.0

Source: HR Recruitment Team Data

Analysis

- Only one person who identified as LGB+ applied for an internal scheme, representing 2.2% of all internal application. This candidate was successful at interview and was offered the job.
- We are confident that the support and development available for LGB+ staff continues to represent best practice.
- In 2020, we have been named by Stonewall as the number one employer in Wales and one of the Top Ten 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	
LGB & Other	73	8.2	24	32.9	5	20.8	6.8	7.4	6.0
Non-LGB	736	82.3	276	37.5	73	26.4	9.9	10.3	88.0
No Reply	30	3.4	11	36.7	1	9.1	3.3	0.0	1.2
Prefer Not To Say	55	6.2	20	36.4	4	20.0	7.3	7.7	4.8
Total	894	100.0	331	37	83	25.1	9.3	9.6	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 7.3% to 8.2%, which is higher than the UK Government’s estimate of 5-7% of the local populations identifying as LGB+.
- “No Replies” have remained consistent at 3.4 % (3.1% in 2018-19).
- 6% of job offers were made to people who identify as LGB+, up from 5.6% in 2018-2019. This is up to 5 people from 4 people last year.

- 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.
- We remain in the Top 10 of Stonewall's Workplace Index, and number 1 Employer in Wales for LGB. We also have been awarded Highly Commended Network Group.

Maternity and Parental Leave

Maternity Leave and Returns

Twenty one women were on maternity leave during this period. Eleven returned from maternity leave, five of whom changed their work pattern on their return to work.

Co-Parental/Paternity Leave

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

Shared parental leave

Two individuals took shared parental leave during this period.

Grievance, Disciplinary and Dismissal Related to Protected Characteristics

In this reporting period we received fewer than three complaints relating to a protected characteristic.

Complaints about Discrimination / Prohibited Conduct

There were no complaints in this reporting period.