



Assembly Commission's Equality Information January 2012

The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales and holds the Welsh Government to account. The Assembly Commission provides resources, property and staff to enable the National Assembly for Wales to function as a parliamentary institution. As such, we have responsibilities as an employer and as an organisation that supports Assembly Members and interacts with the public. The services we provide to the public include welcoming visitors to our estate, providing information to people and visiting schools and community groups across Wales.

Organisational staff profile

The information presented here represents a snapshot of our workforce as at 31 December 2011. We will continue to produce information on our staff profile each April in our Annual Equality Reports. Monitoring information is collected and stored through our U-Access HR system where members of staff are asked to self-declare their equality characteristics. As we rely on self-declaration, there remain gaps in our information. Where there are gaps, we will be working to fill these over the coming year by encouraging people to self-declare.

Our staff structure is organised as:

Senior Staff, including Chief Executive and Directors
Executive Band 1
Executive Band 2
Management Band 1
Management band 2
Management Band 3
Team Support

Gender and grade

	Team	M-3	M-2	M-1	E-2	E-1	Senior staff	Total
Female	39	28	63	25	19	7	2	183
Male	76	30	28	21	16	3	3	177
Total	115	58	91	46	35	10	5	360

The above figures show a good gender balance in the organisation with 50.8% of staff female and 49.2% male. However, we recognise that there are differentials. For example, there are more males than females at Team Support level as the

majority of posts at this level are Security Officers. Work has been undertaken to attract more women to these roles. Many of the Management Band 2 posts are female translators.

Age group and grade

	TEAM	M-3	M-2	M-1	E-2	E-1	Senior Staff	Total
20-24	10	1	1	0	0	0	0	12
25-29	15	25	22	4	1	0	0	67
30-34	13	16	19	11	8	0	0	67
35-39	9	5	16	13	4	2	0	49
40-44	6	4	7	8	6	2	0	33
45-49	8	4	13	3	4	2	1	35
50-54	16	2	5	5	9	3	2	42
55-59	17	0	5	2	2	1	1	28
60-64	19	1	1	0	1	0	1	23
Over 65	2	0	2	0	0	0	0	4
Total	115	58	91	46	35	10	5	360

The figures show that 50.8% of our workforce fall within the ages of 25-40. Only 3.3% are in the 20-25 age band and 7.5 % are aged 60+. We encourage applications from older people and have Age Positive Employer Champion accreditation.

Disabled staff by grade

	TEAM	M-3	M-2	M-1	E-2	E-1	Senior Staff	Total
Learning Difficulties (alone)	0	1	0	0	0	0	0	1
Non-disabled	69	35	53	31	20	7	5	220
Physical Coordination Difficulties (alone)	0	1	0	0	0	0	0	1
Reduced Physical Capacity (alone)	0	0	0	1	1	0	0	2
No Reply	46	21	38	14	14	3	0	136
Total	115	58	91	46	35	10	5	360

The above figures show that only four members of staff have declared a disability. This equates to 1.1% of our workforce. The figures also show that 37.8% of our workforce are yet to declare whether they are disabled. We will work over the next year to increase the number of staff who declare whether they are disabled. We encourage job applications from disabled people and operate the Positive About Disability standard.

Ethnicity by grade

	TEAM	M-3	M-2	M-1	E-2, E-1 Senior staff	Total
Asian - Indian	3	0	0	0	0	3
Asian - Bangladeshi	3	1	0	0	0	4
Asian - Chinese	0	1	0	0	0	1
Black - African	2	0	0	0	0	2
Black - Caribbean	1	0	0	0	0	1
Mixed Black African & White	1	1	0	0	0	2
Other Black Background	1	0	0	0	0	1
Other Ethnic Background	1	0	1	0	0	2
Other Mixed Ethnic Background	0	0	0	0	2	2
White	95	55	84	44	44	322
No Reply	8	0	6	2	4	20
Total	115	58	91	46	50	360

To meet Data Protection requirements we have combined the Executive and Senior bands. Our staff profile highlights that 89.4% of staff identified themselves as white, 5% identified themselves as black and minority ethnic and 5.6% have not yet recorded an ethnicity. We recognise that two-thirds of our black and minority ethnic (BME) staff are at the team support grade.

The Office of National Statistics estimates Cardiff's non-white population at 10% of total persons usually resident in the city, while the all Wales estimate was significantly lower at 2.9%.¹ While 5% BME workforce is below the 10% within the local area, the population of the officially defined Cardiff travel to work area² is closer to 4.5%.

Sexual orientation by grade

	TEAM	M-3	M-2	M-1	E-1, E-2 Senior Staff	Total
Bisexual Man	0	0	0	0	1	1
Gay Man	0	0	2	1	2	5
Gay Woman / Lesbian	1	0	0	0	0	1
Heterosexual	37	13	20	13	12	95
Prefer Not To Say	0	1	0	0	0	1
No Reply	77	44	69	32	35	257
Total	115	58	91	46	50	360

¹ Cardiff – What Matters - 2010:2020 The 10 Year Strategy – Headline Needs Assessment 2010

² Research Service analysis of 2001 Census figures.

To meet Data Protection requirements we have combined the Executive and Senior bands. The figures show that while 1.9% of our workforce are lesbian, gay or bisexual, 71.4% of our workforce are yet to declare their sexual orientation. We will work over the next year to increase the number of staff who declare their sexual orientation.

Full-time and part-time status by gender and grade

	TEAM			M-3			M-2		
	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total
Female	32	7	39	28	0	28	49	14	63
Male	71	5	76	29	1	30	26	2	28
Total	103	12	115	57	1	58	75	16	91

	M-1			E-2			E-1			Senior Staff		
	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total
Female	23	2	25	15	4	19	7	0	7	2	0	2
Male	20	1	21	16	0	16	3	0	3	2	1	3
Total	43	3	46	31	4	35	10	0	10	4	1	5

The above figures show that 27 females, 14.8% of our female staff, work part-time compared to 10 males, 5.6% of our male staff.

Religion / belief by grade

	TEAM	M-3	M-2	M-1	E-2	E-1	Senior Staff	Total
Agnostic	1	2	1	2	1	0	0	7
Atheist	0	3	1	1	1	1	1	8
Christianity	2	2	6	4	3	0	0	17
Church in Wales/Church of England	5	0	2	2	2	0	0	11
Hinduism	1	0	0	0	0	0	0	1
Roman Catholic	4	1	0	0	0	0	0	5
None	18	1	6	3	2	1	0	31
Other	2	2	1	1	1	0	0	7
Prefer Not To Say	0	3	3	1	0	1	0	8
No Reply	82	44	71	32	25	7	4	265
Total	115	58	91	46	35	10	5	360

The above figures show that although there is a good spread of religions / beliefs within the organisation, 73.6% of staff are yet to declare whether they have a religion / belief. We will work over the next year to increase the number of staff who declare their religion / belief.

Transgender

No members of staff have declared that they have undergone, are undergoing or intend to undergo gender reassignment. We have worked with trans advocates to produce a Gender Reassignment Policy should any staff undergo gender reassignment

Equal Pay Audit

An Equal Pay Review has been undertaken and the results are shown in Annex A.

Whilst the analysis suggests that the median basic salary for female employees is 37.3% ahead of that of male employees and the median total salary for female employees is 26.2% ahead of that of male employees, this is explained by the fact that the Commission has a disproportionately high number of male employees in the lowest paid TEAM band. This is a consequence of the fact that almost half of this grade is comprised of the Commission's security service which is mainly male. Recruitment exercises have aimed to reduce the disproportionate male/female split within this service but it is proving to be a slow process.

When considering differences on a grade by grade basis, no grade has a difference in median total salary of more than 4.2%. The 4.2% differential is in the M-3 grade and is largely due to the length of service of the individuals concerned.

Work placements

Recognising deficits in our workforce profile, we have undertaken work placements for BME people and for an individual with mental ill health. We have made a commitment in our new Equality Plan, to be published in April 2012, to continue to undertake supported work placements for under-represented groups and to address barriers to applications from diverse people.

Supporting staff

We have a number of mechanisms in place to support our diverse workforce including the following:

- Our Equality Team provides advice and guidance to staff in relation to equality and access

- HR Operations Team provides advice in relation to our staff policies
- Our Health and Safety team undertake assessments of staff and produce Personal Emergency Evacuation Plans (PEEP) for disabled staff.
- We have an employee assistance helpline which provides free confidential counselling and advice for staff
- We have a range of flexible working options available to staff including reduced hours, part-time, compressed hours, home working flexi-time and term-time working.
- All of the protected characteristics are covered by our Dignity at Work policy. This outlines our commitment to equality and the procedures that take place should a claim of bullying, harassment, discrimination or victimisation arise. The policy goes wider than is required by statute. The definition of harassment adopted by the Assembly is:

‘Unwanted conduct affecting the dignity of men and women in the workplace. It may be based on age, sex, sexual orientation, gender identity, race, colour, nationality, ethnic origin, association with a minority, language, disability or medical condition, religion or belief or lack of it, trade union membership or lack of it, domestic circumstances, property, birth or other status or personal characteristic of the individual and may be persistent or even in some cases an isolated incident’.

Support for staff by protected characteristics

Age

Older and younger members of staff are equally covered by our HR policies. Each of our HR policies are undergoing impact assessments to ensure that they do not have a negative impact on older or younger members of staff.

Disability

All staff undergo Display Screen Equipment (DSE) assessments to identify whether they have any access requirements. All reasonable adjustments are made to satisfy their needs. They are also offered the opportunity to develop a Personal Emergency Evacuation Plans (PEEP). So far, four members of staff have developed a PEEP with our Health and Safety Team. We have a very active disability staff network who offer support to disabled staff, promote equality throughout the organisation and impact assess our policies. Each of our HR policies are undergoing impact assessments to ensure that they do not have a negative impact on disabled staff.

Faith / Belief

Staff members who follow a faith / belief can observe their faith / belief during work hours. We have a prayer room available to all staff and Christian staff have established a prayer breakfast. Staff are allowed to change their working patterns should they observe fasting during Ramadan. We raise awareness of various faiths / beliefs through internal communications in order to foster good relations and have held awareness events for staff such as a session on Understanding Islam. Each of our HR policies are undergoing impact assessments to ensure that they do not have a negative impact on staff that follow different faiths / beliefs.

Gender Reassignment

Transgender staff are supported through our Gender Reassignment Policy. They are also welcome to join our lesbian, gay, bisexual and trans (LGB&T) staff network. We use internal communications to raise awareness of trans issues during LGB&T History Month and on the International Day Against Homophobia and Transphobia. Each of our HR policies are undergoing impact assessments to ensure that they do not have a negative impact on transgender staff.

Marriage and Civil Partnership

Each of our HR policies are undergoing impact assessments to ensure that they apply equally to people who are married and civil partnered.

Maternity and Pregnancy

We have very supportive HR policies and offer very generous maternity and co-parental leave. We have a commitment in our Equality Plan to develop a maternity staff network to offer extra support to staff members and to impact assess policies. Staff who return to work can change their working patterns to suit their changing family situation and can use the office of our Occupational Health Nurse or our first aid room should they need to rest or express milk during work hours. Each of our HR policies are undergoing impact assessments to ensure that they do not have a negative impact on staff who are pregnant, on maternity leave or returning from maternity leave.

Race

We have a commitment in our Equality Plan to develop a BME staff network which would offer support to BME staff, impact assess policies and promote race equality. Each of our HR policies are undergoing impact assessments to ensure that they do not have a negative impact on BME staff.

Sex

We undertake an Equal Pay Audit each year to identify any differentials of occupational segregation that cannot be explained. We have a number of flexible working options available to staff and very supportive family and carer policies. We have developed a domestic violence policy to support staff in the workplace. Each of our HR policies are undergoing impact assessments to ensure that they do not have a negative impact on different sexes.

Sexual Orientation

We have a very active LGB&T staff network who offer support to LGB&T staff, promote equality throughout the organisation and impact assess our policies. We are a Stonewall Diversity Champion and have for the past 4 years have been ranked within Stonewall's Workplace Equality Index of the Top 100 LGB-friendly employees in Britain. In the 2012 Index we are ranked 20. We use internal communications to raise awareness of LGB issues during LGB&T History Month and on the International Day Against Homophobia and transphobia. Each of our staff policies are undergoing impact assessments to ensure that they do not have a negative impact on LGB people.

Equality Plan 2012-2016 consultation

Throughout October and November 2011, we consulted employees and service users to gather information on how our work affects people with protected characteristics. Staff were asked about the support that they receive and where we can make improvements. Assembly Members and members of the public were asked about the service that they receive from the Assembly Commission and about what improvements can be made. All of the information that we received was analysed to inform our equality objectives.

Internally, we produced bilingual online surveys for Assembly staff, for Assembly Members and their staff. We also attended team meetings and held internal focus groups with staff, including our staff networks, with contracted staff and with Assembly Member Support Staff.

Externally, we produced an online bilingual survey in a range of alternative formats and community languages which were available on our website and promoted via a press release, Twitter and Facebook. The information was produced in Easy read, British Sign Language, audio, large print, Somali, Arabic, Bengali, Urdu, Gujarati, French, Hindi, Punjabi, Polish and Mandarin. Links to the public survey and the range of formats were shared with all of our contacts, across the equality field throughout Wales. Links to our consultation were also promoted through external organisations including Llanelli Multi-Cultural

Network, Healthy Newport Bulletin, Silobreaker, Participation Cymru, Stonewall Cymru, Association of Voluntary Organisations in Wrexham, Disability Wales, Deaf Association Wales. Table 1 below outlines the focus groups and meetings that we held with external organisations.

Table 1: External focus groups

Cardiff	Cardiff-Wales Mardi Gras
Across South Wales	Valleys Faith Forum South East Wales Regional Equality Council (SEWREC)
Llandeilo	Carmarthenshire Association of Voluntary Services Trans GIST
Senedd	Women Making a Difference
Swansea	MEWN Cymru
Wrexham	Wrexham Asylum Seekers Support Group Tangnefedd – North East Wales Interfaith, Peace and Justice Forum
Colwyn Bay - Rhyl	Conwy Access Group VIVA – LGBT youth group

In addition to our focus groups, we received responses to our public survey from a variety of individuals and groups including disability advocates, attendees at Mardi Gras, trans people, Cytun, National Federation of Women’s Institutes - Wales, Deaf Association Wales, Age Cymru, Chwarae Teg, Tai Pawb and People First groups. We received 60 responses from organisations and individual members of the public, including 6 BSL video responses.

Responses from the consultation were used to inform the development of our equality objectives and actions. Our plan will be published in April 2012. A summary of the responses can be seen [here](#).

For staff, key issues include the need for equality training and awareness, further development and promotion of policies to support staff, consideration of how we can become a more diverse workforce and how we can further embed equality in the work of the Assembly Commission

For Assembly Members, key issues include training and information in relation to equality and access and support to enable them to communicate with diverse constituents.

For the public, key issues include access to information about the work of the Assembly, about how to engage with the Assembly and the accessibility of our estate.

The Equality Plan is in the process of being finalised and will be published on 1 April. Actions in the plan address the gaps highlighted by this assessment. Two key priorities are staff training and roll out of EIAs

Training

One of our priorities over the next year is to develop an equality training programme for all staff.

Impact Assessments

Equality impact assessments are carried out by the Equality Team, staff networks, trade unions and, where appropriate, external bodies. Assessments have been undertaken in the following areas:

- Review of the Assembly's publication brand
- Website refresh
- HR policies, including Dignity at work, Grievance, Probation, Special leave, Medical appointments, Resignation, Job evaluation, Notice period, Gender reassignment, Redundancy, Co-parental leave, Staffing flexibility, Public Interest Disclosure
- Review of audio equipment in the Senedd
- Child Protection Policy
- Vulnerable witness policy
- Determination on Members' Pay and Allowances

We are in the process refining our impact assessment process and identifying which policies, services, strategies, projects, contracts are highly relevant to equality in order to undertake a rolling programme of assessments.

Information on services

Our service users and the people affected by our policies and practices are the Assembly Members that we serve and the members of the public with whom we connect. The services that we provide to the public include public engagement and visits to the Assembly estate.

This section is designed to highlight how we show due regard to equality through the services that we provide. We do not currently systematically collect

quantitative information on our service users but have plans in place to investigate the possibility of doing so in the future. Information presented here is therefore qualitative.

Assembly Members

As an organisation we provide services to Assembly Members. Equality is built into a range of work that we undertake to support AMs and the operation of Assembly business.

Our Research Service provides briefings for Assembly Members and Assembly Committees. The Research Service ensures that equality considerations are built into their briefings and recently underwent training from the Equality and Human Rights Commission.

Committee Service provides secretariat support to the Assembly's Committees and procedural advice to Committee Chairs and Members. Assembly Members rely on Committee Service to engage with external stakeholders and to present a breadth of witnesses and evidence courses for the Committees to consider. They work with Research and Outreach colleagues to include diverse people in the work of Committees. When holding events outside of our estate, Committee staff use an accessibility checklist to ensure that venues are accessible to witnesses and observers. They have also produced guidance on how to support vulnerable witnesses at Committees. Support might include conducting the evidence session in a less formal way, asking more open questions, allowing the witness to take a break in questioning and allowing witnesses to bring someone to the committee table to support them during the evidence session.

The Equality Team has provided a range of guidance for Assembly Members in their roles as employers and service providers. Information covered includes making reasonable adjustments for disabled people, hiring an accessible office, producing accessible information and staffing issues.

Reasonable adjustments are made to enable Assembly Members and their staff to carry out their work.

Following a need identified by Assembly Members, we are developing an Access Fund which will provide financial assistance to disabled AMs and to enable AMs to pay for communication support with their diverse constituents. We also undertook an Equality Impact Screening to feed into the development of the Determination on Members' Pay and Allowances and we would anticipate we will continue to support the Remuneration Board in this way.

Members of the public

Research shows that public knowledge, interest and involvement in politics continue to be shaped by a person's gender, age, class and ethnicity. Men, older people, more affluent social classes and people from white ethnic backgrounds remain disproportionately more politically engaged. A significant number of individuals, communities and social groups do not engage with politics and remain 'hard to reach'. We have used Hansard Society's reports [Audit of Political Engagement 8: The 2011 Report](#), and [Connecting Citizens to Parliament](#), the Equality and Human Rights Commission (EHRC) reports [Not just another statistic](#) and [How fair is Wales?](#), and Stonewall Cymru research entitled [Counted In!](#) to identify which groups remain disengaged from the political process. This information is helping us in the development of our engagement and communication strategies.

Outreach

The Assembly Commission has a dedicated Outreach team who work with a variety of groups and organisations across Wales. The team meet with different groups to introduce the work of the Assembly and to promote the different ways that the public can interact with Assembly Members and Assembly business. The team have a comprehensive database of equality-related groups and over the past year have worked with many third sector, voluntary and community groups including Woman Making a Difference, VIVA-LGBT Youth Group, Deaf Association Wales, Trans G.I.S.T., Minority Ethnic Women's Network Wales. The Team utilise an outreach bus to visit communities across Wales and to attend large-scale events, such as Cardiff-Wales Mardi Gras. The bus is accessible and has a variety of information on board.

Below is a list of groups with whom the Assembly has undertaken outreach work from January – December 2011. Some of the figures reflect multiple work with the same organisation. It is worth noting that at some of the groups, attendees have multiple identities which are not reflected in the figures. For example, many attendees at Women's Institute events are older people but these are not classed as an older people outreach event in the statistics.

Type of group	Number of groups
Women	21
Children and young people	20
Disability	9
BME	6
Faith / Belief	3
Older people	3
LGB&T	1

Public information

We produce a range of information for a public audience designed to introduce people to the work of the Assembly and to encourage engagement with Assembly business. For example, for the Vote 2011 campaign we produced information in a variety of formats to explain the different elections taking place in May 2011, including British Sign Language, Braille, easy read, a young persons' guide and large print.

Each Assembly publication has a statement outlining the availability of information in an alternative format upon request. Such requests are met with minimal delay and at no cost to the person making the request.

Information available to visitors is available in large print and other accessibility requests will be met. We are currently in the process of redeveloping our visitor information which will be available in languages other than English and Welsh and in other accessible formats.

The number of requests for information in accessible formats is very low. From January - December 2011, where we have not proactively produced information in accessible formats, we have responded to four requests for information in Braille, British Sign Language, easy read and large print.

Website

The National Assembly for Wales is committed to making its website as accessible as possible to all users. During a recent refresh of the website we undertook two equality audits to increase the accessibility of the website. Feedback has also been sought through a user server and comments have fed into the development of the website.

Visits

Visitors to the Assembly estate are welcomed by Front of House staff who have undergone equality training. Many have undergone training on welcoming diverse guests and those that have not, such as new starters, will undergo such training within the coming year. Many Front of House staff have also undergone deaf awareness training with some going on to learn level 1 and level 2 British Sign Language. They have used these skills to welcome visitors and to give an informal, unplanned tour.

All visitors, including school groups, who book a tour or a visit to the Assembly are always asked whether they have any access requirements for their visit and such requests are always met. Guests have requested a range of access support including borrowing a wheelchair, having a British Sign Language interpreter, other language interpreter and facilities for an assistance dog.

Visitors have the ability to leave feedback on site through our visitor book, feedback station or by speaking to our staff. When equality and access issues are raised, these are managed appropriately. For example, when one guest gave feedback on the size of the writing on our visitor information a larger print version was produced.

From January – December 2011 the following equality-related pre-booked visits have taken place:

Type of group	Number of groups
Disability	12
Children and young people	5
Older people	2
Other equality related groups	4

We have a dedicated Education Team who welcome school groups to the Assembly and visit schools across Wales. The team have given presentations to 6 groups across special needs schools plus to a number of mainstream classes where there are individual students with additional needs.

Events

Whenever we hold an Assembly event, we always ask whether attendees have any access requirements and these are always met. Within the last year we have provided British Sign Language Interpretation, lip speakers, palantypists and use of our loop system.

In 2011, the Assembly proactively organised or attended the following equality-related events: LGB&T History Month, International Women’s Day, Cardiff-Wales Mardi Gras, and Vigil of the Mace (a pan-religious ceremony in preparation for the opening of the Fourth Assembly).

The Assembly’s Corporate Events team also organised for the Presiding Officer to meet the following groups at summer events: Women’s Institute, Merched y Wawr and Age Cymru.

We also host Assembly Member-sponsored events for other organisations. This is a reactive service when we are approached by an external group who are looking for a venue for an event. We ensure that access requirements are considered, although the responsibility for providing any service, such as a BSL interpreter, rests with the event organiser. We ensure that other access issues, such as our loop system, loan of a wheelchair and access for assistance dogs are facilitated. We always request feedback from event organisers and receive very little negative comments about access issues. We act upon feedback when it is received. Event organisers are invited to our building to undertake a site visit before any event. This gives them the opportunity to raise any access issues.

We promote events to diverse groups and have an action in our new Equality Plan to promote the Assembly as an accessible venue to a more diverse client base.

Over the past year, the Assembly has hosted a range of diverse events for external organisations including:

Type of group	Number of groups
Disability	16
Children and young people	3
LGB&T	1
BME	1
Faith / Belief	1
Other equality-related groups	3

Estate

Four buildings make up the Assembly estate: the Senedd is the parliamentary building; the Pierhead is a visitor and exhibition space; Tŷ Hywel is the administrative building housing the Assembly Member and Assembly Commission offices; and the North Wales Public Information office.

An access advisor was employed during the design and building stage of the Senedd. Since the Senedd opened we have continued to manage access considerations, making necessary alterations to the building.

The Pierhead was recently redeveloped as a visitor and exhibition space and a disability access group was involved in the development of the plans.

Access modifications have also taken place in Tŷ Hywel.

Visitors are invited to leave feedback on the accessibility of our estate which is acted upon as appropriate. For example, a visitor left feedback on problems with our Braille signage in the Pierhead. These problems have now been addressed and the signs changed.

We continue to monitor access issues and act on feedback that we receive. We plan to undertake an access audit of our buildings within the next year.

We have accessible facilities throughout our estate including loop systems, ramps, manifestations and accessible toilets, including a Changing Rooms facility. Such facilities are routinely checked and maintained.

Accountability and moving forward

Each year, we produce an Annual Equality Report which details progress on our equality objectives and highlights some of the equality work that we have undertaken. Our Annual Reports are scrutinised by the Assembly Commission, the group of AMs who oversee the running of the Assembly. Previous Annual Reports are available [here](#). Our next Report, covering January 2011 to March 2012, will be published in March 2012. We will publish our new Equality Plan in April 2012.

Gaps in the information presented here, such as recruitment data, grievance, complaints, return to work following maternity and leavers will be presented in our next Annual Report.

Annex A

Equal Pay Review - Full Time Equivalent Salaries as at 31 December 2011

All Staff

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£17,410	£17,410	0.0%		£17,410	£17,410	0.0%
Maximum	£117,423	£138,640	18.1%		£117,423	£138,640	18.1%
Mean	£30,035	£33,925	12.9%		£30,985	£34,493	11.3%
Median	£23,719	£32,567	37.3%		£25,809	£32,567	26.2%
Count	175	182			175	182	

Team

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£17,410	£17,410	0.0%		£17,410	£17,410	0.0%
Maximum	£20,483	£20,483	0.0%		£34,247	£26,321	-23.1%
Mean	£19,944	£19,600	-1.7%		£20,757	£20,035	-3.5%
Median	£20,483	£20,483	0.0%		£20,483	£20,483	0.0%
Count	77	40			77	40	

M-3

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£20,585	£21,630	5.1%		£20,585	£21,630	5.1%
Maximum	£25,809	£25,809	0.0%		£34,135	£28,795	-15.6%
Mean	£24,008	£24,029	0.1%		£25,161	£24,328	-3.3%
Median	£23,719	£23,719	0.0%		£24,764	£23,719	-4.2%
Count	29	27			29	27	

M-2

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£26,321	£26,321	0.0%		£26,321	£26,321	0.0%
Maximum	£34,002	£34,002	0.0%		£39,734	£38,033	-4.3%
Mean	£31,528	£32,350	2.6%		£32,870	£33,147	0.8%
Median	£31,799	£34,002	6.9%		£33,292	£34,002	2.1%
Count	28	63			28	63	

M-1

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£34,821	£34,821	0.0%		£34,821	£34,821	0.0%
Maximum	£43,014	£43,014	0.0%		£46,906	£49,815	6.2%
Mean	£40,439	£41,102	1.6%		£41,189	£42,255	2.6%
Median	£43,014	£43,014	0.0%		£43,014	£43,014	0.0%
Count	21	24			21	24	

E-2

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£49,322	£45,062	-8.6%		£49,322	£45,062	-8.6%
Maximum	£55,714	£55,714	0.0%		£67,581	£55,714	-17.6%
Mean	£53,888	£52,350	-2.9%		£55,086	£52,350	-5.0%
Median	£54,649	£53,583	-1.9%		£55,714	£53,583	-3.8%
Count	14	19			14	19	

E-1

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£65,893	£63,373	-3.8%		£65,893	£63,373	-3.8%
Maximum	£68,412	£68,412	0.0%		£68,412	£68,412	0.0%
Mean	£67,572	£66,613	-1.4%		£67,572	£66,613	-1.4%
Median	£68,412	£65,893	-3.7%		£68,412	£65,893	-3.7%
Count	3	7			3	7	

Chief Executive, Directors and Special Advisers

	Basic Salary				Total Salary		
	Male	Female	% Difference		Male	Female	% Difference
Minimum	£108,065	£117,423	8.7%		£108,065	£117,423	8.7%
Maximum	£117,423	£138,640	18.1%		£117,423	£138,640	18.1%
Mean	£111,713	£128,032	14.6%		£111,713	£128,032	14.6%
Median	£109,650	£128,032	16.8%		£109,650	£128,032	16.8%
Count	3	2			3	2	

Full-time versus part-time employees

	Basic Salary						
	Male		Female		% Difference		
	Full-time	Part-time	Full-time	Part-time	Male Part-time vs. Male Full-time	Female Part-time vs. Female Full-time	Female Part-time vs. Male Full-time
Minimum	£17,410	£20,483	£17,410	£17,410	17.7%	0.0%	0.0%
Maximum	£108,065	£117,423	£138,640	£55,714	8.7%	-59.8%	-48.4%
Mean	£29,314	£39,029	£34,174	£32,837	33.1%	-3.9%	12.0%
Median	£23,719	£20,585	£31,031	£34,002	-13.2%	9.6%	43.4%
Count	162	13	148	34			

	Total Salary						
	Male		Female		% Difference		
	Full-time	Part-time	Full-time	Part-time	Male Part-time vs. Male Full-time	Female Part-time vs. Female Full-time	Female Part-time vs. Male Full-time
Minimum	£17,410	£20,483	£17,410	£17,410	17.7%	0.0%	0.0%
Maximum	£108,065	£117,423	£138,640	£55,714	8.7%	-59.8%	-48.4%
Mean	£30,321	£39,261	£34,716	£33,521	29.5%	-3.4%	10.6%
Median	£25,809	£20,585	£31,727	£34,002	-20.2%	7.2%	31.7%
Count	162	13	148	34			