

Diversity and Inclusion: Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report

June 2023



The Welsh Parliament is the democratically elected body that represents the interests of Wales and its people. Commonly known as the Senedd, it makes laws for Wales, agrees Welsh taxes and holds the Welsh Government to account.

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About this Report



Introduction

Each year we collect, analyse, and publish diversity data on our workforce profile and recruitment activity. This year, we have added our equal pay audit summary and pay gap reporting activities into this report. Our action plan draws together all the actions we need to undertake across these activities.

This report sets out an analysis of the diversity profile of our workforce, alongside both internal and external recruitment monitoring data, and pay gap reporting data. From this information, we are able to examine the diversity profile of our workforce, the people we attract to apply for jobs, to whom we offer employment and identify whether there are any pay gaps. We use the analyses of these monitoring exercises to help inform our approach to being an inclusive recruiter and employer, in order to meet the diverse needs of staff and to try to ensure that our workforce is representative of the diversity of 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 Act). The report contains analyses of data which accords with the protected characteristics as defined by the Act.

Reporting

This year, where possible, we have presented our data on a three-year basis to give a richer insight regarding trends and to inform how we address any potential or actual negative trends. We have done this for both our workforce and recruitment data. Our pay gap reporting suite is also reported on a rolling-year basis to give a longer-term picture of pay gap trends, and the equal pay summary includes last year's information as well as the current year.

Comparators

The Senedd Commission uses benchmarking and comparative data to understand progress and where more work needs to be done.

We do this in the following ways:

- Benchmark against the Senedd Commission's own workforce, recruitment and pay data on previous reporting years;
- Use the Social Mobility Commission's Toolkit for measuring socio-economic diversity and inclusion;
- Use the latest Census (2021) data. For the purposes of this reporting year, we use data drawn from Census 2021 on a Cardiff and Wales basis and will continue to review and if required, adjust our comparators as new data sets emerge.

Our Values

Our organisational values are at the very core of what we do and are used to shape the decisions we make and how we interact with each other. Our values support how we build relationships and make the Senedd Commission the best possible place to work.



RESPECT

We are inclusive, kind, and value each other's contributions in delivering excellent services



PASSION

We are purposeful in our support of democracy and pull together to make a difference for the people of Wales



PRIDE

We embrace innovation and celebrate our achievements together as a team

WE ARE **ONE TEAM**



Workforce, Recruitment and Pay Gap Summary



COMMISSION STAFF HEADCOUNT



486

31 March 2023



474

31 March 2022



480

31 March 2021

SEX AND GENDER

WOMEN



50%

MEN



50%

No staff have identified as non-binary. Women represent 48% of staff in our three most senior pay bands, slightly reduced from 50% last year.

Working Pattern

75%

Full-time

93%

Full-time

25%

Part-time

7%

Part-time

Recruitment

Non-binary candidates form a proportion of total job offers for external roles (1.6%).

53.8%

Internal job offers

46.2%

Internal job offers

55.7%

External job offers

41.0%

External job offers

Gender Identity and Gender Reassignment

No members of staff have identified as trans. 3.3% of total applications for external roles were from applicants who identified as trans compared to 2.6% of applicants in 2022.

AGE

Workforce

21.6% of our workforce is aged 51 and over, up from 20.9% last year.

<21	21-30	31-40	41-50	51-60	61>
0%	13.6%	35.4%	29.4%	15.9%	5.7%

Recruitment

Internal job offers

<20	20-39	30-39	40-49	50-59	60>
0.0%	53.8%	15.4%	23.1%	7.7%	0.0%

External job offers

<20	20-39	30-39	40-49	50-59	60>
1.6%	39.3%	31.1%	11.5%	11.5%	3.3%

DISABILITY

Workforce

The percentage of staff who declared a disability increased from 6.3% (2022) to 7.4% (2023).

7.4%

Disabled

83.7%

Non-disabled

8.8%

**Prefer not to say /
no reply**

Recruitment

7.7 % of internal jobs were offered to disabled applicants.

External job offers

13.1%

2022-23

9.4%

2021-22

0.0%

2020-21

ETHNICITY

Workforce

4.5% of staff identify as being of an ethnic minority, up from 4.2% in 2022.

45.5% of our staff who identify as being from an ethnic minority are employed at our lowest pay band (TS grade). This has decreased from 57.1% in 2021 and 50% in 2022.



Recruitment

There has been an increase in the percentage of total applications from ethnic minority candidates: from 11.0% in 2021-2022 to 13.0% in 2022-2023.

0.0% of internal jobs were offered to ethnic minority applicants.

External job offers



SEXUAL ORIENTATION

Workforce

4.7% of staff identify as being LGBTQ+, up from 4.2% in 2022.



Recruitment

0.0% of internal jobs were offered to LGBTQ+ staff.

External job offers



RELIGION / BELIEF

Workforce

38.9%
No religion / belief

28.2%
Christian

11.1%
Other religion

21.8%
Prefer not to say /
no reply

Recruitment

External job offers

45.9%
No religion / belief

26.2%
Christian

23%
Other religion

4.9%
Prefer not to say /
no reply

Internal job offers

61.5%
No religion / belief

23.1%
Christian

7.7%
Other religion

7.7%
Prefer not to say /
no reply

Pay Gap Reporting

Gender Pay Gap - Hourly Pay

	2022-23	2021-22	2020-21	2019-20
Mean Gender Pay Gap	-4.8%	-6.5%	-5.3%	-6.7%
Median Gender Pay Gap	0.0%	-9.75%	-9.8%	-15.2%

Ethnicity Pay Gap - Hourly Pay

	2022-23	2021-22	2020-21	2019-20
Mean Ethnicity Pay Gap	23.5%	26.1%	28.1%	20.4%
Median Ethnicity Pay Gap	23.6%	35.8%	38.9%	21.7%

Disability Pay Gap - Hourly Pay

	2022-23	2021-22
Mean Disability Pay Gap	1.28%	-2.87%
Median Disability Pay Gap	0.0%	0.0%





Senedd Commission Workforce Data Insights



Headcount (number of staff) and Full-time Equivalent (FTE)

The headcount as at 31 March 2023 was 486 staff. This compares with 474 staff as at 31 March 2022. This figure does not include people who were either seconded to the Senedd Commission, are employed through an agency, or are participants in our YMLAEN internship scheme.

	2023	2022	2021
No. of staff	486	474	480
Full-time equivalent basis	466.77	452.02	457.87

How do we compare

We have used data from the 2021 Census to compare our workforce and recruitment statistics to those who are economically active and employed in the Cardiff local authority area, and on a national level across Wales. We will review comparators as more data emerges from the Census and as our staff profile continues to evolve.

Graph 1: Workforce composition by Grade (pay band) comparing 2021, 2022 and 2023 data

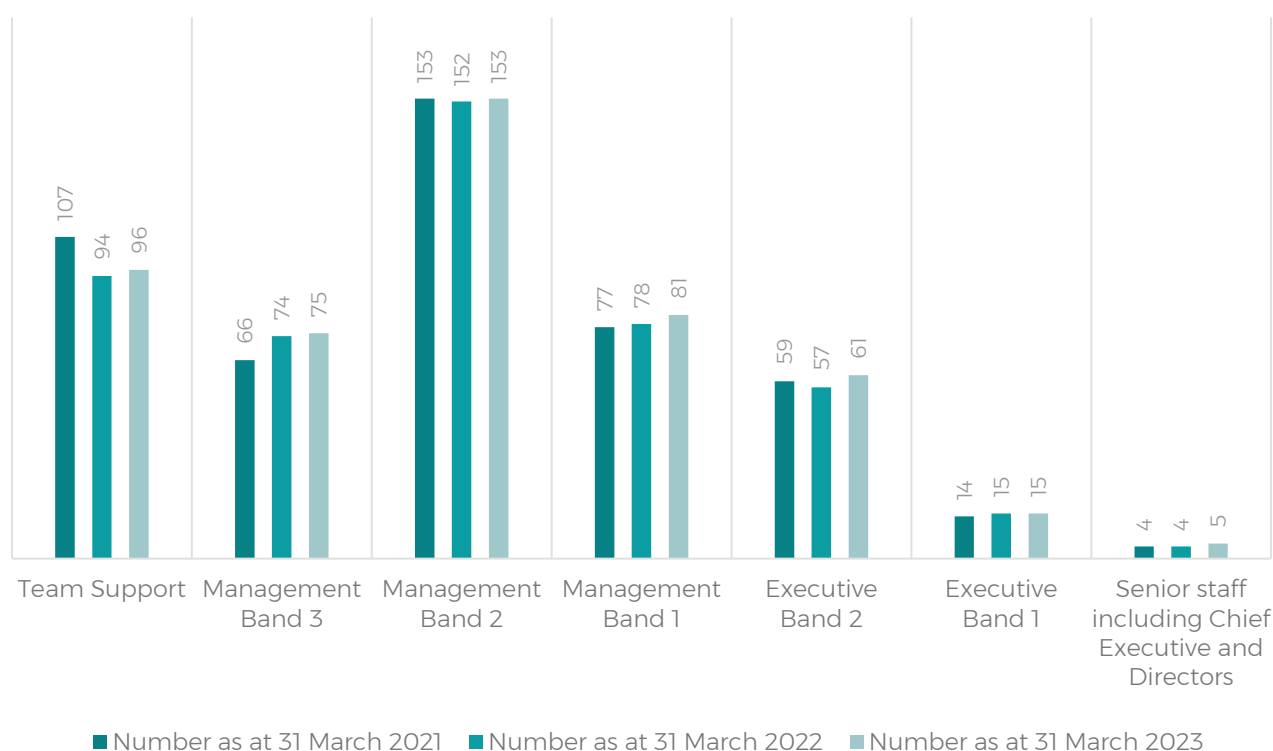
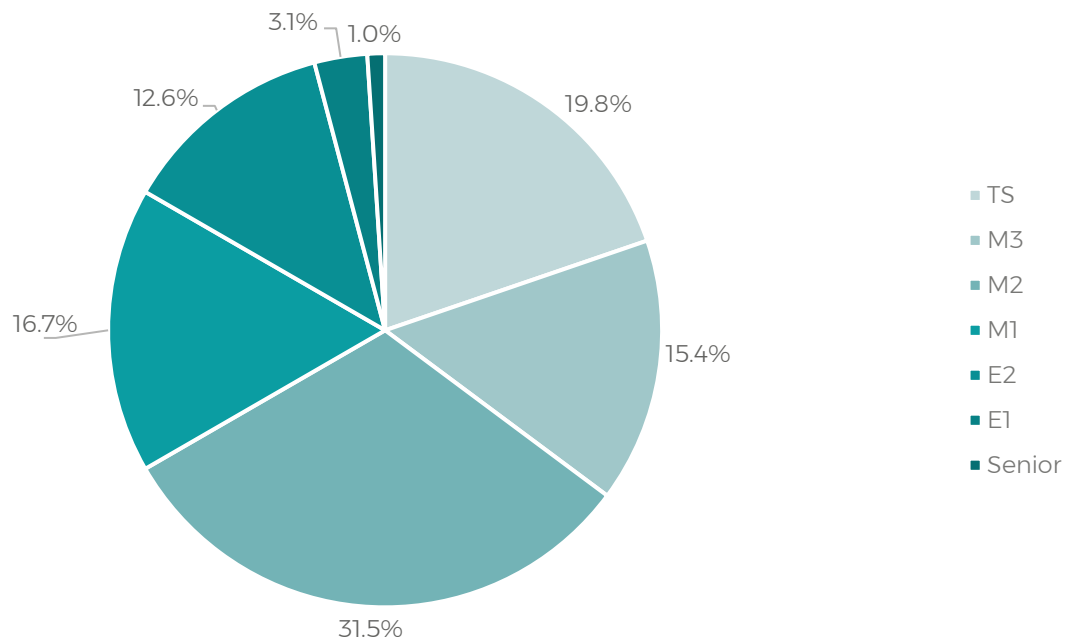


Chart 1: Percentage of Staff by Grade/ Pay band (as at 31 March 2023)

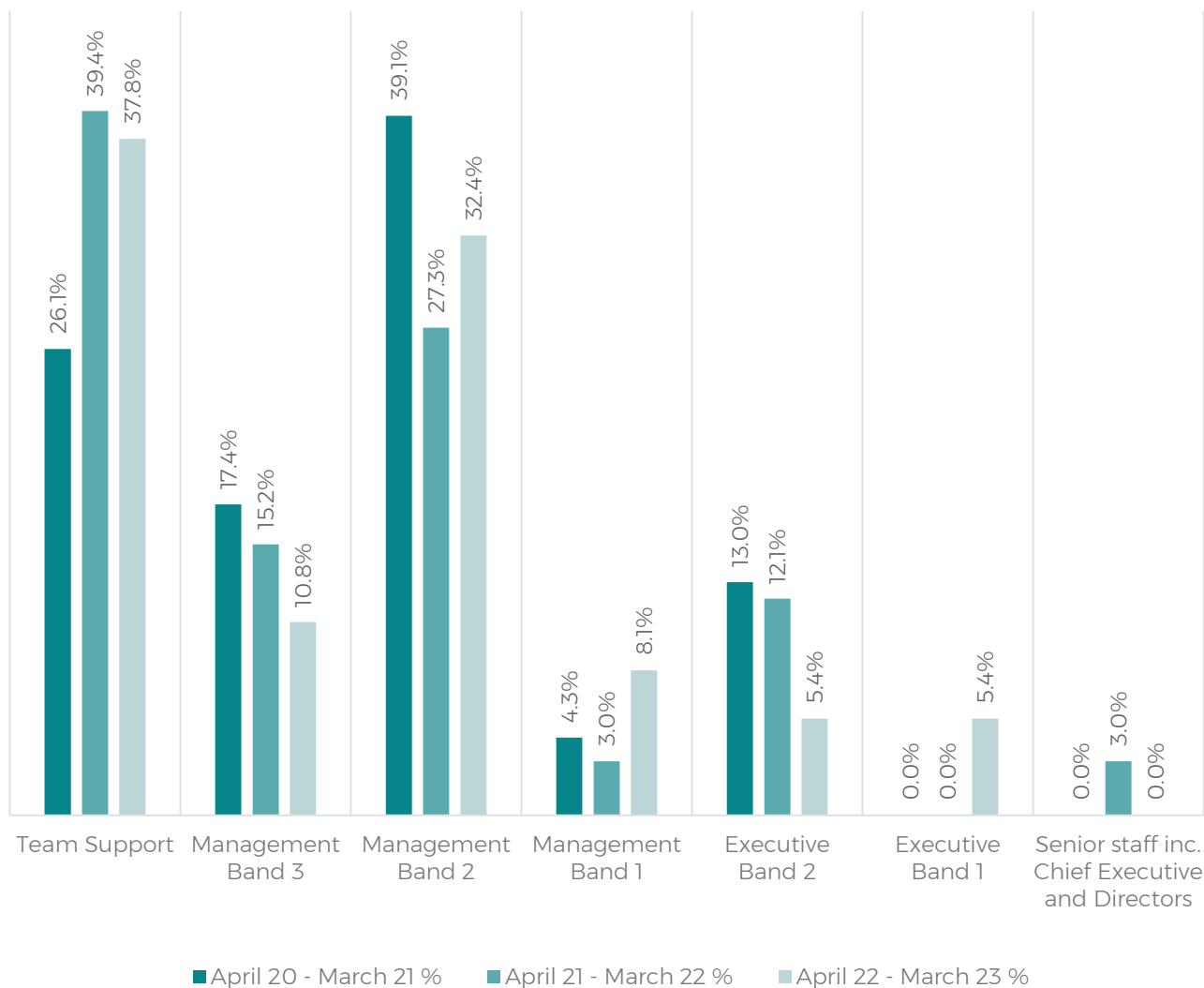


Analysis

The largest group of staff is at Management Band 2, at 31.5%, which was also the case in the last reporting period. The Executive Band 1 and Senior staff cohort has increased from 4.0% of our total workforce to 4.1% - an increase from 19 staff to 20. Although many of the bands have remained stable, the biggest change is in Management Band 1, growing from 16.0% of our total workforce to 16.7% - an increase from 78 staff to 81.

Turnover

Graph 2: Turnover by grade



Analysis

The graph shows the percentage of leavers at a particular grade over the last three years. Turnover is highest at team support and management band 2 level. Overall, turnover has remained fairly static over the last three years with no movement at Executive Band 1 until this reporting year and minor movement at senior staff level in 2022. The low turnover at executive and senior levels could impinge on our ability to address underrepresentation from either a talent management and/or recruitment perspective at senior decision-making level. At the same time, we are pleased that our staff want to stay in our workforce and value their contribution.

Working Pattern by Sex

Graph 3: Working Pattern by Sex comparing 2021, 2022 and 2023 data

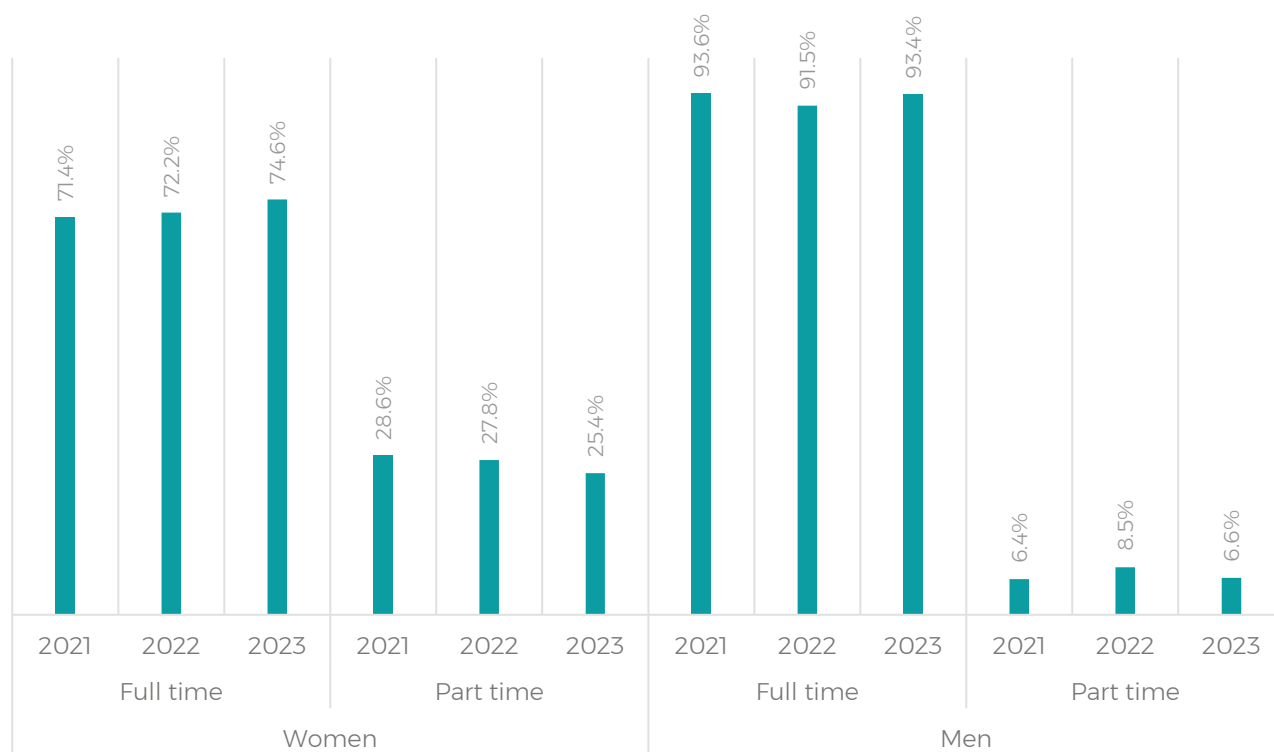


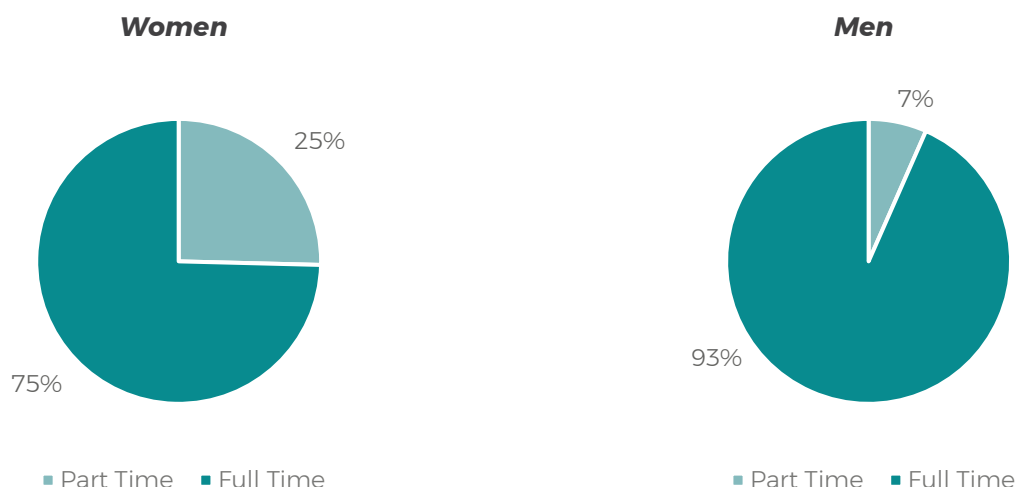
Table 1: Working Pattern by Sex and grade as at 31 March 2023

	Women		Men		Total workforce
	Full-time	Part-time	Full-Time	Part-time	
Grade	%	%	%	%	%
TS	72.2	27.8	86.7	13.3	19.8
M3	88.2	11.8	92.7	7.3	15.4
M2	66.3	33.7	95.3	4.7	31.5
M1	78.3	21.7	97.1	2.9	16.7
E2, E1, Senior*	79.5	20.5	97.6	2.4	16.7
Total	74.6	25.4	93.4	6.6	100.0

*merged to protect individuals' privacy

Here, we provide percentages, rather than numbers to protect individuals' privacy.

Charts 2 and 3: Working Patterns of Women and Men as at 31 March 2023



Analysis

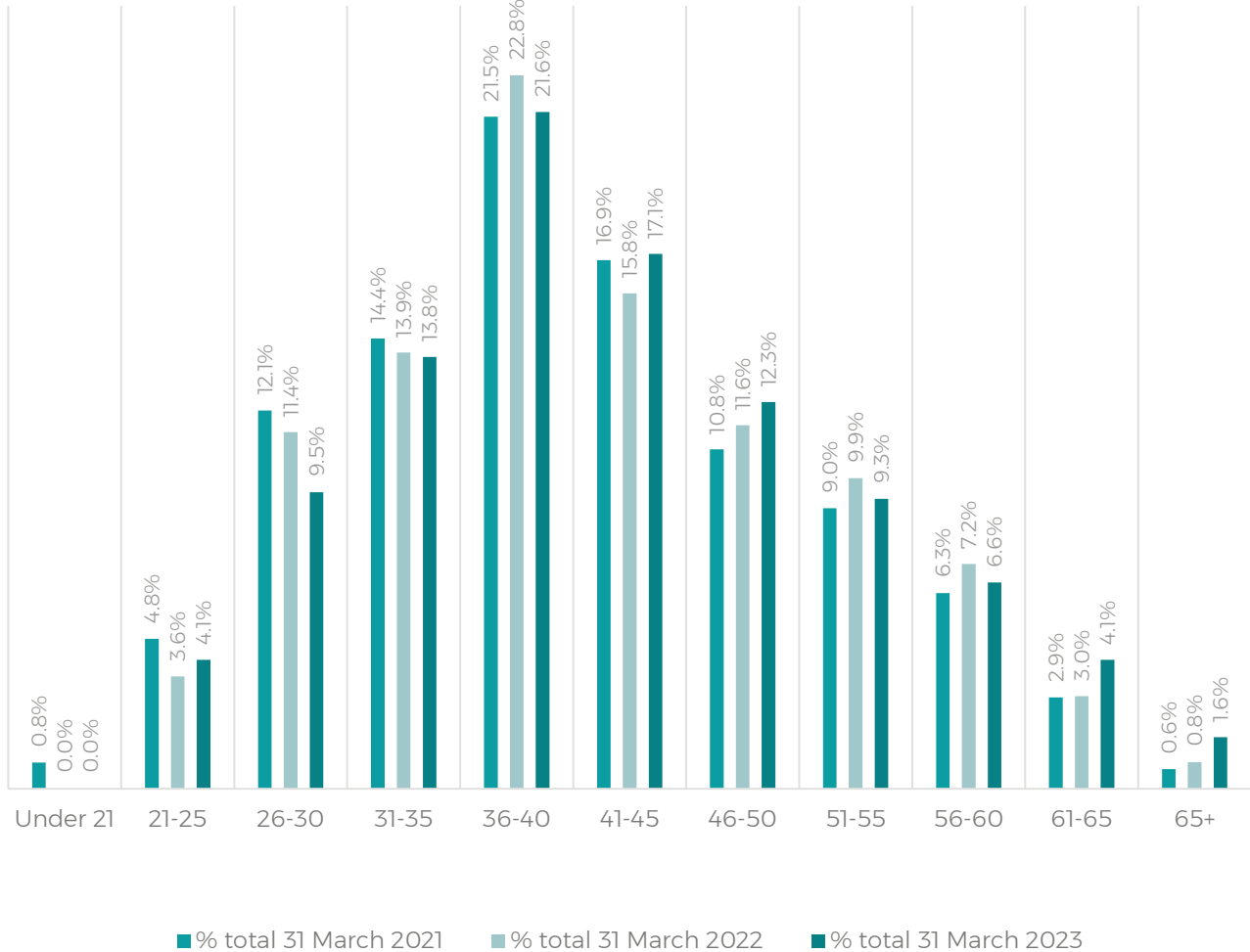
Our snapshot data on 31 March 2023 shows that 25.4% of women in our workforce work part-time, a decrease from 27.8% of women in March 2022 and 28.6% in March 2021. The 2021 Census states that 41.0% of women in Cardiff and 43.5% of women in Wales work part-time, compared to 25.4% of Senedd female employees.

The data also shows that 6.6% of men in our workforce work part time, a decrease from 8.6% in March 2022. The data shows that men are less likely to work part-time than women in our workforce. According to 2021 Census data, 21.1% of men in Cardiff and 17.2% of men in Wales work part-time compared to 6.6% of Senedd male employees.

Our staff use several flexible working options such as compressed hours, term time working 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 1 refer to formal arrangements only where a member of staff contractually works less than full-time hours.

Workforce composition by Age

Graph 4: Workforce Composition by Age comparing 2023 data to 2022 and 2021 data



Analysis

The data shows a movement to an older workforce, with a drop in each age bracket under 40 (except for a slight increase in the percentage of 21-25-year-olds) and an increase in the percentage of people from aged 41-50, and 61 and over, with only a slight decrease in those aged 51-60. The largest age group in our workforce in the age 36-40 cohort which accounts for 21.6% of our workforce. The average age of Senedd Commission employees is 42.

The 2021 Census shows that 8.9% of people in Cardiff and 8.6% of people in Wales are aged 16-24. This compares with 4.1% of our workforce. 29.6% of people in Cardiff and 37.0% of people in Wales are aged over 50, compared to 21.6% of our workforce aged over 51.

Workforce composition by Disability

Graph 5: Workforce Composition by Disability comparing 2021, 2022 and 2023 data

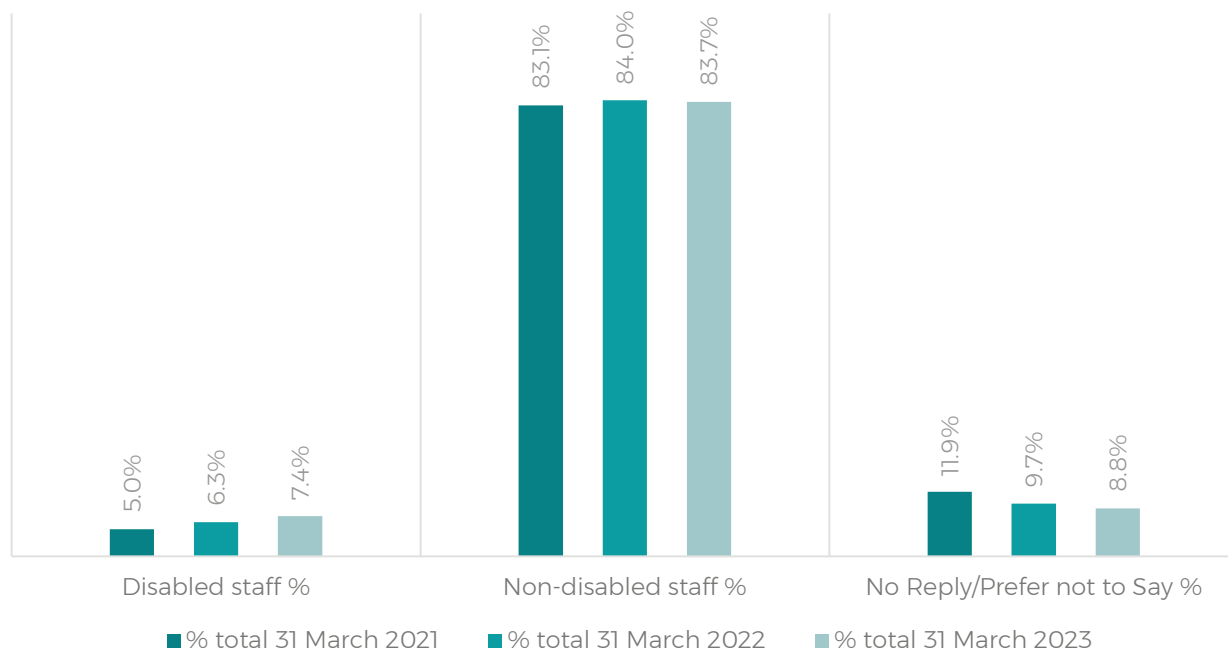


Table 2: Workforce composition by disability and grade as at 31 March 2023

Grade	Total staff	Disabled staff	Non-disabled staff
	Number	Number	Number
TS	96	*	79
M3	75	6	65
M2	153	15	120
M1	81	*	70
E2, E1 and Senior**	81	6	73
Total	486	36	407

* 5 or under. We have removed information around staff who have not replied or have completed the 'prefer not to say' option in order to ensure that individuals are not identifiable from the table.

** merged to protect individuals' privacy

Disclosure rate: 91.2%

Analysis

The percentage of staff declaring a disability has increased from 6.3% to 7.4% of our total workforce, alongside a corresponding decrease in the percentage of staff who have not replied or prefer not to say. The declaration rate has increased from 88.0% in 2021 to 91.2% in 2023.

The 2021 Census data shows that 10.8% of people in Cardiff and 11.2% of people in Wales identified as disabled compared to 7.4% of Senedd staff.

We will continue to encourage all disabled staff to record their disability status on our HR system, as we believe that many people with 'hidden' disabilities, such as: mental ill health, neurodiversity, learning disabilities and other long term health conditions, who could identify with this definition of disability on our system, are not reflected in this data. We are a Disability Confident Employer and work in partnership with our Embrace and Mindful workplace equality networks to further inclusion for disabled staff and disabled applicants applying for jobs with us.

Workforce Composition by Ethnicity

Graph 6: Workforce position by Ethnicity comparing 2021, 2022 and 2023 data

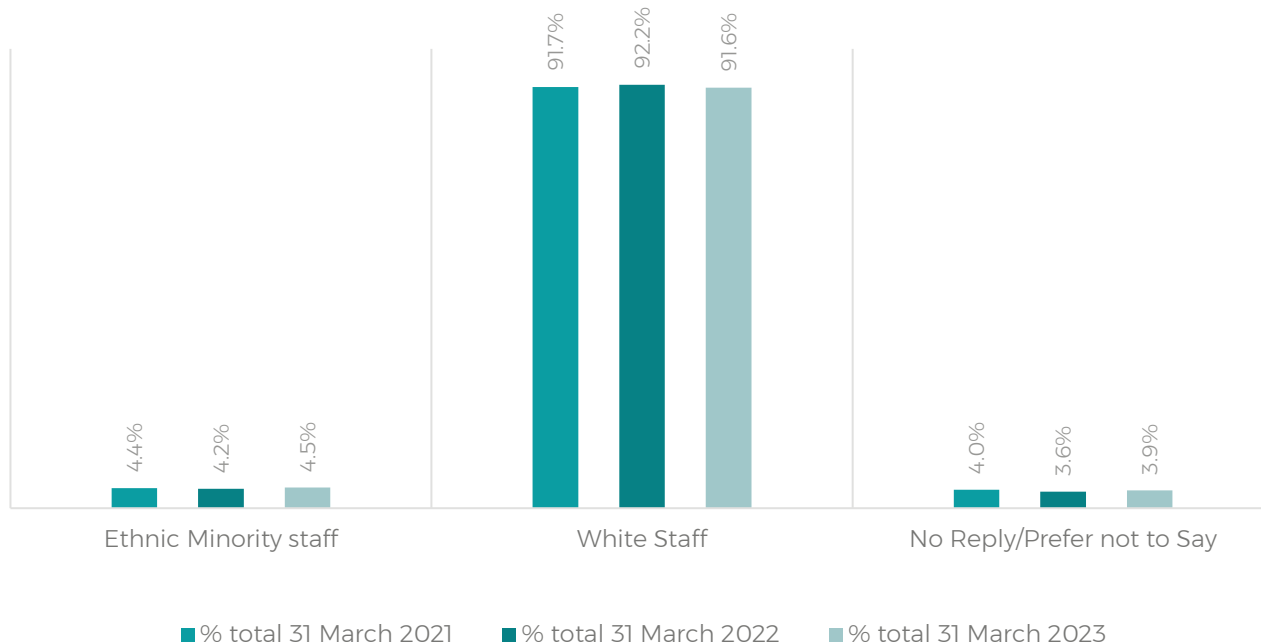


Table 3: Workforce composition by ethnicity and grade as at 31 March 2023

Grade	Total staff	Ethnic Minority staff	White Staff
	Number	Number	Number
TS	96	10	82
M3	75	*	68
M2	153	*	140
M1	81	*	78
E2, E1 and Senior**	81	*	77
Total	486	22	445

* 5 or under. We have removed information around staff who have not replied or have completed the 'prefer not to say' option in order to ensure that individuals are not identifiable from the table.

** merged to protect individuals' privacy

Disclosure rate: 96.1%

Analysis

The percentage of staff from an ethnic minority has slightly increased from 4.2% to 4.5% of our total workforce – an increase from 20 people to 22. However, we acknowledge that there is still considerable room for improvement and this figure is caveated by the fact that 3.9% (19 people) of our workforce have not replied and/or preferred not to declare their ethnicity.

According to 2021 Census data, 15.7% of people in Cardiff and 5.1% of people in Wales identified as being from an ethnic minority community compared to 4.5% of Senedd staff.

45.5% of our staff who identify as from an ethnic minority (10 out of 22) are employed at our lowest pay band (TS grade). This has decreased from 57.1% in 2021 and 50% in 2022.

Our YMLAEN graduate internship scheme, in partnership with the Windsor Fellowship, for people from ethnic minorities is designed to provide four graduates with a comprehensive training and development opportunity in the Senedd Commission. As they are interns and not members of staff, they are not counted in the figures above.

Our ethnicity pay gap data (below) shows that there has been a reduction in the median ethnicity pay gap from last year. However, there remains an uneven distribution of ethnic minority staff, who are mainly being employed at lower bands on the pay scale.

It is important to note that the sample size is very small, so the data is sensitive to changes even when a single person joins or leaves the organisation.

Workforce Composition by Sex

Graph 7: Total Workforce Composition by Sex comparing 2021, 2022 and 2023 data

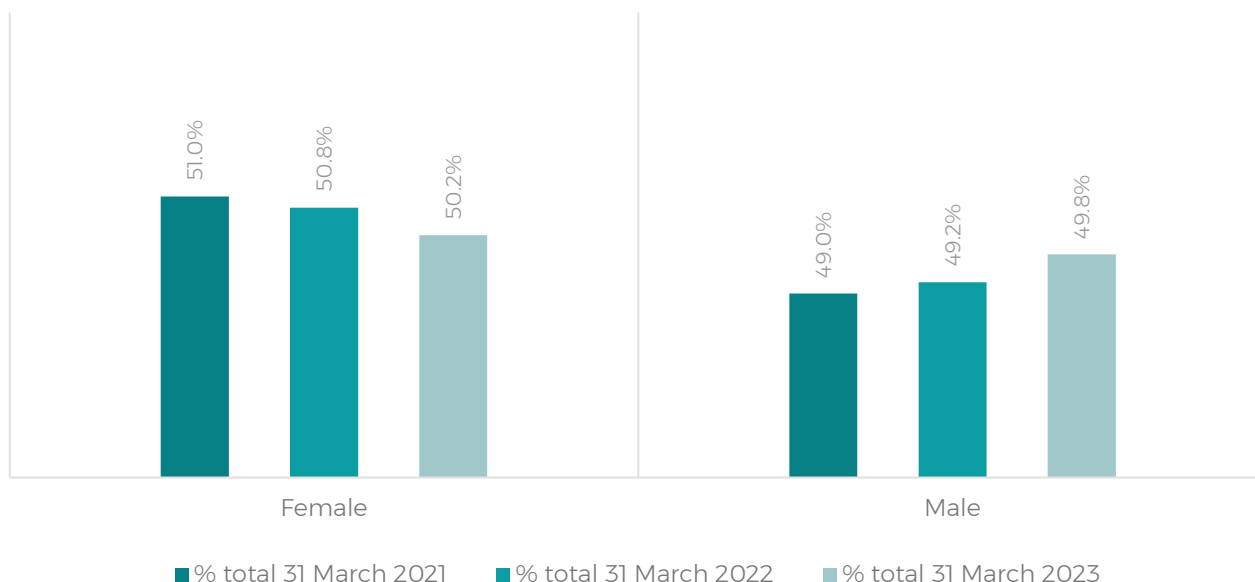


Table 4: Workforce composition by sex and grade as at 31 March 2023

Grade	Total staff	Women		Men	
		Number	%	Number	%
TS	96	36	37.5	60	62.5
M3	75	34	45.3	41	54.7
M2	153	89	58.2	64	41.8
M1	81	46	56.8	35	43.2
E2	61	28	45.9	33	54.1
E1	15	9	60.0	6	40.0
Senior	5	2	40.0	3	60.0
Total	486	244	50.2	242	49.8

Declaration Rate: 100%

Analysis

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

The 2021 Census shows that women constitute 48.0% of the population in Cardiff and 48.0% of in the population of Wales, compared to 50.2% of Senedd staff.

More men than women are represented in the lowest two grades, with women having higher numbers at both M2 and M1 grades. This is likely attributed to the prevalence of men within the security service and of women at M2 and M1 grades in the Translation and Reporting Service.

Women currently represent 48% of staff in our three most senior bands, a slight drop from 50% last year.

Workforce Composition by Sexual Orientation

Graph 8: Workforce Composition by Sexual Orientation comparing 2021, 2022 and 2023 data

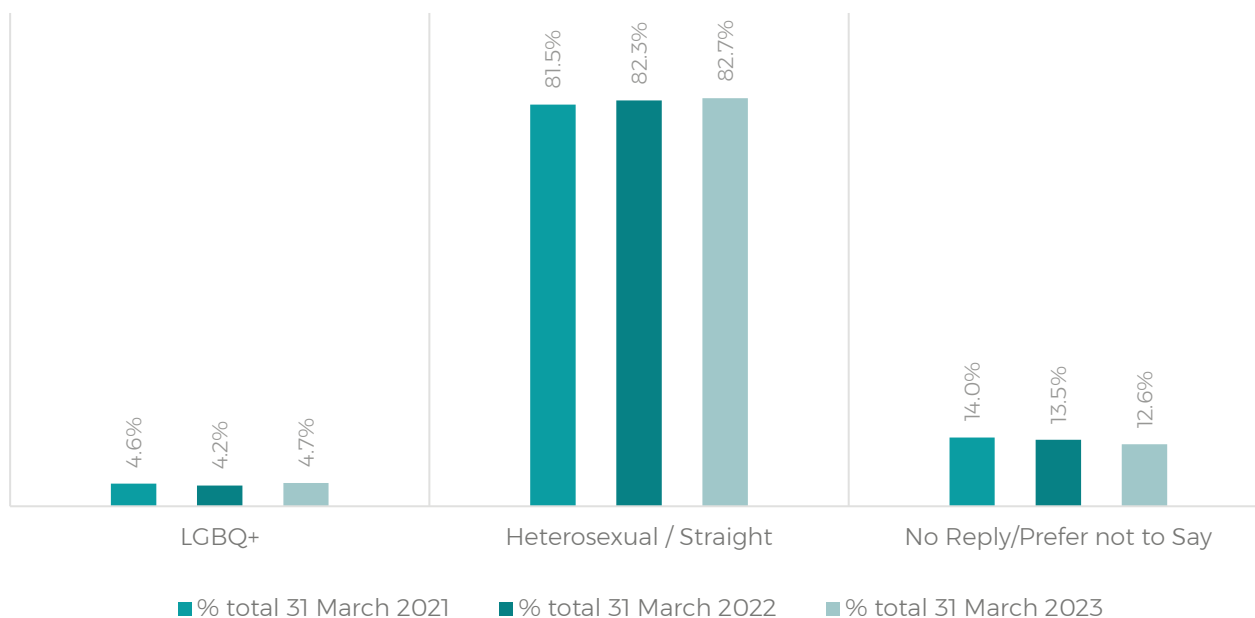


Table 5: Workforce Composition by Sexual Orientation and Grade as at 31 March 2023

Grade	Total staff	LGBTQ+	Heterosexual / straight
	Number	Number	Number
TS	96	*	83
M3	75	*	65
M2	153	9	122
M1	81	*	67
E2, E1, Senior**	81	*	65
Total	486	23	402

* 5 or under. We have removed information around staff who have not replied or have completed the 'prefer not to say' option in order to ensure that individuals are not identifiable from the table.

** merged to protect individuals' privacy

Analysis

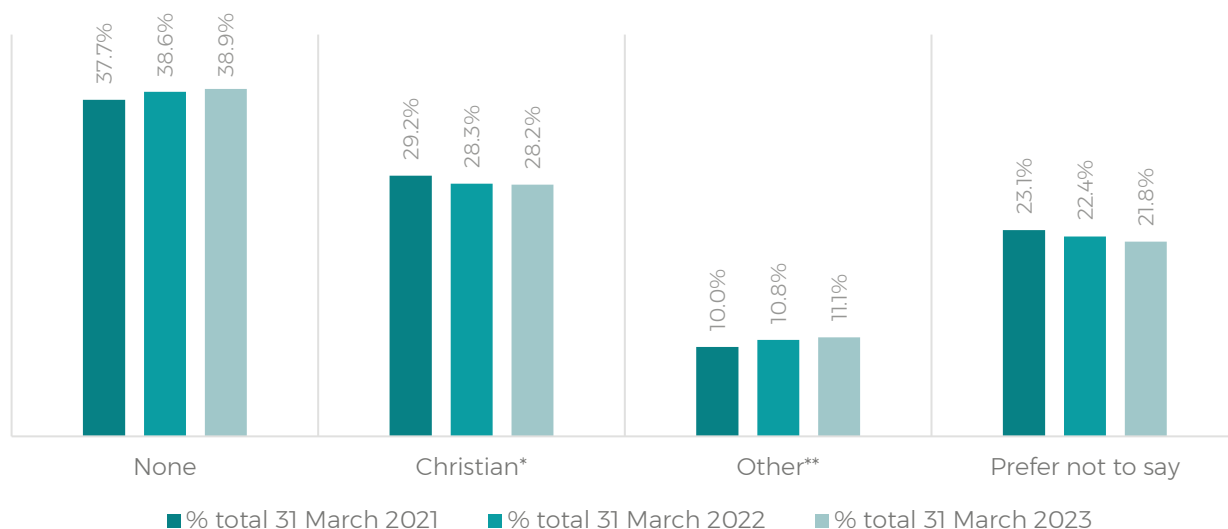
The number of staff who identify as Lesbian, Gay, Bisexual or other minority Sexual Orientation (LGBQ+) has increased since the last report, representing a slight rise from 4.2% of our total workforce to 4.7%. The number of no reply/prefer not to say dropped from 13.5% last year to 12.6% this year. We can infer from the data that there is an even distribution of LGBQ+ staff across our pay bands, with 4.9% of staff who identify as LGBQ+ at pay bands E2, E1 and Senior level (combined).

The 2021 Census shows that 5.6% of people in Cardiff and 3.1% of people in Wales identify as LGBQ+ compared to 4.7% of Senedd staff.

Declaration rate: 87.5%

Workforce Composition by Religion/Belief

Graph 9: Workforce Composition by Religion/Belief comparing 2021, 2022 and 2023 data



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

**OTHER - Agnostic, Atheist, Hindu, Humanist, Muslim, Buddhism, Zoroastrian, Other

Table 3: Workforce Composition - Religion / Belief by Grade as at 31 March 2023

Grade	Total staff	None		Christian*		Other**		No Reply/Prefer not to Say	
		N°	%	N°	%	N°	%	N°	%
TS	96	39	40.6	26	27.1	14	14.6	17	17.7
M3	75	36	48.0	19	25.3	5	6.7	15	20.0
M2	153	61	39.9	39	25.5	16	10.5	37	24.2
M1	81	30	37.0	26	32.1	10	12.3	15	18.5
E2, E1, Senior ***	81	23	28.4	27	33.3	9	11.1	22	27.2
Total	486	189	38.9	137	28.2	54	11.1	106	21.8

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

**OTHER - Agnostic, Atheist, Hindu, Muslim, Buddhism Zoroastrian, Other

*** merged to protect individuals' privacy

Declaration rate: 78.2%

Analysis

As with last year, 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 our HR system.

38.9% of staff who filled in their data on our HR system declared no religion or belief (none). The data for the last three years has remained relatively stable, for each of the categories. The 2021 Census states that 48.0% of people in Cardiff and 50.5% of people in Wales identify as having no religion compared to 38.9% of our staff. The 2021 Census also shows that 9.2% of people in Cardiff and 3.0% of people in Wales identified as following a non-Christian religion / belief, compared to 11.1% of our staff.

The highest percentage of people with a minority religion / belief (labelled Other in the data above) is at Team Support grade with 14.6% of staff in that grade identifying as such.

Our three most senior grades (E2, E1 and Senior) have the lowest percentage of no religion / belief, as well as the highest percentages for both Christian and Prefer not to say / no reply. We will encourage staff at these grades to complete this data to ensure that we have a complete picture of staff at the top of the organisation.

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 holidays; we have three on-site quiet rooms for staff and visitors to use for prayer, meditation or as a space to get the peace and privacy that they need.

Workforce Composition by Gender Identity/Gender Reassignment Status

Our 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.

No members of staff have identified as trans neither as at 31 March 2023 or for the previous two reporting years. The 2021 Census states that 0.5% of people in Cardiff and 0.3% of people in Wales identify as a gender that is different to that which they were assigned at birth, compared to 0.0% of Senedd staff.

For twelve consecutive years from 2009 to 2020, the Senedd Commission has been listed as one of the top LGBTQ+ inclusive organisations in the UK in the Stonewall Workplace Equality Index, including being named the top employer in the UK in 2018 as well as a Top Trans Employer. We celebrate this and continue to promote the Senedd Commission as an employer of choice on social media platforms and in our recruitment literature.

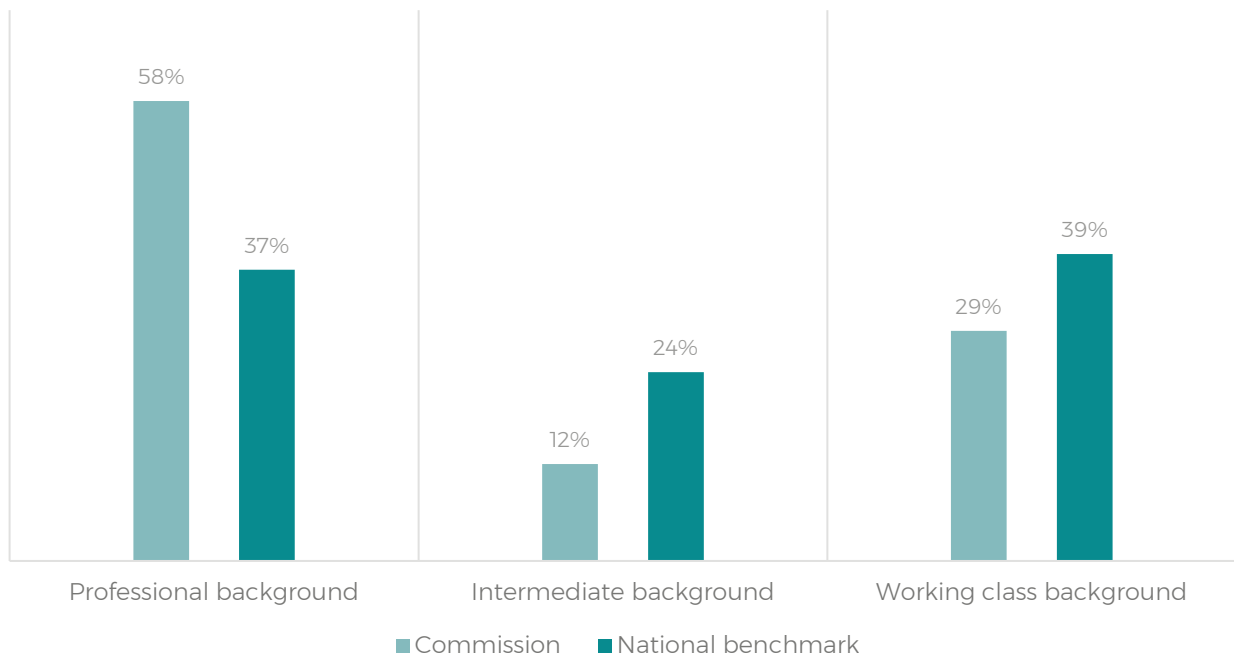
Socio-Economic Background

This is the first time that we have collated and reported on the socio-economic background of our workforce. As with the collection and analysis of recruitment data, we have utilised the Social Mobility Commission’s toolkit for employers using the toolkit’s questions for candidates and staff and corresponding guidance. In order to maximise responses, a series of communications to staff were issued to provide information and reassurance as to the purpose of collecting and use of this data. We will continue to encourage our staff to update these details on our self-service HR system. A total of 231 (47.5%) of staff disclosed their socio-economic background and we would like more staff to declare to enable a richer data set.

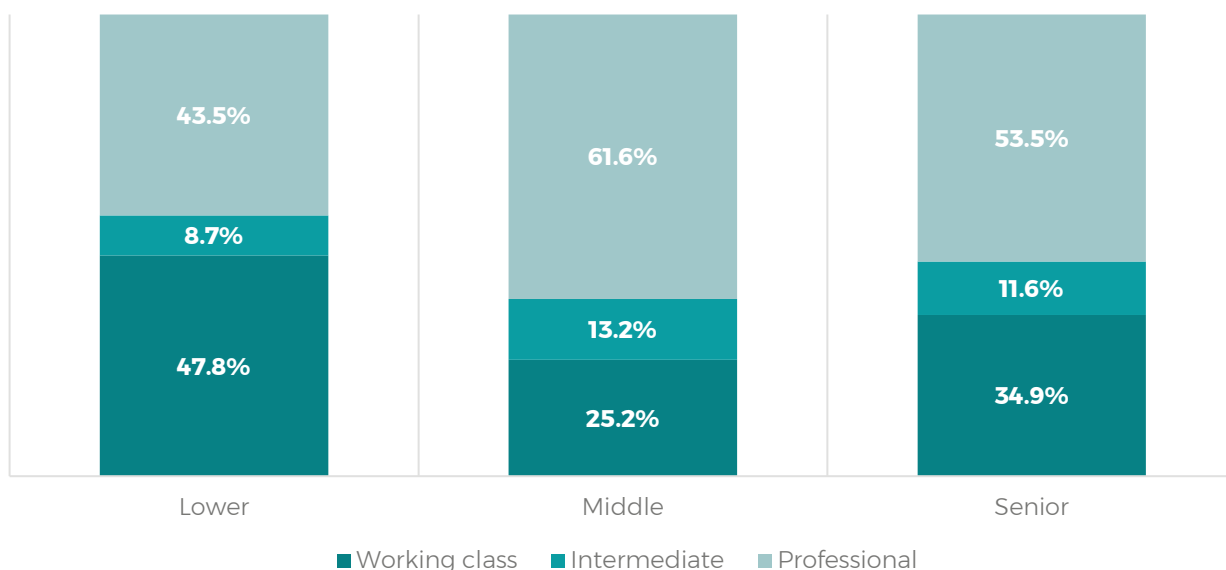
Occupation of Main Household Earner

[What was the occupation of your main household earner when you were aged about 14?]

Graph 10: Socio-economic background of workforce



Graph 11: Grade and Socio-economic background



Lower: TS | Middle: M3, M2 and M1 | Senior: E2, E1 and Senior

Analysis

From the data collected, employees from a professional background are the dominant socio-economic group in our workforce at 58% compared with the national benchmark of 37%. This is followed by the second largest socio-economic group of colleagues from a working-class background. The smallest socio-economic group in our workforce is colleagues from an intermediate background. The socio-economic grouping figures in the Senedd staff cohort disclosed are below the national benchmarks for intermediate and working class. In particular, the Senedd Commission’s intermediate grouping figure (12%) is half that of the national benchmark (24%).

In terms of the distribution of socio-economic background in our workforce management tiers, professional socio-economic background is the dominant group at middle-management level and at senior level.

Moving forward for future reporting purposes, we would like to use this baseline data to understand more about career progression and how that intersects with socio-economic background for our workforce.

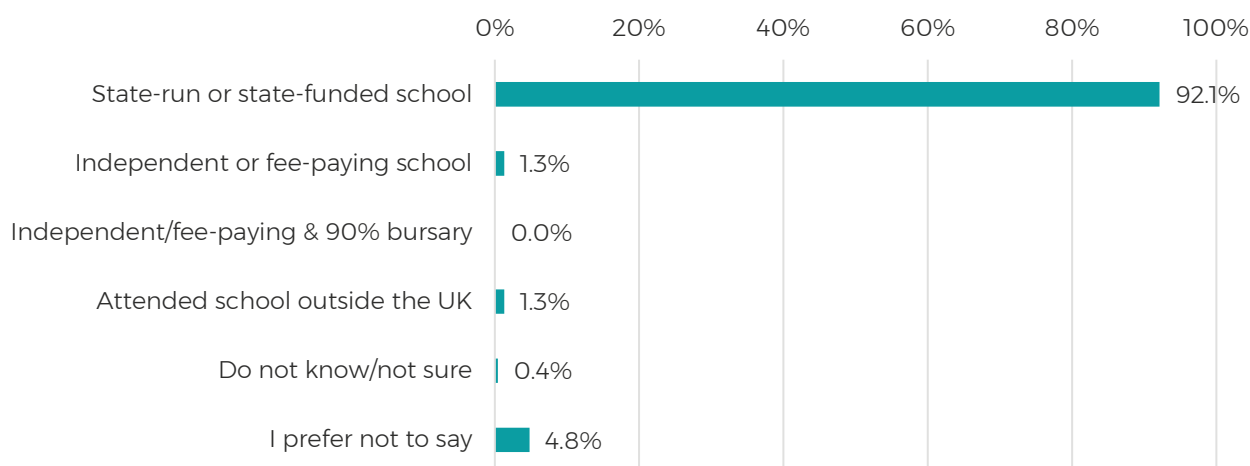
Table 4: Breakdown of professional, intermediate and working-class backgrounds (Social Mobility Commission Toolkit Guidance)

1 Modern & traditional professional	Professional background
2 Management and administrators	Professional background
3 Clerical and intermediate	Intermediate background
4 Technical and craft	Working class background
5 Manual and service	Working class background
6 Long term unemployed	Working class background
7 Small business owners	Intermediate background
8 Other	Exclude or report separately
9 I prefer not to say	Exclude or report separately

Prefer not to say and 'Other' are excluded from this data (and question) as per Social Mobility Commission Toolkit guidance.

[Which type of school did you attend for the most time between the ages of 11 and 16?]

Graph 12: Type of school attended between the ages of 11 and 16



Analysis

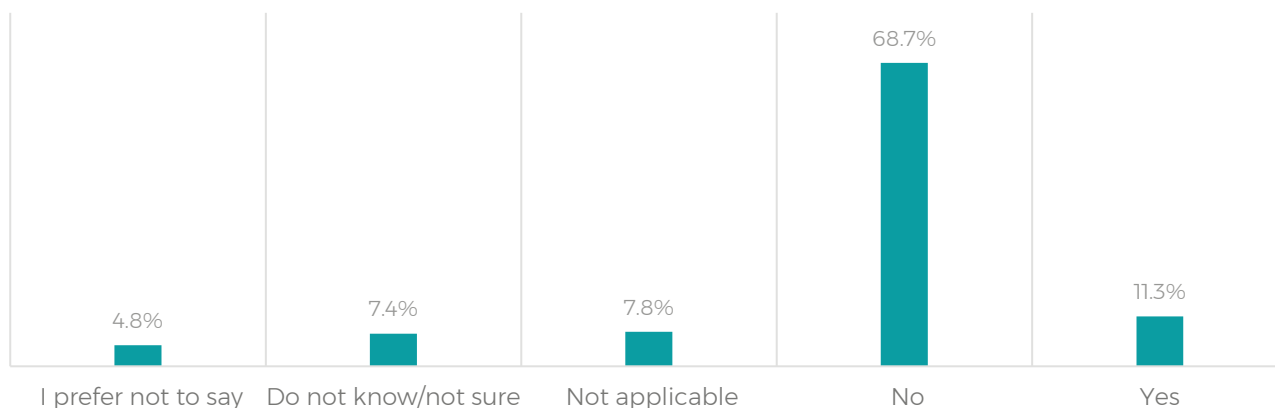
The largest proportion of staff who disclosed information relating to this question went to a state-run or state-funded school (92.1%).

1.3% of staff went to an independent or fee-paying school compared to the national benchmark of 7.5% attended independent schools.

Eligibility for Free School Meals

[If you finished school after 1980, were you eligible for free school meals at any point during your school years?]

Graph 13: Eligibility for Free School Meals



Analysis

The proportion of staff (68.7%) who declared that they weren't eligible for free school meals far exceeds the proportion of staff that declared they were eligible (11.3%). This broadly compares to the national benchmark: 15% of pupils at state-funded schools are eligible for free school meals.

Question for Graduate Hires

If you have a graduate scheme, ask this additional question to your graduate hires only: Did either of your parents attend university by the time you were 18?

Due to the fact that we have a very small number of graduate schemes this year, we were not able to gather enough data for this question to produce a meaningful analysis.

Maternity, Co-Parental and Shared Parental Leave

Twenty-seven (5.4%) women were on maternity leave during this reporting period. 14 (2.8%) women returned from maternity leave, 4 (29.0%) of whom changed their work pattern.

Co-Parental/Paternity Leave

Four partners took co-parental / paternity leave, the same number as in 2021-2022, and one changed their work pattern on their return to work.

Shared Parental Leave

One member of staff (0.2%) took shared parental leave during this period, the same as in 2021-2022.

Training/L&D

Currently, we do not gather data for training (or application for training) in a manner which we can analyse by protected characteristic.

Grievance and Disciplinary Related to Protected Characteristics

In this reporting period, we received one formal complaint relating to a protected characteristic and undertaken a grievance in relation to this and a subsequent appeal.

Exit Interview Data

When staff leave the Senedd Commission, they are invited to undertake an optional exit interview using set questions. Our HR Business Partners encourage staff to undertake the interview and offer to discuss any issues raised. We use the insights from this activity to better understand reasons for our turnover rates and identify whether we need to take any action.

Between 1 April 2022 and 31 March 2023, 41 people left the Senedd Commission. Of these, 24 leavers undertook a formal exit interview, 6 men, 12 women, and 6 who preferred not to say. We measure the following demographics of leavers: age, ethnic group; sexual orientation; disability and religious beliefs. In order to protect individuals' privacy, we have not broken this down further for the purposes of this report. The data for the overall number of leavers does not show any disproportionate number of leavers from any demographic group. The demographics of those that participated in exit interviews were:

Chart 4 : Leavers by age

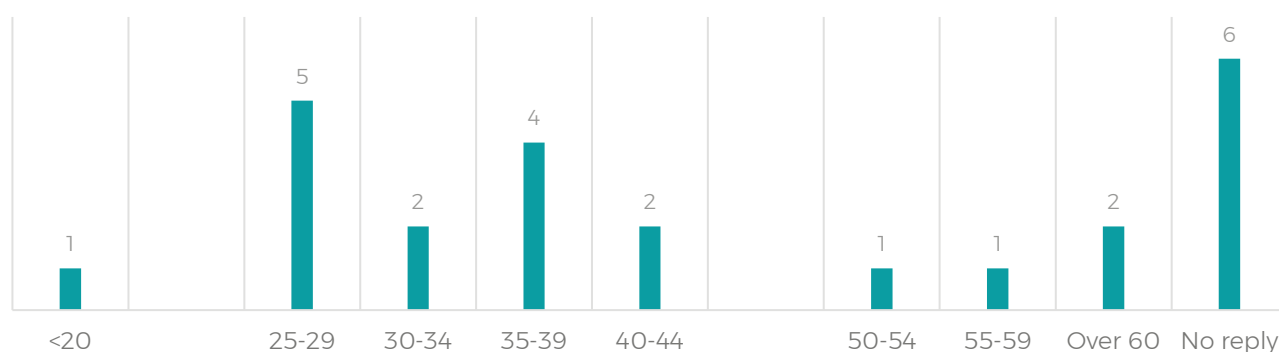


Chart 5: Leavers by ethnicity

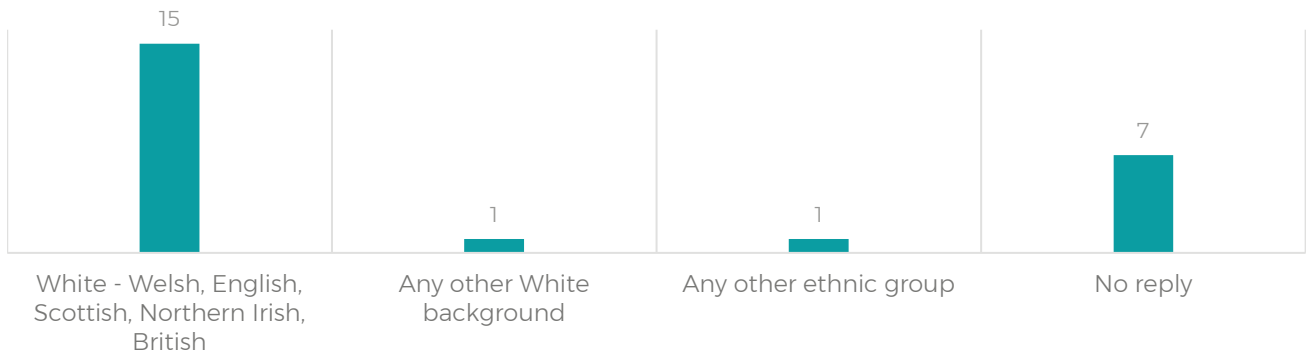


Chart 6: Leavers by sexual orientation

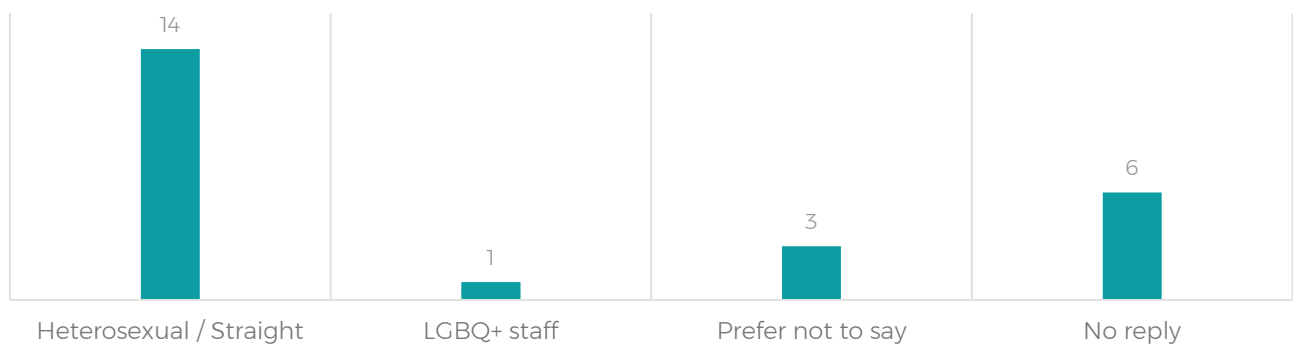


Chart 7: Leavers by disability

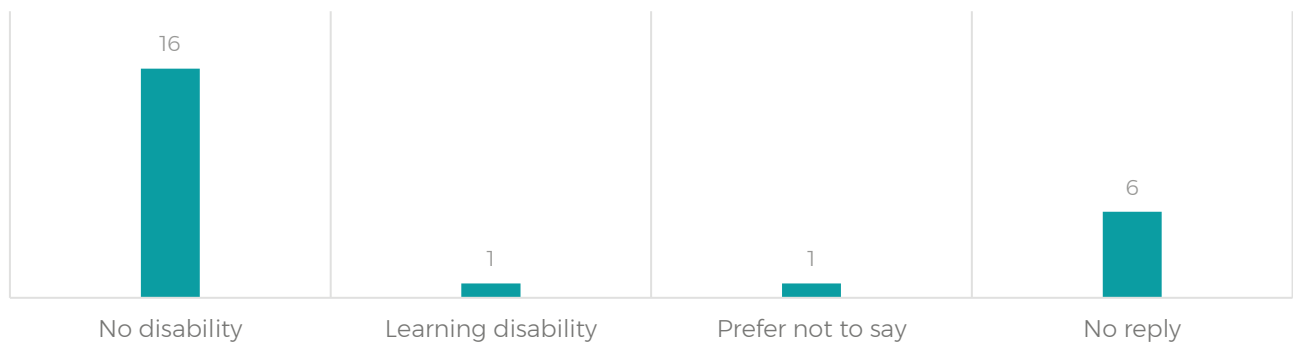
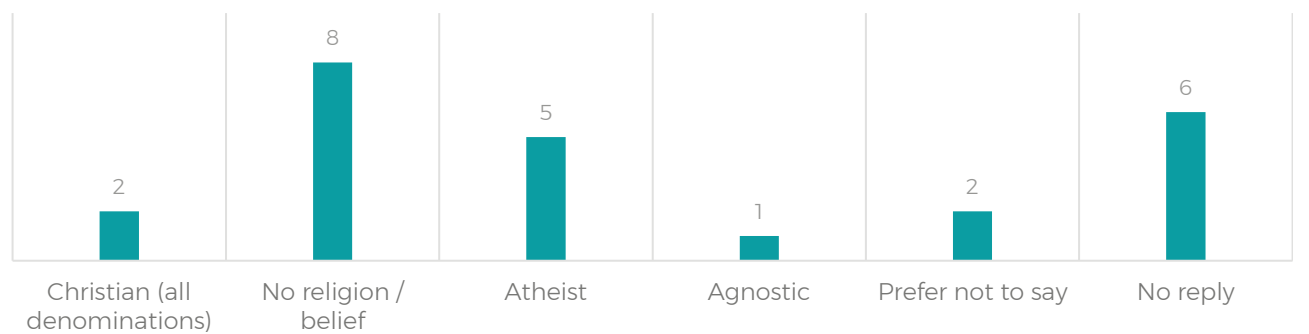


Chart 8: Leavers by religion / belief



The reasons given by the 24 staff for leaving the Commission included:

- Workload
- Management style
- Harassment / Discrimination
- Health reasons including retirement on health grounds
- Temporary contract
- Retirement
- To become self employed
- Promotion
- Entering further education
- Nature of work
- Location / Travel reason
- Transfer to Other Government Department
- Lack of promotion opportunities

Where harassment or discrimination was noted as a reason, this was raised with the relevant Head of Service to review any actions needed.

We will continue to monitor our leavers' exit data and act on insights where required, to make improvements to policies or identify where interventions are needed which include but is not limited to e.g. learning and development for line managers, policy design, workforce planning, job design and reviewing the labour market landscape.



Senedd Commission Recruitment Data Insights





Recruitment data

The recruitment data presented in this report covers applications submitted to both internal and external recruitment schemes during the reporting period of 1 April to 31 March for the last three years for comparison purposes. As such, this includes applications which were submitted during the 2022-23 reporting period where the appointment was not made until after 1 April 2023. This report reflects each application’s progress on the 31 March 2023. If an application was received prior to 31 March but not progressed further until after 1 April, this will not be captured in this reporting year. The external recruitment data includes Senedd Commission staff who applied for vacancies which were advertised externally.

The internal recruitment data covers schemes that closed between 1 April and 31 March for the last three years for comparison and includes all internal schemes, whether temporary or permanent.

	Number of applications for posts advertised externally	Number of campaigns advertised externally		Number of applications for posts advertised internally	Number of campaigns advertised internally
2020-21	833	29		57	15
2021-22	952	53*		64	19
2022-23	859	51**		66	18

*The total number of external schemes was 55 but two senior vacancy campaigns were outsourced to our executive search partners (thus our totals for external schemes are set at 53 for the purposes of this report).

**In this reporting year, one additional senior vacancy campaign was outsourced to our executive search partner making the total number of externally advertised schemes 52; however, the total is set as 51 for the purposes of this report.

A note on interpreting our data tables

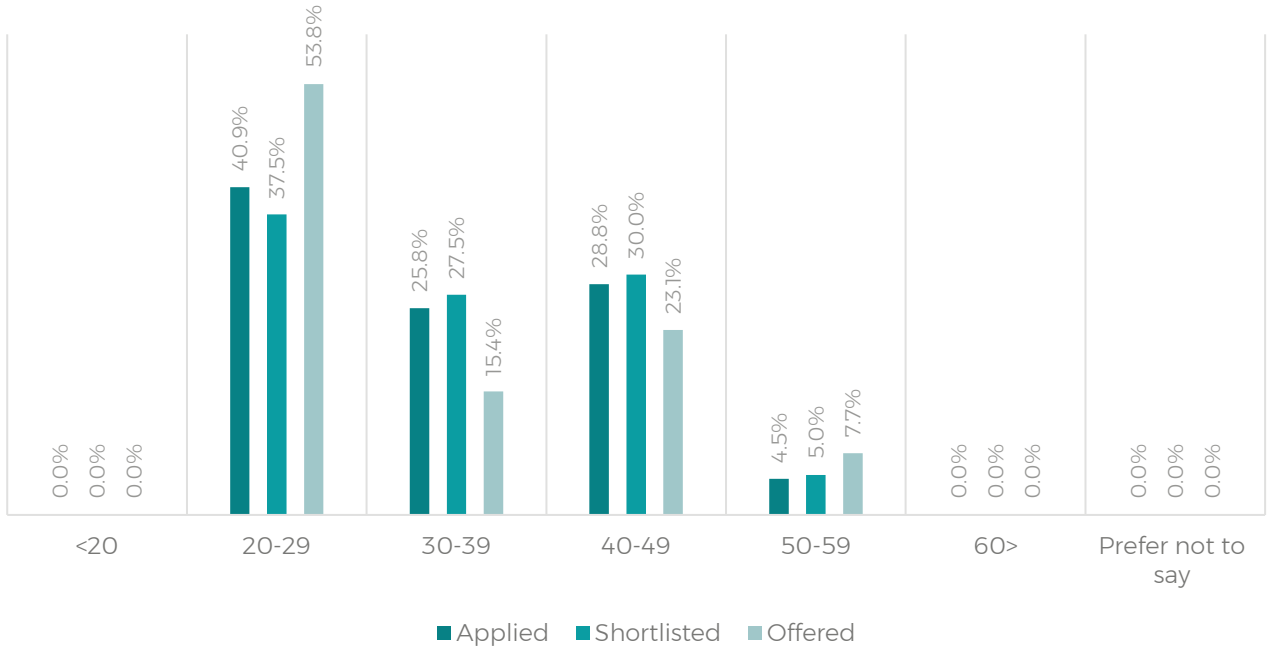
Applied	Shortlisted	Offered
The % of total applications from candidates by characteristic	The % of total invites to interview by characteristic	The % of total job offers by characteristic

Age

Graph 14: External Recruitment by Age, 2022-2023



Graph 15: Internal Recruitment by Age, 2022-2023



Analysis

For the reporting period 1 April 2022 to 31 March 2023, 69.4% of total applicants for external jobs were in the age range of 20-39 and correspondingly, 70.4% of job offers were made to candidates in the same age range. The 2021 Census shows that 27.1% of people in Cardiff and 21.8% of people in Wales are aged 25-34.

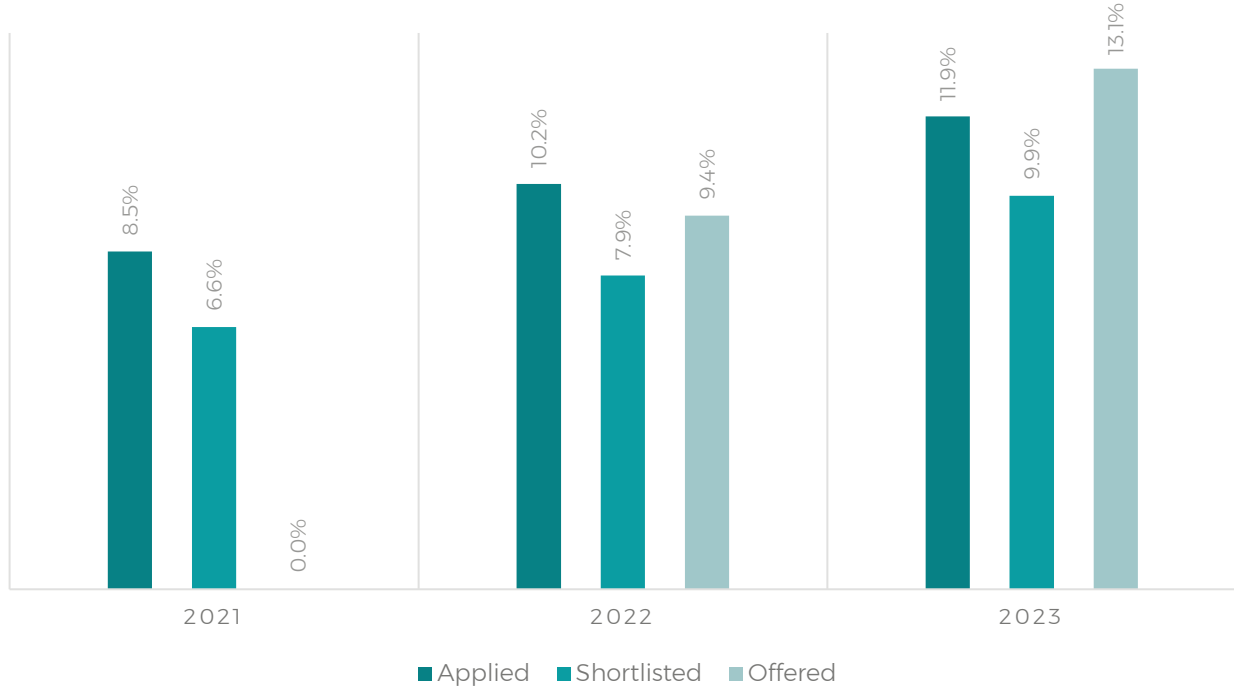
14.8% of job offers we made to people aged 50 and over. There is a downward trend for the volume of applications as the age ranges increase for externally advertised jobs.

For internal job offers 53.8% of offers were made to applicants in the 20-29 age range.

The average age of a Senedd Commission employee is 42. The Senedd Commission has a multi-generational workforce and welcomes applications from all age groups.

Disability

Graph 16: External Recruitment - Disability, comparing data for 2020-2021, 2021-2022 and 2022-2023



Graph 17: Internal Recruitment - Disability comparing data for 2020-2021, 2021-2022 and 2022-2023



Analysis

Since 2021, there has been an upward trend in the percentage of applications received from disabled candidates for both external and internal jobs. The percentage of external jobs offered to disabled candidates, which was 9.4% in 2022, increased to 13.1% in this reporting year. 2.7% of external applicants (23 people) opted to prefer not to say/disclose their disability status.

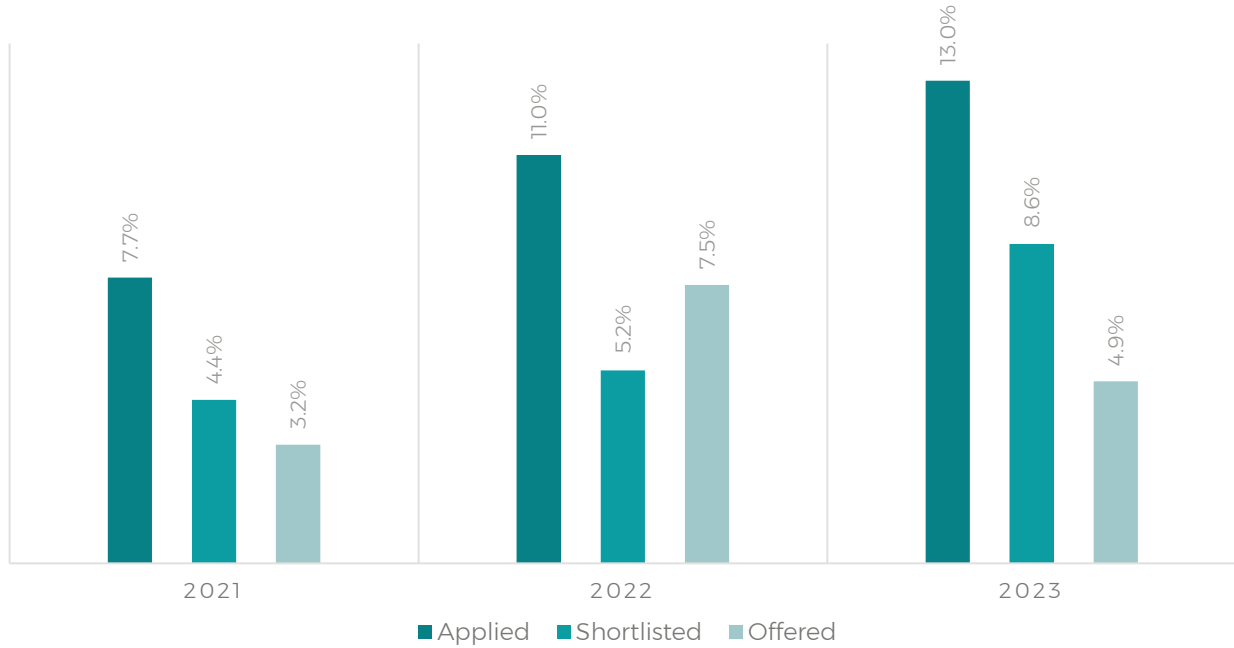
In 2022, 4.3% of internal candidates shortlisted were disabled compared to 15.0% in 2023. We will monitor the conversion rate from interview to offer (whereby 7.7% of total job offers went to disabled candidates) over the coming year.

The Senedd Commission is a Disability Confident Employer and guarantees interviews to disabled candidates that have met the minimum criteria for a role. EMBRACE is the Senedd Commission's disability network and MINDFUL is our mental health and wellbeing network. There are also several online networks, self-manged by staff who have health conditions, to share experiences and provide peer support. These activities help support and maintain a disability-inclusive workplace. We will continue to use our recruitment attraction plan to ensure that we provide reassurance to prospective disabled candidates as to the support they can expect from us as an inclusive employer throughout the recruitment process and in the course of their employment. This involves marketing material, updating our recruitment careers website and identifying the most effective methods of outreach.

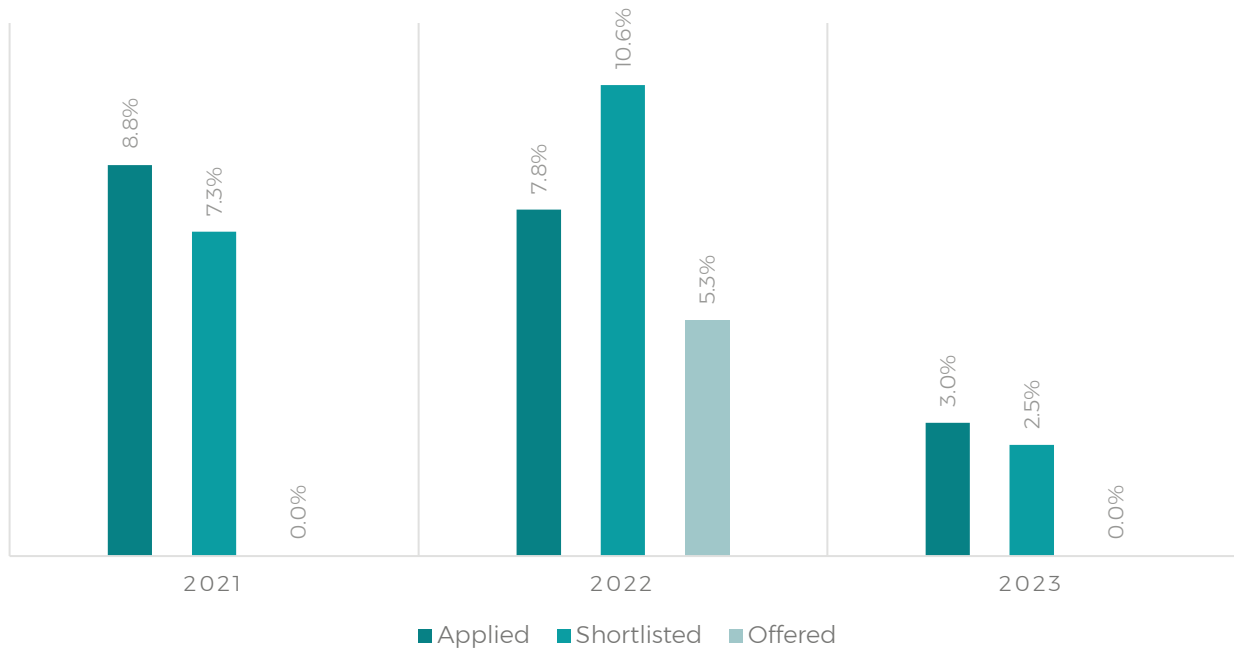
13.1% of external job offers and 7.7% of internal job offers were made to people who declared a disability. These figures compare to the 2021 Census data which states that 10.8% of people in Cardiff and 11.2% of people in Wales are disabled.

Ethnicity

Graph 18: External Recruitment - Ethnicity comparing data for 2020-2021, 2021-2022 and 2022-2023



Graph 19: Internal Recruitment - Ethnicity comparing data for 2020-2021, 2021-2022 and 2022-2023



Analysis

Since 2021, there has been an annual increase in both the percentage of applicants for external jobs who are from an ethnic minority, as well as in the conversion rates from application to shortlist. External applications from people who identify as being from an ethnic minority have risen from 7.7% of total applications in 2021 to 11% in 2022 and 13% in 2023. The percentage of total jobs offered to external ethnic minority candidates however decreased from 7.5% in 2022 to 4.9% in 2023. 2.2% of external applicants (19 people) opted to prefer not to say/disclose their ethnicity status.

There were fewer internal campaigns in this reporting year which could account for the drop in the number of internal applications from ethnic minority staff. We will continue to monitor our conversion rates from shortlist to offer for ethnic minority candidates for both external and internal candidates.

4.9% of external job offers and 0% internal job offers were made to people who identify as being from an ethnic minority. This compares to the 2021 Census data which states that 15.7% of people in Cardiff and 5.1% of people in Wales identify as being from an ethnic minority. We note the decrease from external interview to offer stage and will continue to monitor conversion rates.

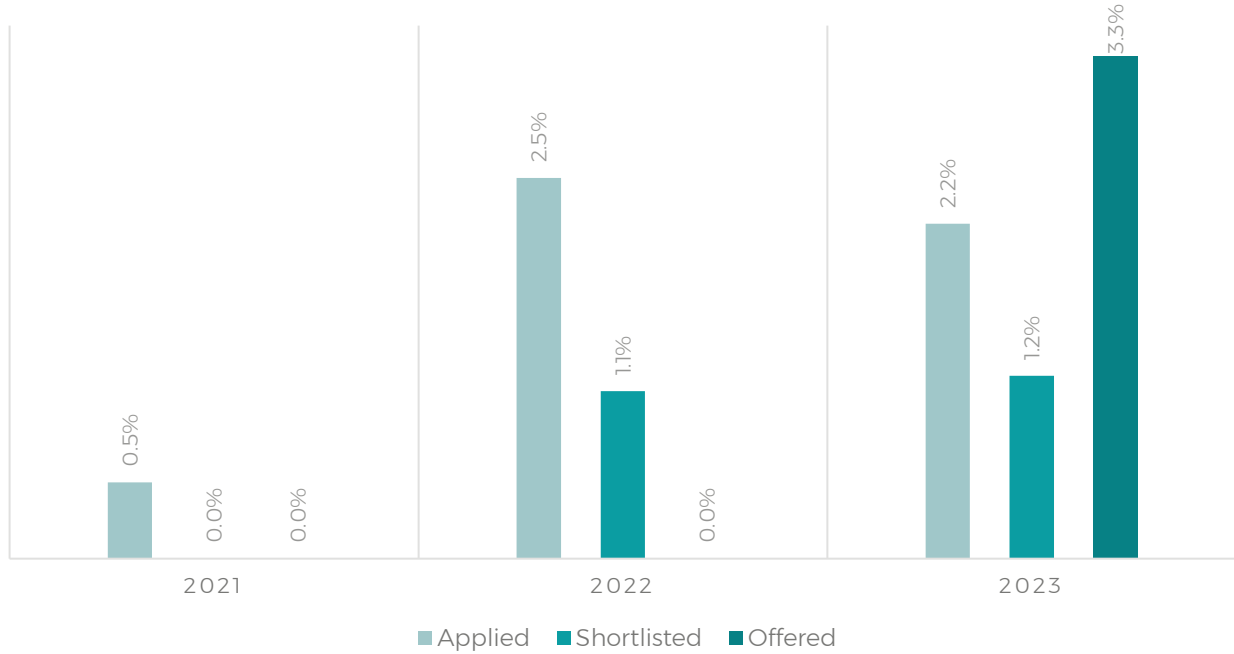
Over the last reporting period, the Senedd Commission launched Ymlaen, its inaugural graduate ethnic minority internship scheme which involved a training and development opportunity in the Senedd Commission. At the time of writing, we are selecting the second cohort of graduates, and we will learn from our experiences in this current scheme to inform our approaches on positive action.

In terms of supporting the development and career progression of our existing ethnic minority employees, over the last reporting period, colleagues from our Race, Ethnicity and Cultural Heritage (REACH) network have taken part in LEAD, a tailored leadership and professional development programme for ethnic minority colleagues. This initiative will contribute to our efforts to address under-representation of ethnic minority colleagues at decision-making level through actively supporting and developing the talent of existing ethnic minority colleagues.

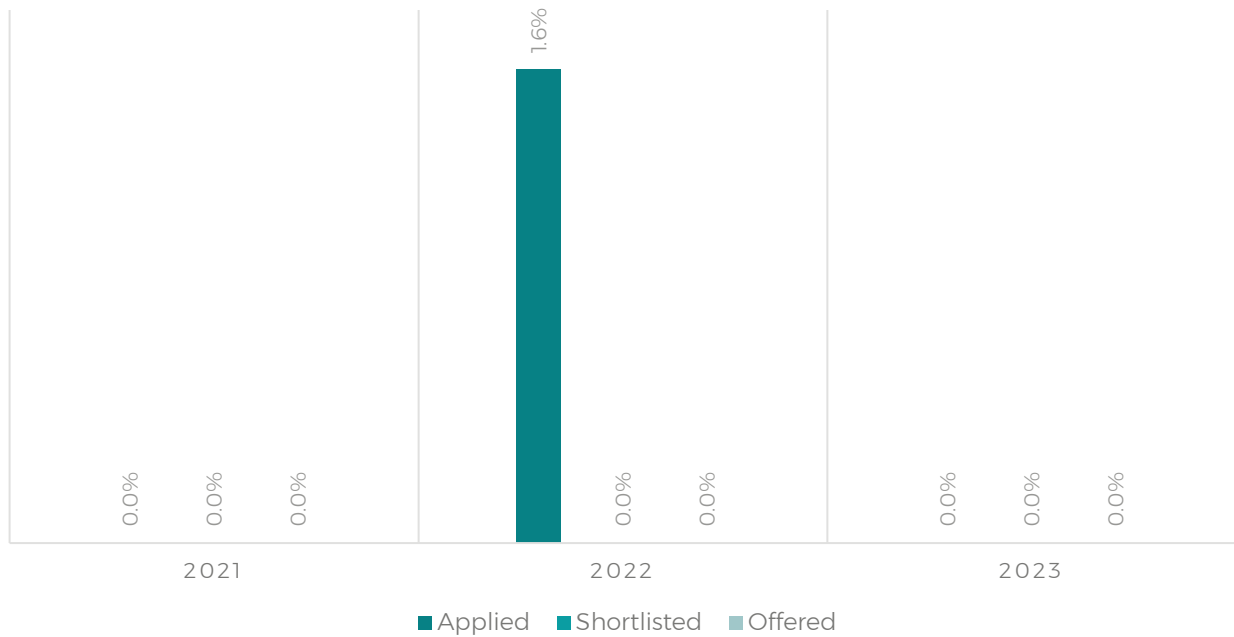
The Senedd Commission is a Race at Work Charter Signatory and is committed to the development of our existing ethnic minority workforce and attracting the widest pool of talent via our Attraction Plan.

Gender Identity/Reassignment

Graph 20: External Recruitment - Trans applicants comparing data for 2020-2021, 2021-2022 and 2022-2023



Graph 21: Internal Recruitment - Trans applicants comparing data for 2020-2021, 2021-2022 and 2022-2023



Analysis

In the current reporting year, 2.2% of external applications came from people who identify as being from a gender different to that which they were assigned at birth. This compares to 0.5% of people in Cardiff and 0.3% of people in Wales who identified as such in the 2021 Census.

3.3% of total job offers for external jobs went to candidates that identified as Trans which is a positive improvement from 2021 and 2022 where there were no job offers for candidates identifying as Trans. It is worth noting that even though 3.3% of total job offers went to candidates identifying as Trans, we don't have any staff identifying as Trans in this reporting year. This could be attributed to the fact they either did not take up the job offer or if they started in post, did not declare their Trans status on the HR self-service system.

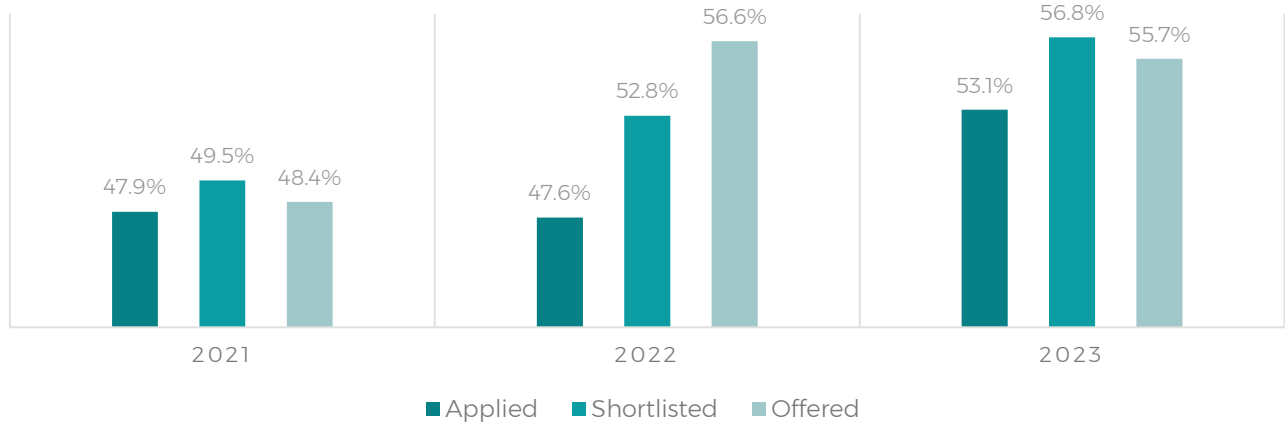
2.7% of external applicants (23 people) opted to prefer not to say/disclose their gender identity status.

For internal jobs in 2022, 1.6% of total applicants identified as Trans but there was no conversion to interview or offer. No internal candidates identifying as Trans in either 2021 or the current reporting year. Interestingly, our workforce data shows that no staff have identified as Trans in this reporting year, however last year, as above, 1.6% of total applicants identified as Trans.

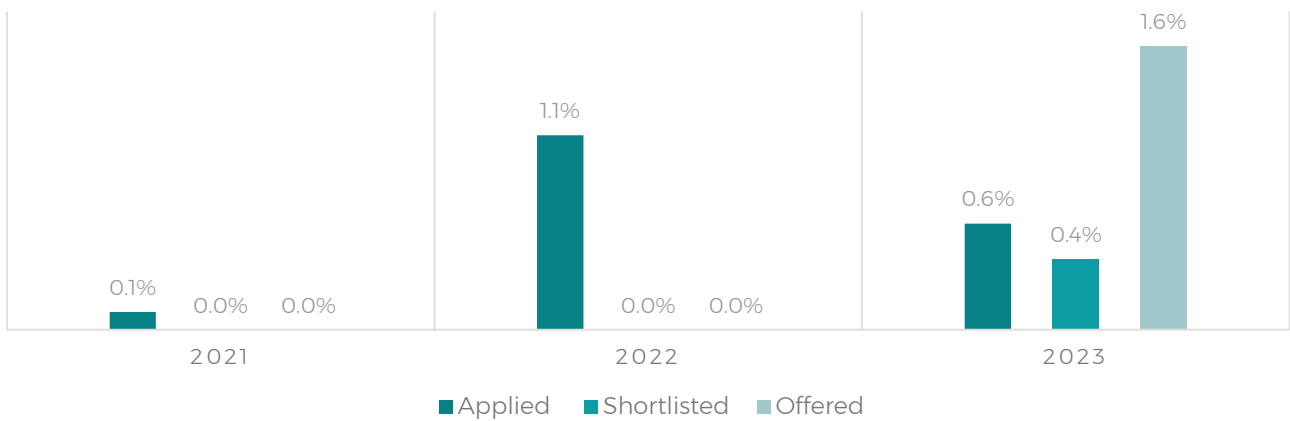
Stonewall has recognised the Senedd Commission as a top trans-inclusive employer. Also, our PLWS network is trans-inclusive.

Sex

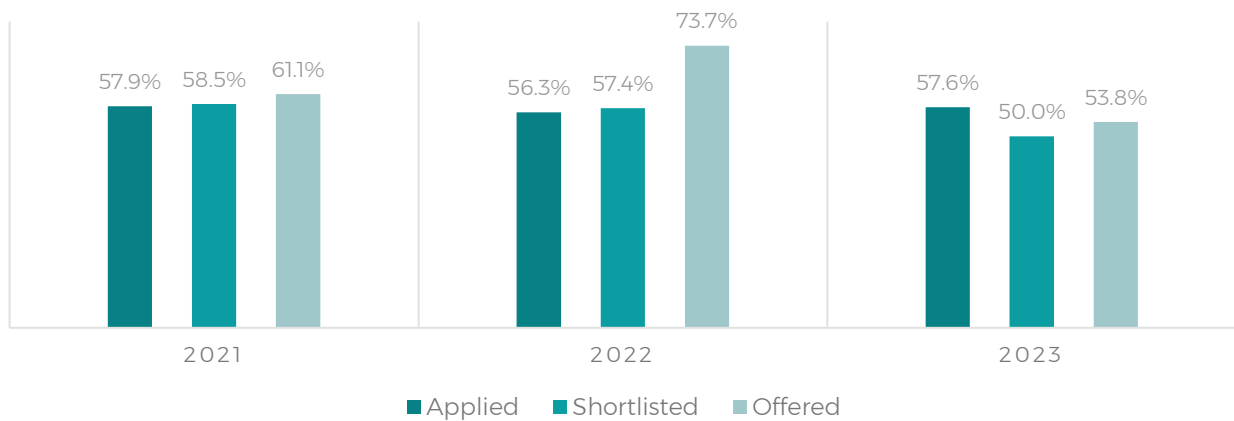
Graphs 22: External Recruitment - Sex (women) comparing data for 2020-2021, 2021-2022 and 2022-2023



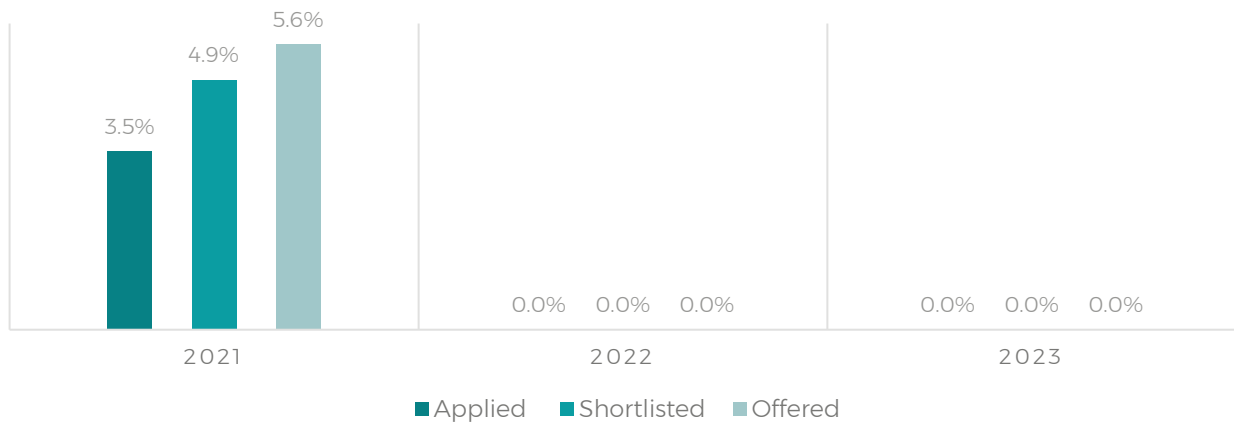
Graphs 23: External Recruitment - Sex (non-binary candidates) comparing data for 2020-2021, 2021-2022 and 2022-2023



Graphs 24: Internal Recruitment - Sex (women) comparing data for 2020-2021, 2021-2022 and 2022-2023



Graphs 25: Internal Recruitment – Sex (non-binary candidates) comparing data for 2020-2021, 2021-2022 and 2022-2023



Analysis

In 2021 and 2023, the conversion rates between application, shortlisting and offer have remained fairly static for women applying for external jobs. With regards to non-binary candidates, 2023 is the first year where non-binary candidates form a proportion of total job offers for external roles (1.6%).

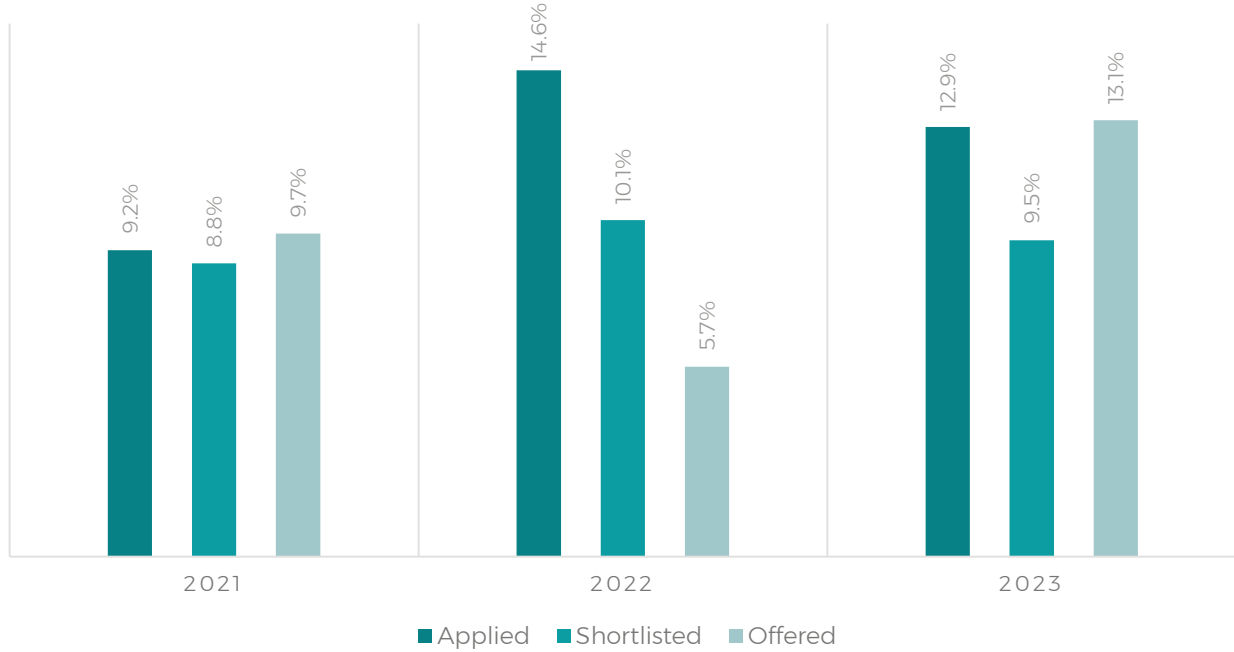
In 2022, 57.4% of total candidates shortlisted for internal roles were women. This decreased to 50.0% in 2023. We received no applications from internal candidates who identified as non-binary in 2022 and 2023, and we will continue to monitor our data in this respect.

We ensure all our recruitment panels are gender-balanced.

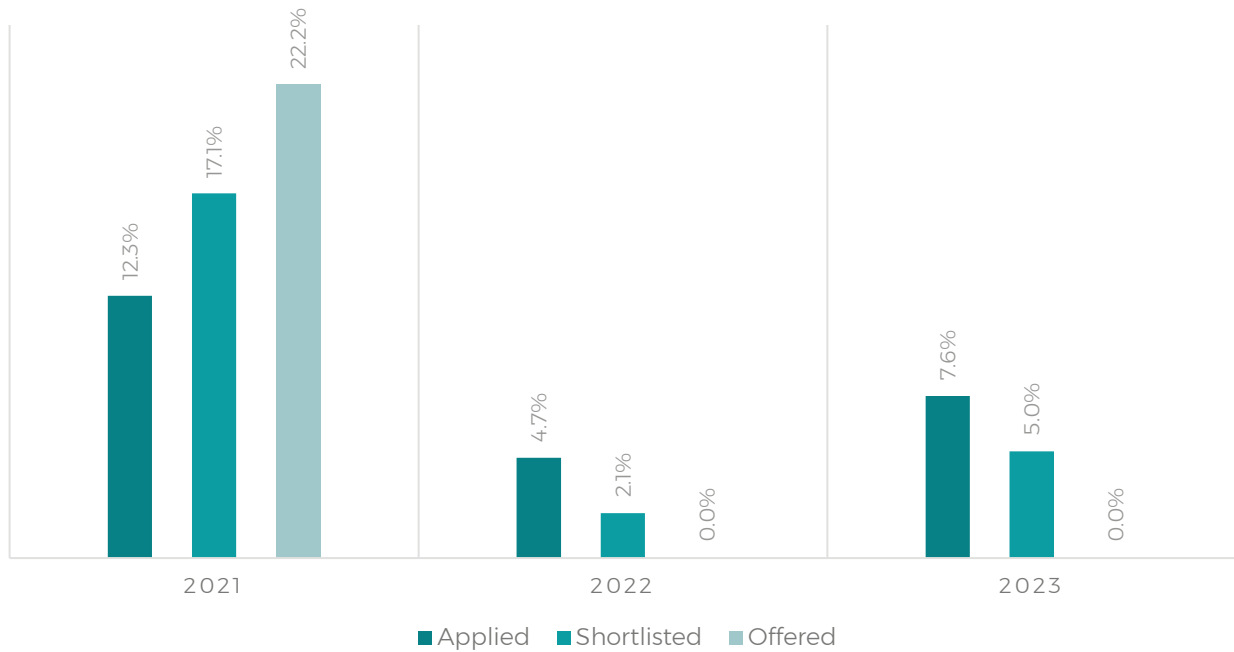
55.7% of external jobs and 53.8% of internal jobs were offered to women. This compares to the 2021 Census data which shows that 48% of people in both Cardiff and Wales are women.

Sexual Orientation

Graph 26: External Recruitment - LGBQ+ comparing data for 2020-2021, 2021-2022 and 2022-2023



Graph 27: Internal Recruitment - LGBQ+ comparing data for 2020-2021, 2021-2022 and 2022-2023



Analysis

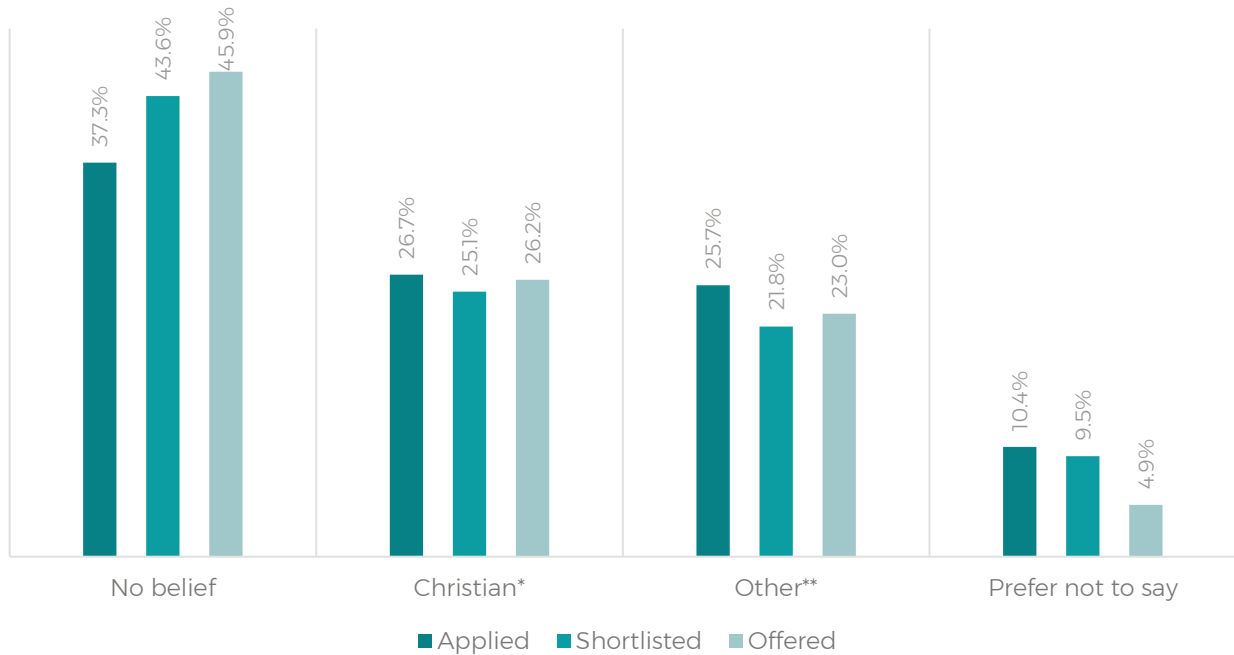
In the current reporting year (2023), there has been a significant increase in the percentage of total job offers for external LGBQ+ applicants from 5.7% last year to 13.1% this year. 2.7% of external applicants (23 people) opted to prefer not to say/disclose their sexual orientation status. 12.9% of external applications came from people who identify as LGBQ+. This data compares to the 2021 Census which shows that 5.6% of people in Cardiff and 3.1% of people in Wales identify as LGBQ+.

For internal applicants, the data shows that over the last two years, applicants who identified as LGBQ+ have not converted from interview to offer and we will continue to monitor this.

The Senedd Commission is a Stonewall Diversity Champions Member. PLWS, is our LGBQ+ network which provides peer support for LGBTQ+ colleagues.

Religion / Belief

Graphs 28: External Recruitment - Religion and Belief, 2022-2023



Graph 29: Internal Recruitment - Religion and Belief, 2022-2023



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

**Other - Agnostic, Atheist, Buddhism, Hinduism, Muslim, Other, Zoroastrian

Analysis

For external job offers in the current reporting year, 45.9% of offers were made to candidates who declared that they had no religious belief. 49.2% of offers were made to candidates who expressed their religion as Christian or other religious beliefs. This compares to 48.0% of people in Cardiff and 50.5% of people who reported no religion / belief in the 2021 Census.

Job offers made to people who identify as Christian constitute 26.2% of total job offers for external schemes and 23.1% of total job offers for internal schemes. 37.5% of respondents to the 2021 Census identified as Christian in Cardiff and 41.0% in Wales.

23.0% of external job offers were made to people who identified as having a religion / belief different to Christianity and 7.7% of internal job offers. This compares to the 2021 Census which shows that 9.2% of respondents in Cardiff and 3.0% of respondents in Wales identifying as a religion / belief other than Christianity.

For internal job offers, 61.5% of total offers were made to candidates who declared that they had no religious belief with 30.8% of job offers being made to candidates who expressed their religion as Christian or other religious beliefs. There is a significant differential for conversion from interview to offer for other religious beliefs and we will continue to monitor this.

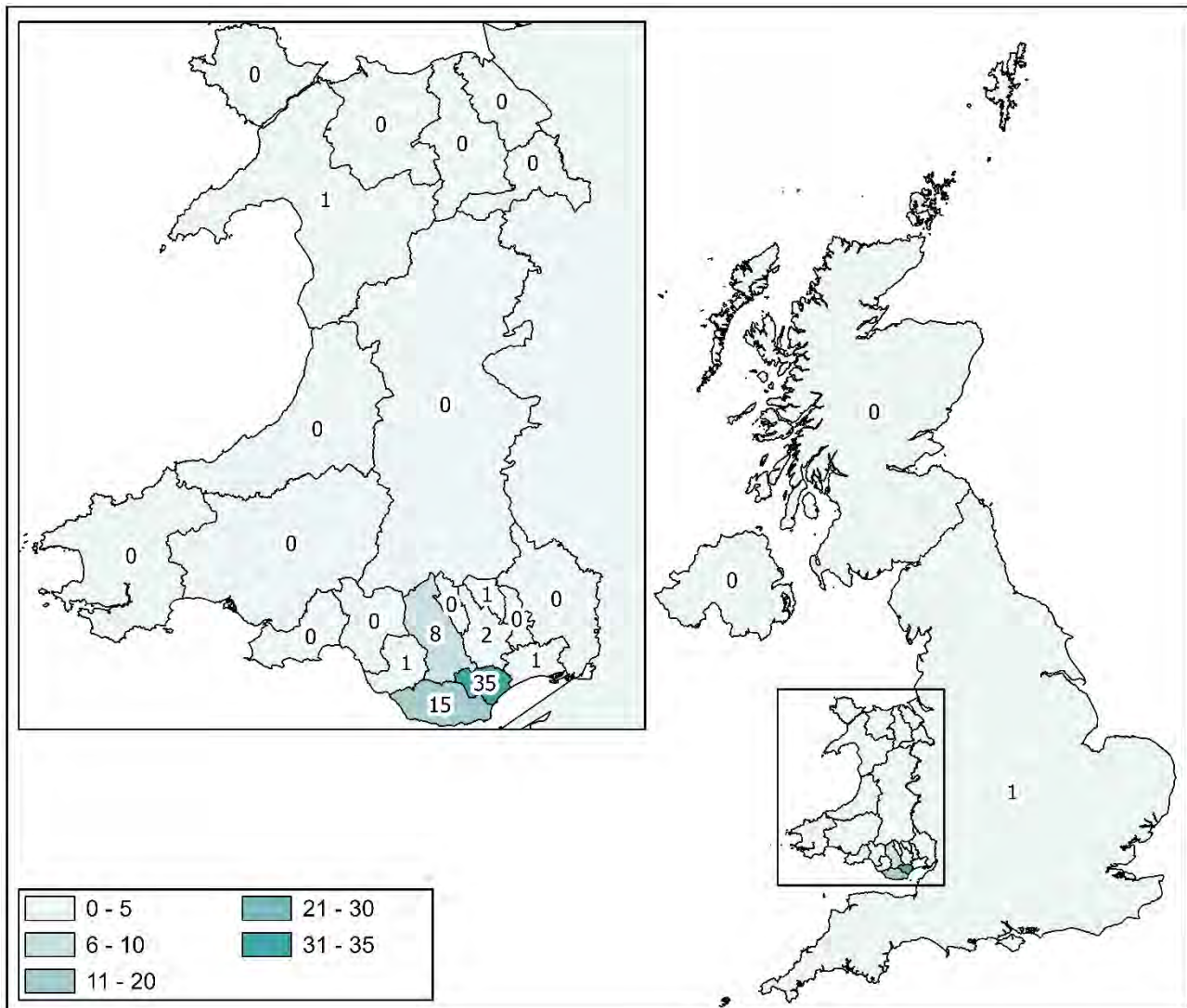
Geographic Diversity of Applicants

Last year we started to collect location data to gain insight as to where our candidates were based geographically. Following the Covid-19 pandemic, hybrid and other flexible working arrangements are now utilised by many employers UK and worldwide. This means that candidates have more choice as to how, where and when they work. The purpose of gathering this data is twofold: to understand how (geographically) diverse our workforce is, both currently and prospectively, and also to assist us when identifying suitable benchmarks for our recruitment and workforce data.

Map 1: External Applicants by Geographic Location 2022-2023



Map 2: Internal Applicants by Geographic Location 2022-2023



Analysis

It is encouraging to see the diversity of external applications from across Wales and outside of Wales. The majority of applicants however were domiciled in South East Wales. This is also true for internal applicants. It will be interesting to see year-on-year data as to the geographic diversity of our applicants to understand our reach, as a prospective employer, in terms of attraction.

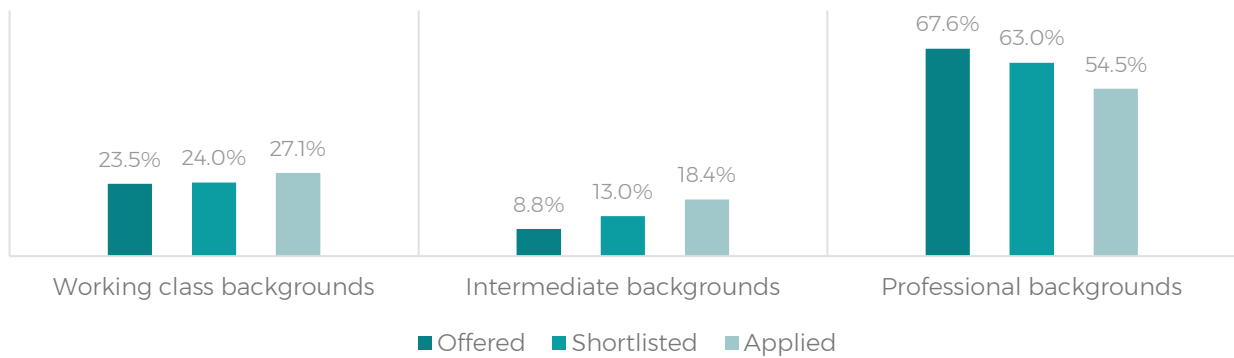
Socio-economic Background of Applicants

This is the second year we have reported on the socio-economic background of candidates (who disclosed this information). We have utilised the Social Mobility Commission’s toolkit for employers which is based on a selection of questions to ask candidates but it is worth noting these changed in the last reporting year to the ones below. Therefore, we have partial recruitment data based on the revised set of questions below from July 2022 onwards and caveat our analysis on this basis. This year we have also asked the same set of questions to our workforce to get a richer data set overall.

Occupation of Main Household Earner

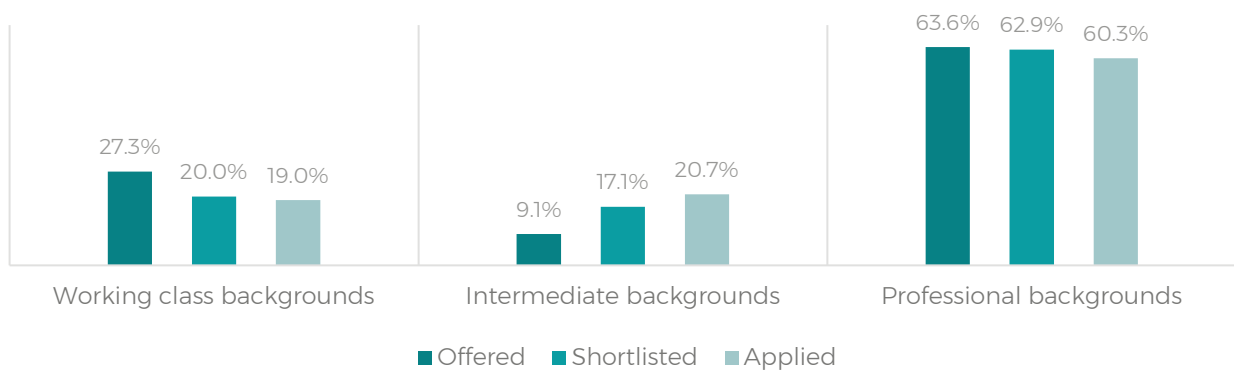
[What was the occupation of your main household earner when you were aged about 14?]

Graph 30: External Recruitment by Socio-economic background, 2022-2023



Excludes other and prefer not to say data for this question, in line with the Social Mobility Commission’s Toolkit.

Graph 31: Internal Recruitment by Socio-economic background, 2022-2023



Excludes other and prefer not to say data for this question in line with the Social Mobility Commission’s Toolkit.

National Benchmarks	
Professional backgrounds	37%
Intermediate backgrounds	24%
Working class backgrounds	39%

Analysis

External candidates from professional backgrounds were the dominant socio-economic group, exceeding the national benchmark at application, shortlist and offer stages, with 67.6% of total job offers going to candidates from a professional background. Our data for candidates from intermediate and working class background is below the national benchmarks for these at each stage of the recruitment process.

From the data collected, internal applicants from a professional background are the dominant socio-economic group with the percentage of applications, invites to interview and job offers exceeding the national benchmark of 37%. Candidates from working class backgrounds were offered 27.3% of total jobs offered compared with 63.6% for professional backgrounds and 9.1% for intermediate backgrounds respectively.

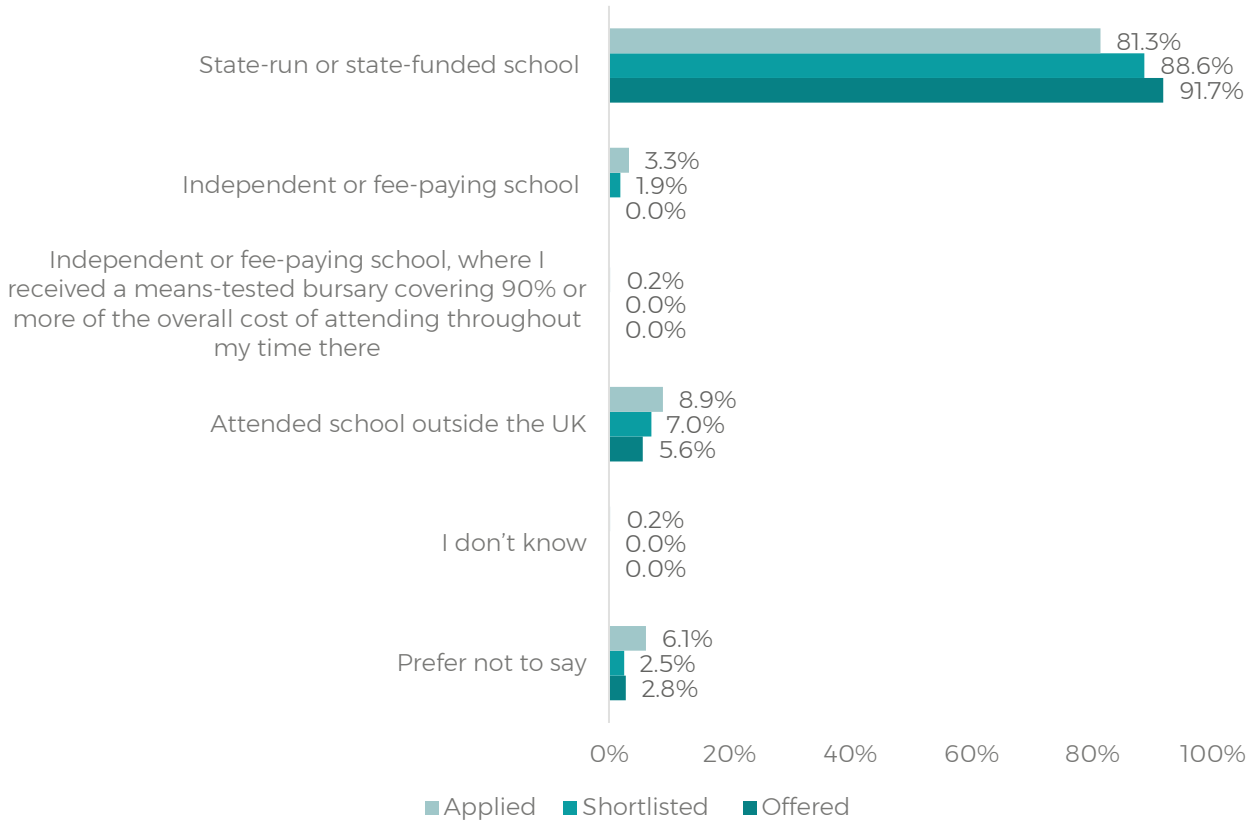
Our staff monitoring data shows that 58% of our staff are from a professional socio-economic background.

As this is a partial data set, we will continue to monitor this data and candidate feedback until we report next year on a full annual data set.

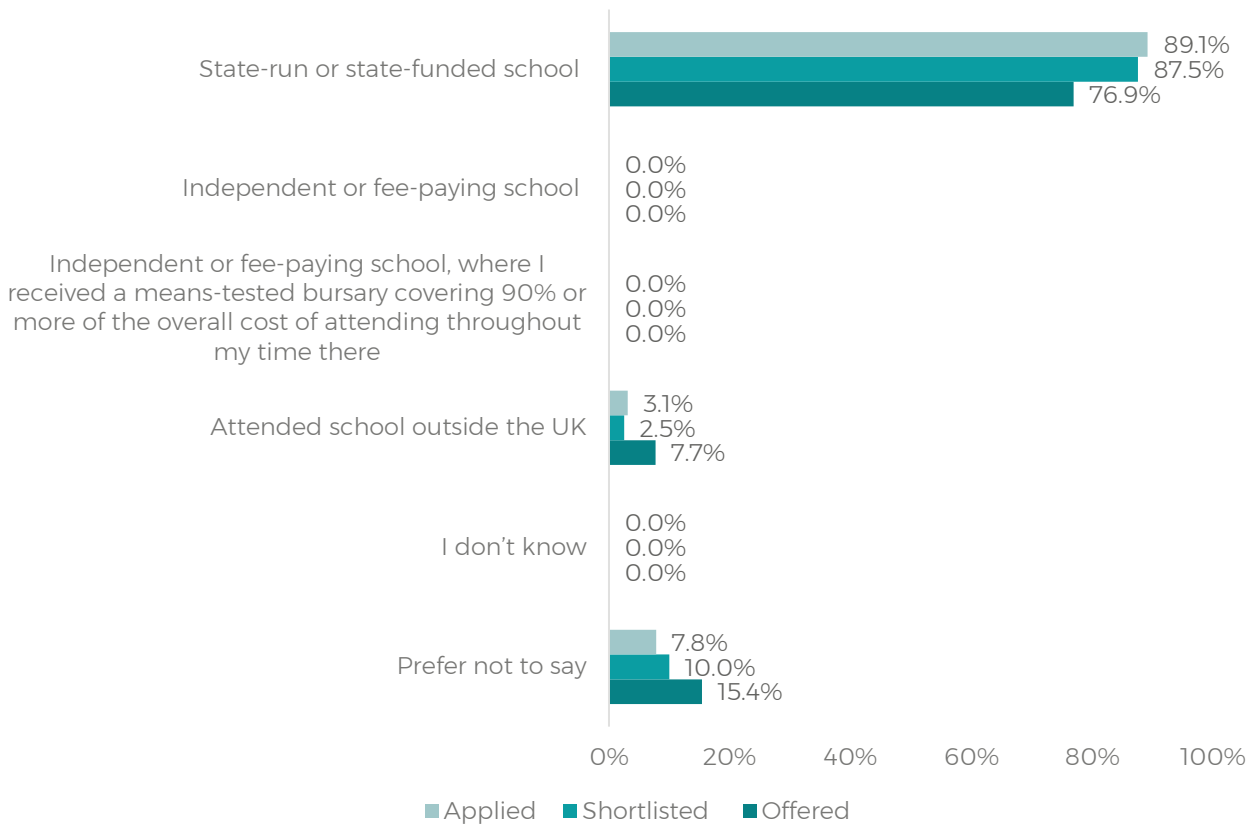
Type of School

[Which type of school did you attend for the most time between the ages of 11 and 16?]

Graph 32: External recruitment by type of school attended, 2022-2023



Graph 33: Internal recruitment by type of school attended, 2022-2023



Analysis

For external candidates, the highest proportion of job offers went to candidates who said they had attended a state-run or state-funded school between the ages of 11 and 16 (91.7%).

3.5% of external applications came from candidates who had attended an independent or fee-paying school, or an independent school with a means-tested bursary. This figure is below the national benchmark: 7.5% attended independent schools.

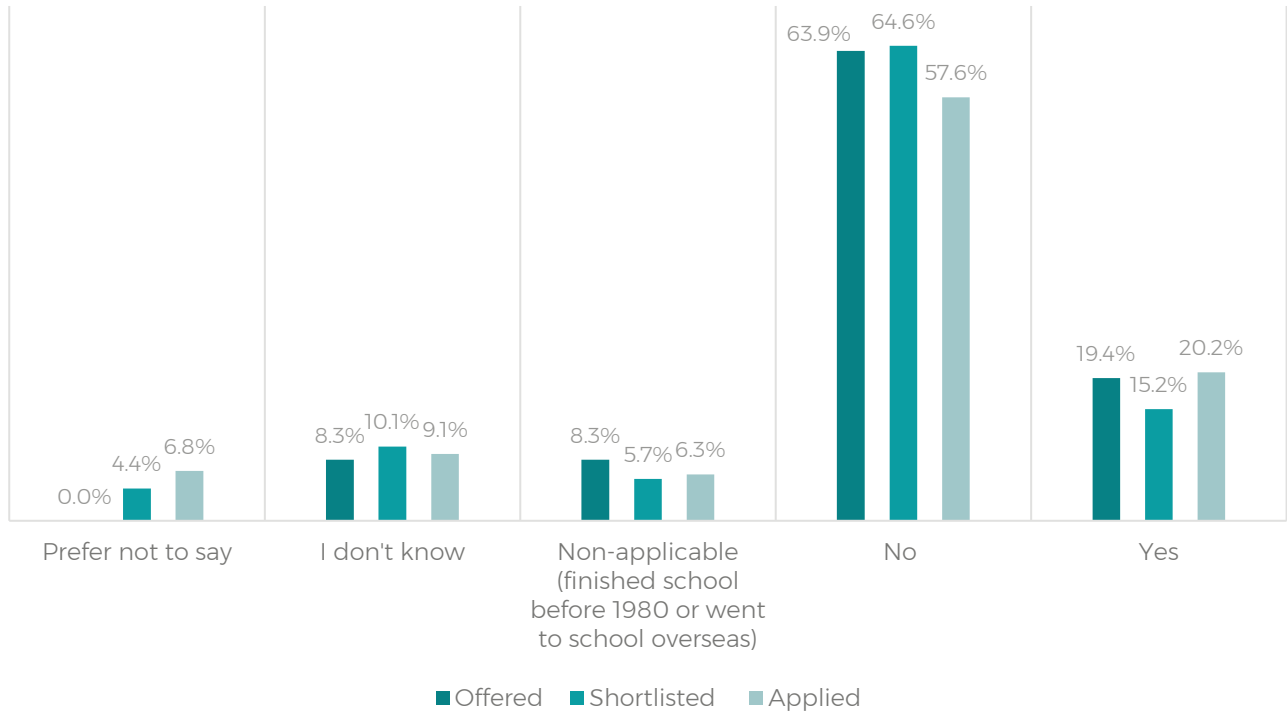
The largest proportion of internal candidates who disclosed information relating to this question went to a state-run or state-funded school with 89.1% of the total number of applications coming from this group. 7.8% of total applicants preferred not to disclose this information.

No internal candidates declared that they went to an independent or fee-paying school, or an independent school with a means-tested bursary.

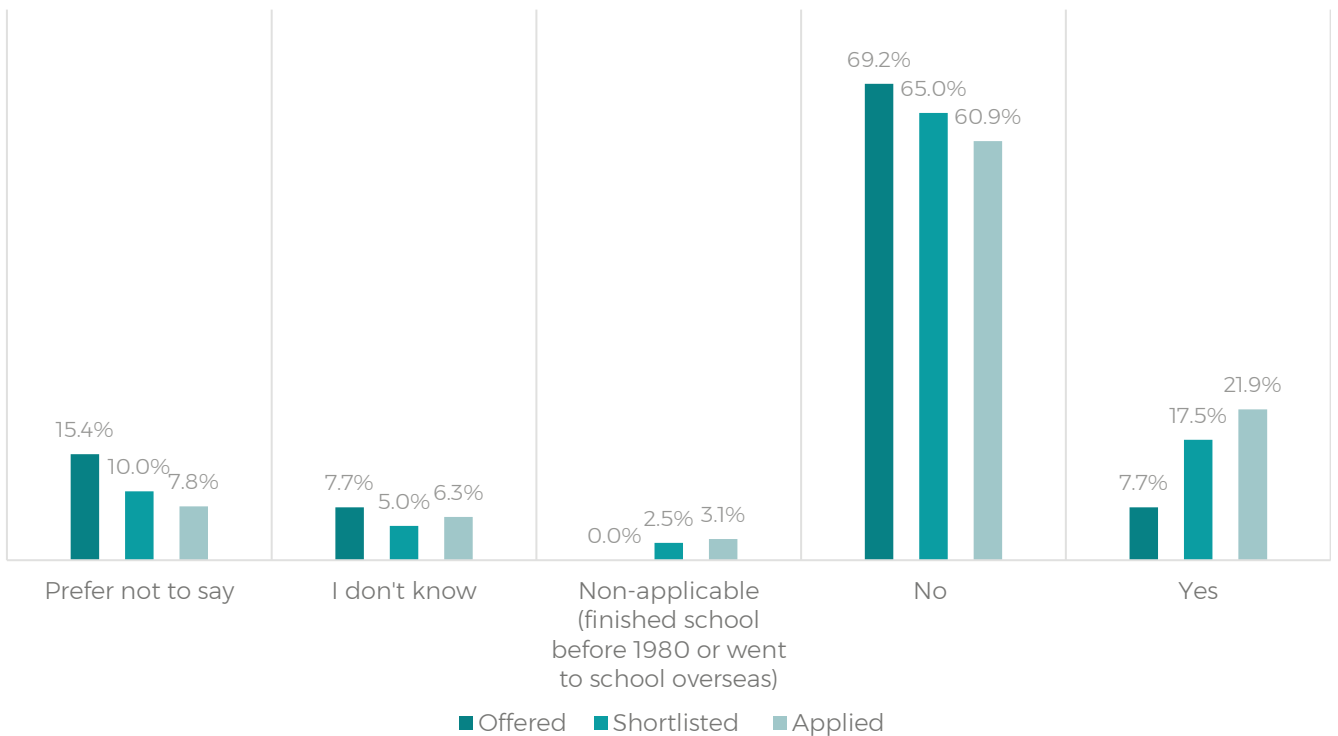
Eligibility for Free School Meals

[If you finished school after 1980, were you eligible for free school meals at any point during your school years?]

Graph 34: External recruitment by eligibility for free school meals, 2022-2023



Graph 35: Internal recruitment by eligibility for free school meals, 2022-2023



Analysis

For external jobs, the proportion of total applications, shortlisted candidates and job offers was significantly higher for those candidates who disclosed that they had not been eligible for free school meals. The proportion of both applicants (20.2%) and job offers (19.4%) for people who disclosed that they were in receipt of free school meals exceeds the national benchmark: 15% of pupils at state-funded schools are eligible for free school meals. The proportion of candidates who identify as being in receipt of free school meals who were shortlisted (15.2%) is in line with the 15% benchmark. 63.9% of total job offers went to candidates who were not eligible for free school meals compared with 19.4% for candidates who were eligible.

For internal jobs, again the size of the group of candidates who declared that they were not eligible for free school meals exceeds that of candidates who declared that they were eligible for free school meals. 69.2% of total internal job offers went to candidates who were not eligible for free school meals compared with 7.7% of candidates who were eligible which is significantly lower than the national benchmark of 15%. From the prefer not to say figures we can infer that we need to continue communicating to staff about the importance of self-declaration of socio-economic background and provide reassurance as to the reasons for doing so.

Question for Graduate Hires

[If you have a graduate scheme, ask this additional question to your graduate hires only: Did either of your parents attend university by the time you were 18?]

Due to the fact that we have a very small number of graduate schemes this year, we were not able to gather enough data for this question to produce a meaningful analysis.

Recruitment Improvement / Activities

YMLAEN – our Ethnic Minority Graduate Internship

This year, working in partnership with the Windsor Fellowship, we have welcomed four interns to the Senedd Commission with a view to equipping them with the skills, knowledge and experience to secure management roles in the public sector.

The interns undertake extensive training to develop leadership and technical skills designed in the hope of providing them with the best chance possible to secure employment in specialist areas at middle manager level or above.

We have successfully launched our second YMLAEN Programme, following the same process and with the same programme objectives, aiming to have our next cohort starting their internship at the Senedd in September 2023.

Inclusive Recruitment

Our name-free recruitment system enables job applicants to have confidence that biases will be eliminated from the application process. We have also continued to:

- Partner strategically with an executive search agency to diversify the talent pipelines and panels for senior Commission appointments and public and Crown appointments;
- Monitor recruitment processes and enhance assessment design, create bespoke advertising strategies for campaigns, enhanced panel diversity and job description / candidate pack design, all with a view to attracting the widest range of talent; and
- Review and where appropriate, act on, candidate and hiring manager feedback.

Over the last reporting period, the Recruitment Team has developed an attraction plan which includes strategies to widen our talent pipeline, attract candidates to hard-to-fill vacancies and the ongoing development of marketing materials and outreach activities. Candidate guidance has also been reviewed to provide clarity on existing processes and reassurance to candidates who might be disabled as to the reasonable adjustments that can be made throughout the recruitment process.

Another key area of work is the review of recruiting manager guidance and training materials with a view to developing an inclusive recruitment toolkit for staff participating in recruitment panels. The concepts of bias, privilege and creating a positive candidate experience will be central themes throughout both the guidance and training materials.



Pay Gap Reporting



Gender Pay Gap Reporting

This analysis is based on 469 staff: 229 women and 240 men, who were employed on 31 March 2023. Staff not currently on payroll due to working less than a full month (for example leavers or people on long term leave where they do not receive their usual salary), internal secondments or career breaks were excluded from the analysis.

The Gender Pay Gap is the percentage difference between the average (mean and median) earnings of men and women across a workforce. It is different to equal pay, which considers the pay of men and women doing the same for equal or similar work. Instead, it is the difference between what men typically earn in an organisation compared to what women earn, irrespective of their role or seniority or type of work.. This is produced in line with the [Equality Act 2010 \(Gender Pay Gap Information\) Regulations 2017](#).

Gender Pay Gap – Hourly Pay

	2022-23	2021-22	2020-21	2019-20
Mean Gender Pay Gap	-4.8%	-6.5%	-5.3%	-6.7%
Median Gender Pay Gap	0.0%	-9.75%	-9.8%	-15.2%

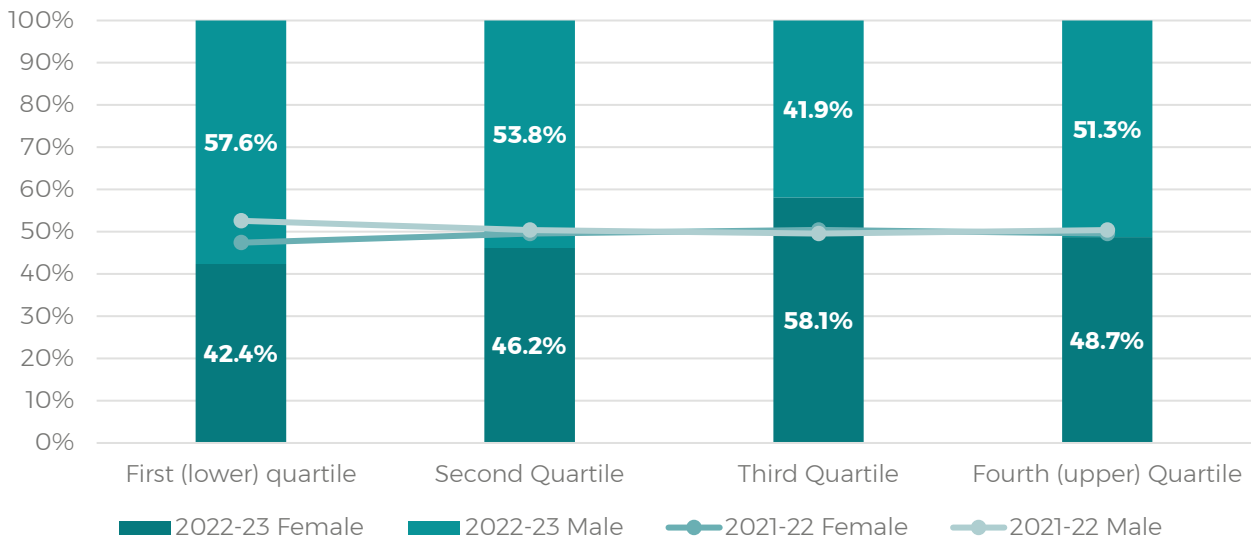
Bonus Pay

We do not pay bonuses to any of our employees.

Proportion of Women and Men in Each Pay Quartile

Each quartile represents one quarter of employees working for the Senedd Commission when ordered from lowest to highest paid.

Graph 36: Proportion of Women and Men in Each Pay Quartile



Analysis

For the first time, there is no pay gap when looking at median pay, and although there continues to be an inverse pay gap when looking at mean pay, this has reduced this year by 1.7%, to -4.6%. This is extremely positive in supporting the Commission’s aspiration to have a 0% pay gap between men and women.

The male hourly rate has increased to meet the female rate (whereas female rate has remained consistent). From analysis, this is due to increased numbers of men earning over £30 per hour (46% increase in this category). Also, at the snapshot date of 31 March, more men than women are earning over £51 per hour which furthers alignment between men’s and women’s pay at senior executive level.

In April 2022, the UK’s gender pay gap for full-time employees was 8.3%, meaning that average pay for full-time female employees was 8.3% lower than for full-time male employees, or for every £1 a full-time male employee earned, a full-time female worker earned 91.7 pence. Among all employees (full-time and part-time), the UK gender pay gap decreased to 14.9% from 15.1% in 2021 but was notably lower than the 17.4% in 2019. (Sources: ONS and CIPD Gender Pay Gap Reporting Guide 2023)

Ethnicity Pay Gap Reporting

This analysis is based on the number of staff who declared their ethnicity as at 31 March 2023. It should be noted that compared to the Gender Pay gap, which has been produced based on 100% of the workforce, the ethnicity pay gap is based on 96% of the workforce, due to the need to exclude the 19 people who have not declared ethnicity.

White: **428**

Ethnic minority: **22**

Not declared: **19**

We have voluntarily published our Ethnicity Pay Gap information since 2019. The Ethnicity Pay Gap measures the difference in pay between all employees who have identified as ethnic minority employees and those who employees who have identified as White in the Senedd Commission’s workforce. The Commission reports the Ethnicity Pay Gap against the same measures as those for the Gender Pay Gap. This has been produced in line with the (new for 2023) **[Ethnicity pay reporting: guidance for employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/ethnicity-pay-gap-reporting-guidance-for-employers)**

Ethnicity Pay Gap – Hourly Pay

	2022-23	2021-22	2020-21	2019-20
Mean Ethnicity Pay Gap	23.5%	26.1%	28.1%	20.4%
Median Ethnicity Pay Gap	23.6%	35.8%	38.9%	21.7%

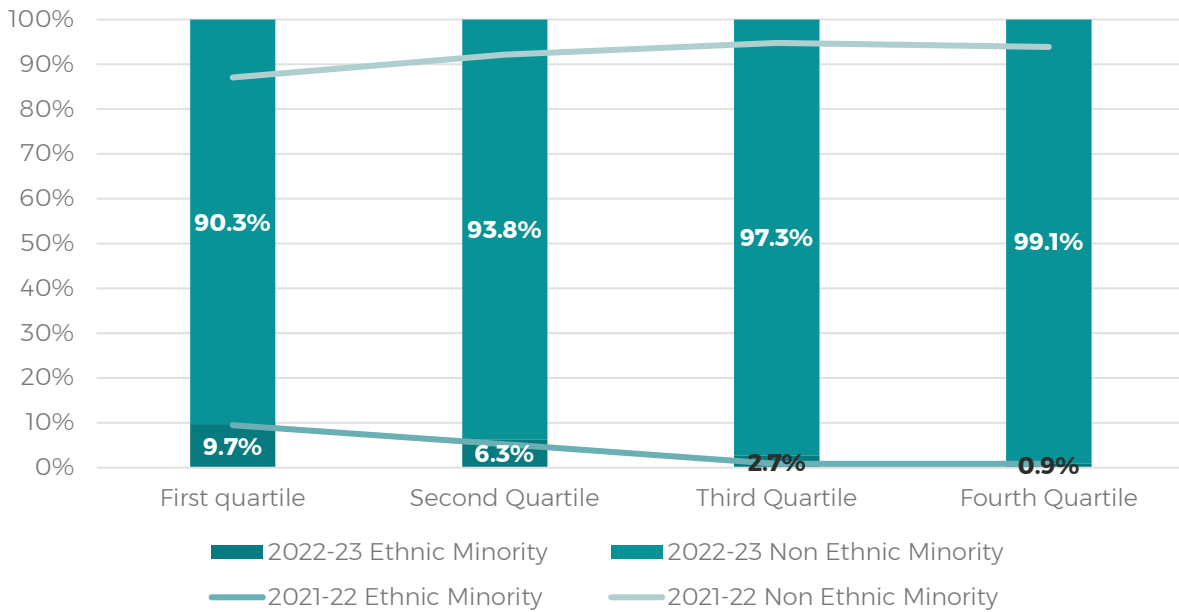
Bonus Pay

We do not pay bonuses to any of our employees.

Proportion of Ethnic Minority Employees and White Employees in Each Pay Quartile

Each quartile represents one quarter of employees working for the Senedd Commission when ordered from lowest to highest paid.

Graph 37: Proportion of Ethnic Minority Employees and White Employees in Each Pay Quartile



Analysis

As with previous years, the Senedd continues to have a significant ethnicity pay gap, although this year there has been a positive reduction in the median pay gap, bringing the mean and median in line. This continues with the trend of decreasing the pay gap that we have seen the last three years, although caution is needed when reviewing this pay gap, as due to the small numbers of staff declaring themselves to be of an ethnic minority, even small changes to our staffing profile will have an impact.

The main reasons for the ethnicity pay gap continue to be:

- A limited number of ethnic minority staff employed by the Commission as an overall percentage of the overall workforce; and
- The uneven distribution of ethnic minority staff, who are mainly employed at lower bands on the pay scale.

Disability Pay Gap Reporting

This analysis is based on the number of staff who declared their disability status as at 31 March 2023. It should be noted, that compared to the Gender Pay gap, which has been produced based on 100% of the workforce, the disability pay gap is based on 91% of the workforce due to the need to exclude the 43 people who have not declared disability status.

Identify as having a disability: **35**

Identify as not having a disability: **391**

Not declared: **43**

The Disability Pay Gap measures the difference in pay between all employees who have identified as having a disability, and those employees who have identified as not having a disability. The Commission reports the Disability Pay Gap against the same measures as those for the Gender Pay Gap.

It should be noted that the Commission works in line with the Government Statistical Service (GSS) definition of “disabled”. However, with regards to the data analysed as part of the Disability Pay Gap here, employees were asked to self-identify whether they have a disability, and no objective assessment against the definition above has been applied to the employee group for the purposes of Disability Pay Gap reporting.

Disability Pay Gap - Hourly Pay

We started analysing the disability pay gap in 2022, so we only have one year’s historical data for comparison purposes:

	2022-23	2021-22
Mean Disability Pay Gap	1.28%	-2.87%
Median Disability Pay Gap	0.0%	0.0%

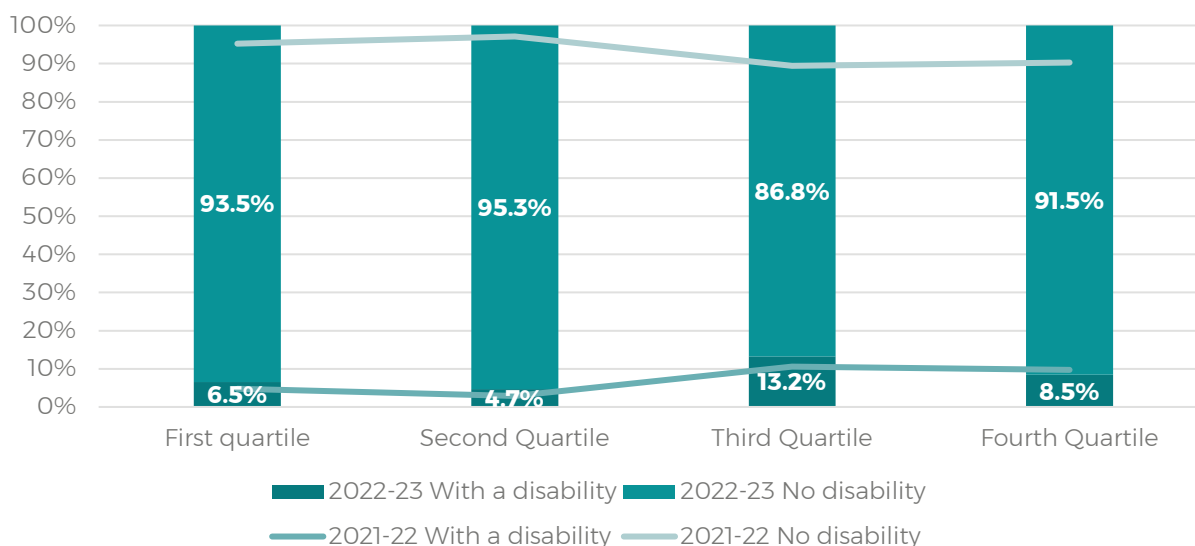
Bonus Pay

We do not pay bonuses to any of our employees.

Proportion of Staff identifying with a Disability and staff identifying as not having a disability in Each Pay Quartile

Each quartile represents one quarter of employees working for the Senedd Commission when ordered from lowest to highest paid.

Graph 38: Proportion of Staff identifying with a Disability and Staff identifying as not having a disability in Each Pay Quartile



Analysis

The Commission has no pay gap against median pay for staff with a disability and staff with no disability. When looking at the mean pay gap, last year there was a small inverse pay gap (i.e. staff with a disability were, on average, likely to be paid slightly more than staff without a disability). This year the overall mean pay gap between staff with a disability and staff without a disability has reduced overall, but has adjusted in a way which means that staff with a disability are likely to be paid slightly more than staff without a disability. Recognising that, due to the small numbers of staff identifying as having a disability where even small changes to our staffing profile will have an impact, we do not consider this to be a significant issue of concern but will continue to monitor this over coming years to ensure that as far as possible, there continues to be a negligible pay gap.



Equal Pay



Equal pay audit

An equal pay audit is an assessment tool that is used to determine whether an employer is meeting its obligations under the Equality Act 2010 to provide different groups of staff equal pay for equal work.

Although a summary is being provided this year, a full equal pay assessment was undertaken last year: [equal-pay-audit-gender-ethnicity-and-disability-pay-gap-reporting-2021-22.pdf \(senedd.wales\)](#)

Group	Group 1 (% of workforce)	Group 2 (% of workforce)	Median / Mean	2023- % more Group 1 are paid than Group 2 *	2022 - % more Group 1 are paid than Group 2 *	Pay difference change since last year Δ
FTE Total salary						
Sex	Women (50.2%)	Men (49.8%)	Median:	0.0%	8.4%	∨
			Mean:	4.3%	5.4%	∨
Age	46-50 (12.3%)	All other ages (87.7%)	Median:	7.3%	5.3%	∧
			Mean:	11.6%	16.5%	∨
Disability	Staff who don't identify with a disability (83.7%)	Staff who identify with a disability (7.4%)	Median:	0.0%	0.0%	∨
			Mean:	3%	-2%	∧
Sexual Orientation	Non-LGBQ+ staff (82.7%)	LGBQ+ staff (4.7%)	Median:	0.0%	0.0%	∨
			Mean:	-2.9%	-6.3%	∨
Race/ Ethnicity			Median:	23.6%	34.7%	∨

	Staff identifying as White (91.6%)	Ethnic Minority staff (4.5%)	Mean:	23.3%	25.5%	∨
Religion/ Belief	Agnostic/ Atheist/ Christian/ None/Other (76.5%)	Muslim (1.6%)	Median:	36.3%	38.9%	∨
			Mean:	32.3%	37%	∨

* Green = <10% / Amber = >10%, <25% / Red = >25%

▲ Green = Reduced, or remained the same where no pay difference / Amber = Remained the same where still a pay difference / Red = Increased

† Does not total 100% of workforce as some staff have not specified

‡ A negative number means Group 2 are paid more than Group 1

Analysis

In comparing groups for some protected characteristics, there are obvious comparison groups (e.g. Sex – the only option is to compare Women to Men). However, for other characteristics where there are multiple groups within the characteristic (e.g. a number of different age ranges within the Age category, a number of religion/beliefs); we have reviewed historic data to look at any groups where there is potential for there to be a disparity between that group and other groups within the protected characteristic.

On the overall numbers, across all the groups compared, the biggest difference in pay is between staff identifying as White, as compared to Ethnic Minority Staff, and between Muslim staff compared to Agnostic/ Atheist/ Christian/ None/Other.

As with previous years, the overall mean/median pay differences are largely down to: a) a low percentage within the overall workforce of Ethnic Minority staff and staff who are Muslim and b) lower representation at more senior levels of the organisation rather than an endemic difference in equal pay for equal work. When looking at the pay grades where there is representation from Ethnic Minority staff and Muslim staff, there is no significant pay difference within the grade.



Actions





Consolidated action plan

In our consolidated action plan for our workforce, recruitment and pay data analyses, we have set out the key steps we will take in 2022-23 in relation to equal pay, in order to meet the Commission's public sector equality duty ("PSED") to: (a) Eliminate discrimination and other conduct prohibited by the Equality Act 2010; (b) Advance equality of opportunity between persons of different protected characteristics; and (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These actions are either planned or ongoing and have been identified to address under-representation of ethnic minority staff at decision-making level:

- Develop a Resourcing and Talent Management Strategy that supports inclusive resourcing and talent management of existing workforce.
- Continue to monitor conversion rates across the protected characteristics for internal and external campaigns of all candidates and make any required changes to processes.
- Develop a new behavioural framework which aligns with our organisational values.
- Refresh candidate guidance, hiring manager training and include inclusive recruiting principles in Recruitment Policy following Recruitment Team training.
- Through our Attraction Plan, pilot different advertising strategies, including translation into community languages and targeted outreach.
- Continue to work with workplace equality networks to identify how to better support progression of all staff including staff with protected characteristics.
- Monitor diversity of hiring panels and increase the number and diversity of panel members.



Appendices



Appendix A: Approach to Data Collection and Analysis – Workforce and Recruitment

Our Approach to Workforce Monitoring

Our workforce data is collated via our HR Payroll system and relates to staff directly employed by the Senedd Commission. The workforce data presented in this report is as of 31 March 2023. One of our identified ongoing 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 Data

Recruitment data is collated using our applicant tracking system-for both internal and external recruitment schemes. We track the success rates of applicants throughout the recruitment process at application, shortlist and job offer stage.

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. We have the following privacy notice to detail how we collect, use and store data from our applicants.

[Recruitment of Commission Staff Privacy Notice](#)

Appendix B: Approach to Data Collection and Analysis – Pay Gap Reporting

Scope

Due to some differences in which Equal Pay audits and Pay Gaps are reported, there are some differences in scope between these. The below table summarises these:

	Equal Pay Audit	Gender/Ethnicity Pay Gap
Period of time taken into account	31 March 2023 only	1-31 March 2023
Definition of pay	Full Time Equivalent Salary including allowances (“Total pay”)	Actual salary for the whole of March (which may be pro-rated for Part Time staff) after salary sacrifice deductions (except childcare vouchers) and including allowances
Headcount	486	469
All staff on perm/temp contracts employed on 31 March were included except:	Internal secondments and staff currently on career breaks or anyone not on a pay band	Internal secondments and staff currently on career breaks or anyone not on a pay band Anyone who has worked less than a full month (for example leavers or people on long term leave)
Information source	HR/Payroll IT System	

Mean and Median

Throughout the report, the information used looks at both the ‘mean’ (average) and the ‘median’ (middle) pay. This allows us to have due consideration for the average pay for the different groups, but also use the median calculations to identify areas where the mean may have skewed the overall data. Mean is the average hourly rate of pay, calculated by adding the total hourly pay rate for all employees then dividing that figure by the number of employees.

To calculate the median, the pay rates for all employees are arranged in order from lowest to highest. The median is the hourly rate which appears exactly in the middle, in line with the Gender Pay Gap reporting website.

Appendix C: Pay Scales by Grade

The pay scales in the table below came into effect on 1 April 2022, with an adjustment made to the first point of the Team Support scale on 1 November 2022 to reflect increases to the National Living Wage. It should be noted that:

- Bands within the pay scales are designed to be relatively short to minimise any likelihood of pay discrimination;
- We use minimal allowances, reducing the potential for pay differentials;
- We do not pay bonuses to any of our employees;
- The usual practice is for new starters to begin on minimum pay point, and any differences to this have to go through an objective approval process;
- Trade Union Side are involved in pay reviews and negotiations, with current pay arrangements in place till 2025 (subject to review) and informed by the Annual Survey of Hours and Earnings (ASHE) index; and Diversity and Inclusion: Equal Pay Audit, Gender, Ethnicity and Disability Pay Gap Reporting; and
- We use the Cabinet Office’s Job Evaluation Grading System (JEGS) system for most grades, and the Cabinet Office’s Job Evaluation Senior Posts (JESP) system for Director level and above.

Grade	Point	1/4/22
Team Support	1	£20,738 (increased to £20,972 on 1/11/22)
	2	£22,724
	3	£24,710
M3	1	£25,945
	2	£26,826
	3	£28,007
	4	£31,137
M2	1	£33,335
	2	£35,095
	3	£36,832
	4	£40,422

M1	1	£42,669
	2	£44,504
	3	£46,340
	4	£51,137
E2	1	£55,240
	2	£57,625
	3	£60,011
	4	£66,234
E1	1	£69,545
	2	£70,976
	3	£73,799
	4	£81,329
EB		£85,396
S3	1	£85,299
	2	£88,889
	3	£92,585
	4	£96,439
	5	£100,453
	6	£108,817
S2	1	£106,477
	2	£110,918
	3	£115,549
	4	£120,375
	5	£125,405
	6	£135,883
S1	1	£136,116
	2	£141,815
	3	£147,755
	4	£153,947
	5	£166,840