

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

June 2024



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

June 2024





Arwrn Penarth

Penarth Head

Yr Ardal Fasnachol

Commercial District

Robot Dy y Castell

West Dock Basin

The Chief Dock Manager's Office



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About this Report



Introduction

Our data shows an overall positive traction with regards to the Senedd Commission's commitment to enhancing diversity and inclusion within its workforce. The Commission has maintained a 0% median gender pay gap. For most protected characteristics there is no significant difference in pay and there has been an increase in workforce diversity, with a higher percentage of ethnic minority staff employed by the Commission. However, work continues to ensure the Commission is representative of the people of Wales.

This report sets out an analysis of the diversity profile of our workforce, alongside both internal and external recruitment monitoring data, equal pay 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 our jobs, and candidates who are offered employment with us. This information is also then used to identify whether there are any pay differences or other gaps. We use this analysis 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.

Key findings

Each year we collect, analyse and publish diversity data on our workforce profile and recruitment activity. As with last year, we have also included our equal pay audit summary and pay gap reporting information. Key findings are:

Equal Pay and Pay Gap Reports

- **For most characteristics there is no significant difference in pay.** The biggest pay difference is between staff identifying as White and any other ethnic group, as well as between Muslim staff and those with other beliefs. However this is primarily due to lower representation at senior levels and is not due to an endemic difference in equal pay for equal work.
- **Gender Pay Gap:** The median gender pay gap is at 0.0%, meaning men and women are paid equally when looking at the median. The mean pay gap is -5.3%, indicating women earn slightly more on average than men.
- **Ethnicity Pay Gap:** There's a mean ethnicity pay gap of 23.7%, with ethnic minority staff earning less on average. The median ethnicity pay gap is also high at 26.4%.
- **Disability Pay Gap:** The mean disability pay gap is 4.2%, indicating disabled staff earn less on average than non-disabled staff. However, the median disability pay gap is at 0.0%, showing equal median hourly pay.

Commission Workforce

- **Staff Headcount:** As of 31 March 2024, the Senedd Commission has a total of **503 staff members**.
- **Workforce Diversity** – There has been an increase in workforce diversity, with a higher percentage of ethnic minority staff compared to the previous year (**5.2%** of staff identify as being from an ethnic minority, an increase from **4.5%** in 2022-23.)
- **Gender Representation:** There is a good gender balance across the workforce, with women representing **52.1%** of the workforce. Women represent a higher percentage of staff in senior pay bands (**52.4%** in the three most senior pay bands.)
- **Age Distribution:** The largest age group in our workforce is the 36-40 years-old cohort which accounts for 21.1% of our workforce. The average age of Senedd Commission employees is 42.
- **Disability:** **7.4%** of staff declared a disability, consistent with the previous year.

Recruitment

- **Age Distribution:** A majority of external job applicants were aged 20-39, with this age group also receiving most job offers. Internal job offers showed a wider age distribution, with notable offers made to candidates aged 40-49 and 50+.
- **Disability Representation:** The percentage of disabled applicants has increased over the years. However, the proportion of job offers to disabled candidates decreased in the latest year.
- **Ethnic Diversity:** There was an increase in applications from ethnic minority candidates, with a rise in job offers to this group. Efforts are ongoing to address the underrepresentation at higher pay bands.
- **Gender and Sexual Orientation:** Women represented a higher percentage of the workforce and received a proportionate number of job offers. LGBTQ+ applicants saw an increase in representation in job offers compared to their workforce percentage.
- **Inclusion Initiatives:** The Senedd Commission has implemented various initiatives to promote inclusion, such as the YMLAEN graduate internship scheme for ethnic minority graduates.

Reporting

Within this report, 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.

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



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COMMISSION STAFF HEADCOUNT



31 March 2024



31 March 2023



31 March 2022

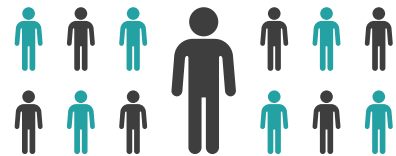
SEX AND GENDER

WOMEN



52.1%

MEN



47.9%

No staff have identified as non-binary. Women represent 52.4% of staff in our three most senior pay bands, up from 48.1%.

Working Pattern

73.7%

Full-time

94.2%

Full-time

26.3%

Part-time

5.8%

Part-time

Recruitment

0.7% of external job applications came from non-binary candidates but no job offers were made.

50%

Internal job offers

50%

Internal job offers

57.7%

External job offers

42.3%

External job offers

Gender Identity and Gender Reassignment

No members of staff have identified as trans. 2.2% of total applications for external roles were from applicants who identified as trans compared to 3.3% of applicants in 2023.

AGE

Workforce

22.2% of our workforce is aged 51 and over, compared to 21.6% last year.

<21	21-30	31-40	41-50	51-60	61>
0%	13.9%	33.7%	30.0%	16.2%	6.0%

Recruitment

Internal job offers

<20	20-39	30-39	40-49	50-59	60>
0.0%	12.5%	43.8%	31.3%	12.5%	0.0%

External job offers

<20	20-39	30-39	40-49	50-59	60>
3.8%	36.5%	44.2%	11.5%	3.8%	0.0%

DISABILITY

Workforce

7.4% of staff declared a disability, which is the same as in 2023.

7.4%

Disabled

83.7%

Non-disabled

8.9%

**Prefer not to say /
no reply**

Recruitment

18.8 % of internal jobs were offered to disabled applicants, up from 7.7% in 2023.

External job offers

7.7%

2023-24

13.1%

2022-23

9.4%

2021-22

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ETHNICITY

Workforce

5.2% of staff identify as being of an ethnic minority, compared to 4.5% in 2023. 42.3% of staff who identify as being from an ethnic minority are employed at our lowest pay band (TS grade). This has shown a continued decline over the last few years, from 45.5% in 2023, 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 to 16.2% in 2023-2024.

6.3% of internal jobs were offered to ethnic minority applicants, up from 0.0% in 2023.

External job offers



SEXUAL ORIENTATION

Workforce

5.4% of staff identify as being LGBQ+, compared to 4.7% % in 2023 and 4.4% in 2022.



Recruitment

18.8% of internal jobs were offered to LGBQ+ staff, up from 0.0% in 2022 and 2023.

External job offers



LGBQ+: Lesbian, Gay, Bisexual, Queer (or Questioning) or other non-heterosexual sexual orientation

RELIGION / BELIEF

Workforce

40.2%
No religion / belief

27.2%
Christian

10.9%
Other religion

21.7%
Prefer not to say /
no reply

Recruitment

External job offers

50.0%
No religion / belief

21.2%
Christian

23.1%
Other religion

5.8%
Prefer not to say /
no reply

Internal job offers

43.8%
No religion / belief

25.0%
Christian

18.8%
Other religion

12.5%
Prefer not to say /
no reply



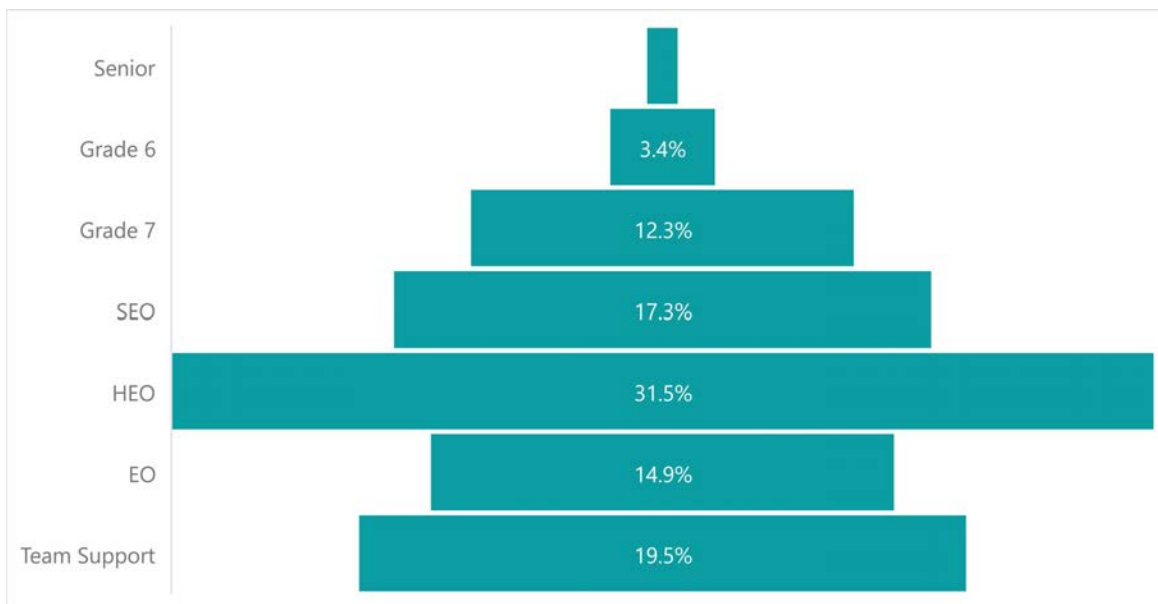
Senedd Commission Workforce Data Insights



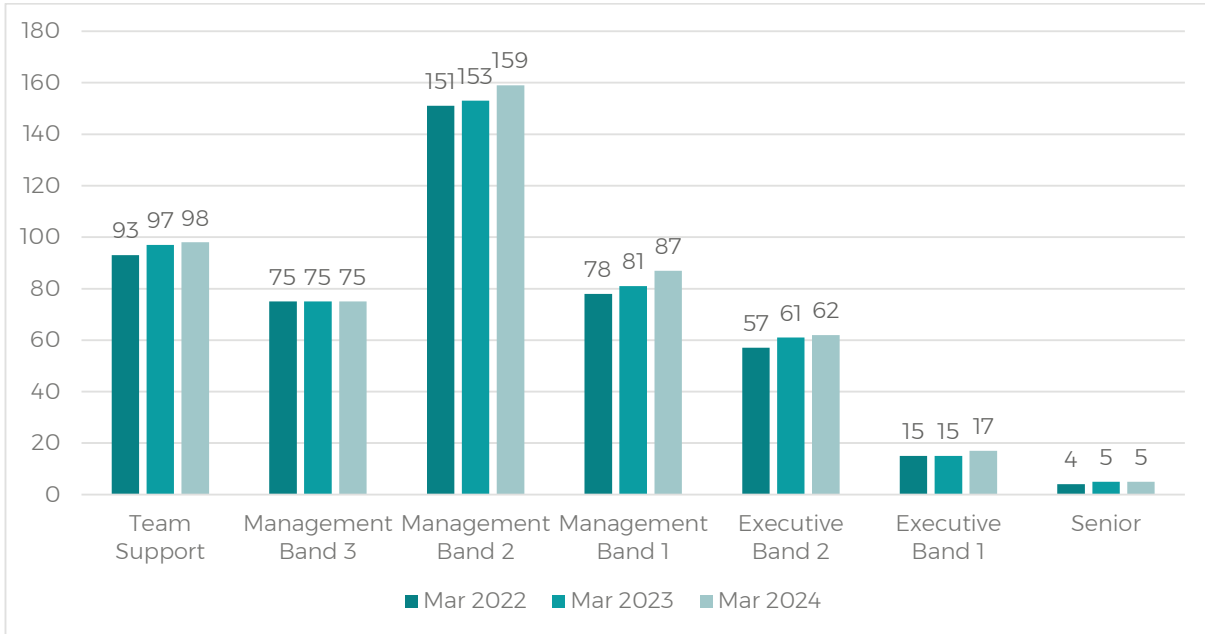
Senedd Commission Workforce Data Insights

As of 31 March 2024, there were 503 staff within the Commission workforce.

Graph 1: Percentage of Staff by Grade/ Pay band (as at 31 March 2024)



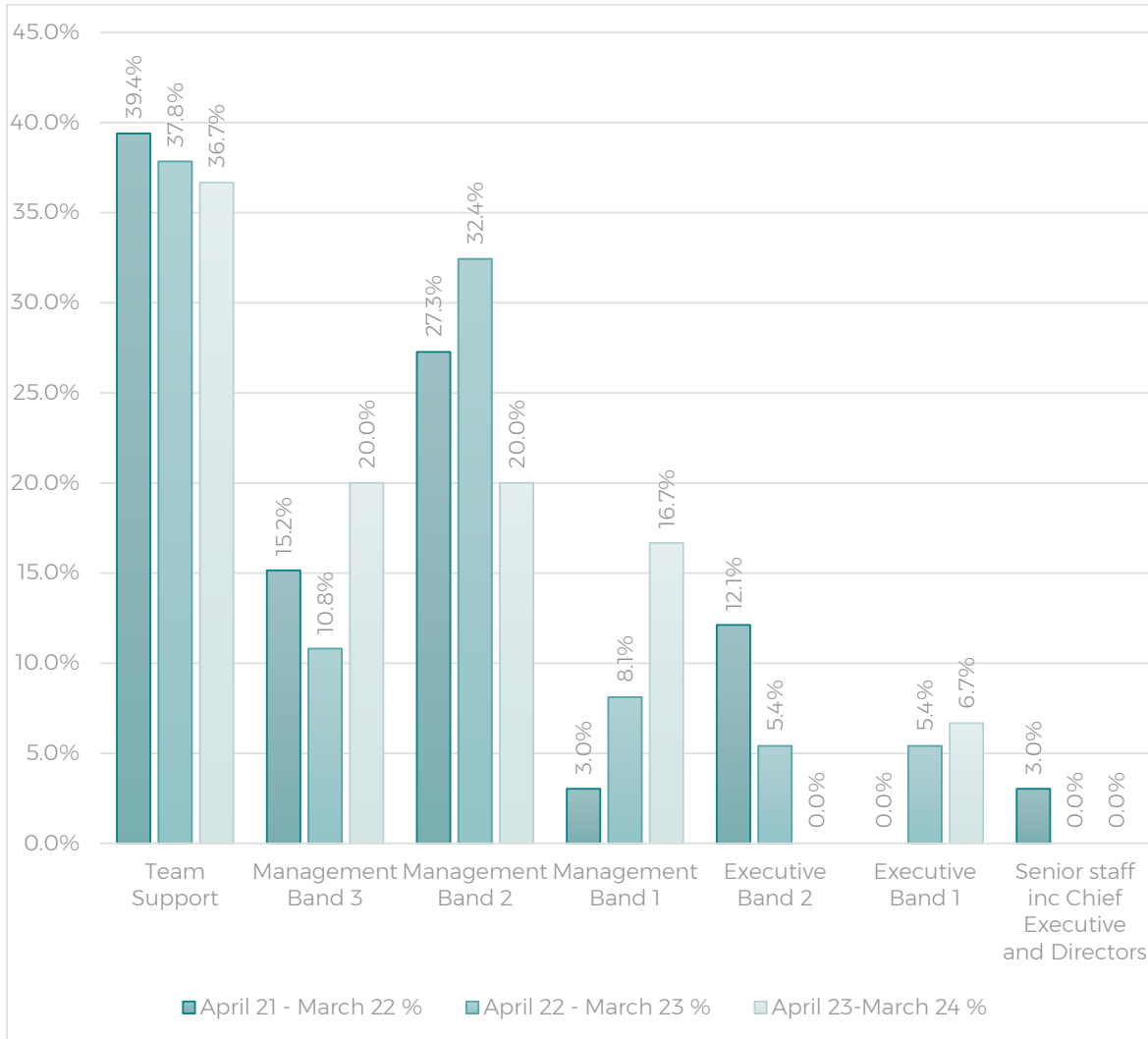
Graph 2: Workforce composition by Grade (pay band) comparing 2022, 2023 and 2024 data



The breakdown of different grades within the workforce has remained stable compared to 22-23.

Turnover

Graph 3: Turnover by grade



Overall, turnover has remained fairly static over the last three years. The low turnover at senior and executive 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

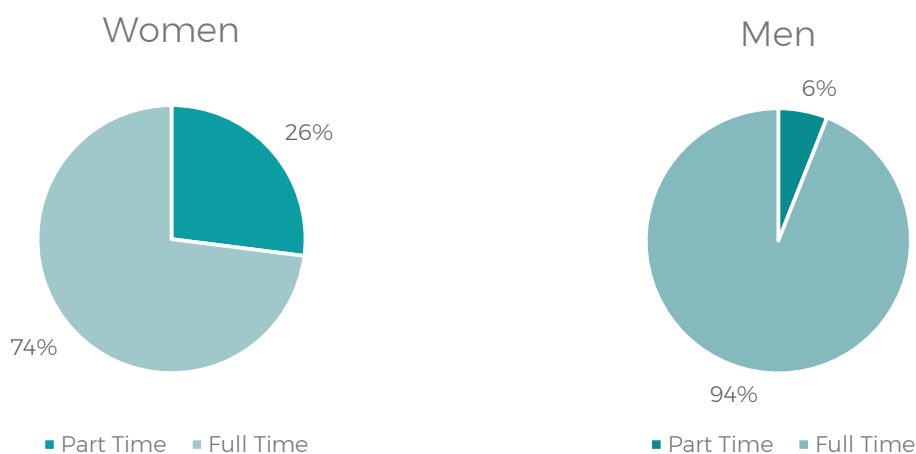
Women are much more likely to work part time than men (26% compared to 6%). Analysis of working patterns for the last three years shows that this has remained steady for women, but the amount of men with part time working has decreased this year compared to 2022-23 (5.8% in 2023-24 compared to 8.6% in 2022-23). Analysis of working patterns for men and women across grades has also been undertaken and demonstrates that at the top two grades (M1 and E1 ,E2 and Senior) there continues to be a lower level of males working part-time (0.0% and 2.5% respectively).

The 2021 Census states that 41.0% of women in Cardiff and 43.5% of women in Wales work part-time, compared to 26.3% of Senedd Commission female employees.

According to 2021 Census data, 21.1% of men in Cardiff and 17.2% of men in Wales work part-time compared to 5.8% of Senedd Commission male employees.

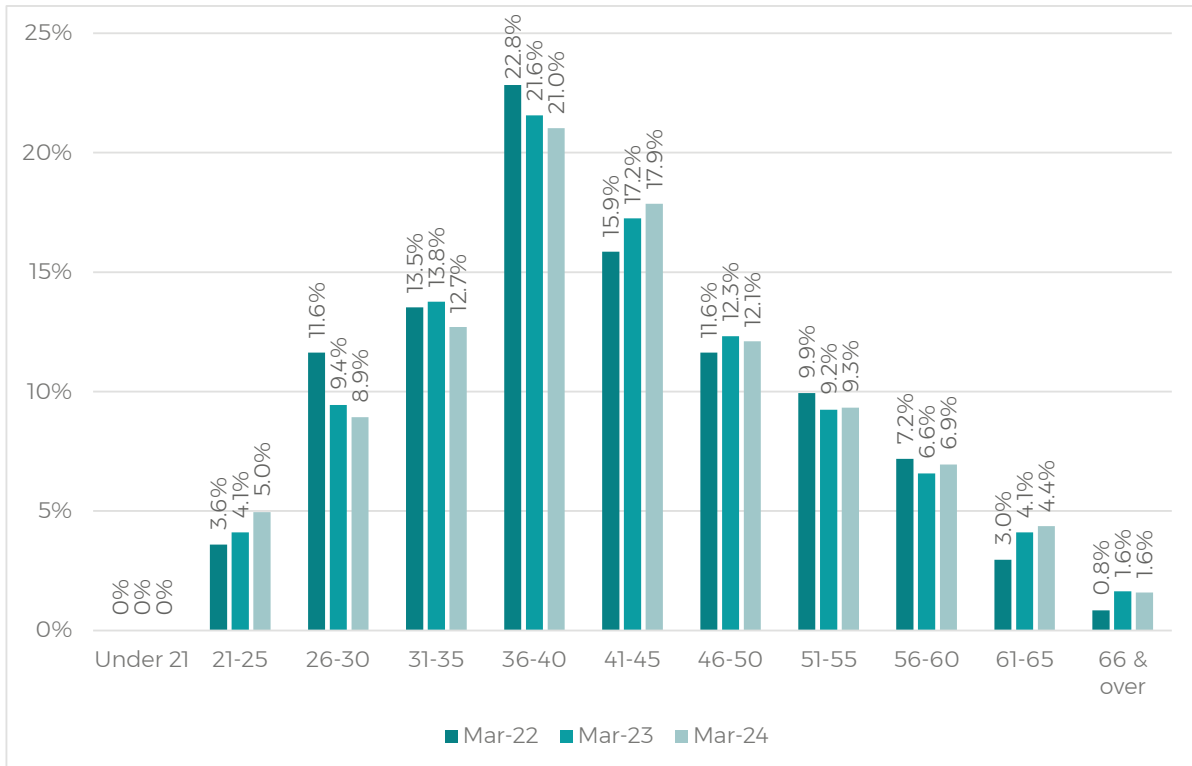
Our staff use several flexible working options such as compressed hours, term time working and working from home. Anecdotally, we are aware that many members of staff, including men at senior level, utilise these arrangements. The figures in Table 1 refer to formal arrangements only where a member of staff contractually works less than full-time hours.

Charts 1 and 2: Working Patterns of Women and Men as at 31 March 2024



Workforce composition by Age

Graph 4: Workforce Composition by Age comparing 2024 data to 2023 and 2022 data

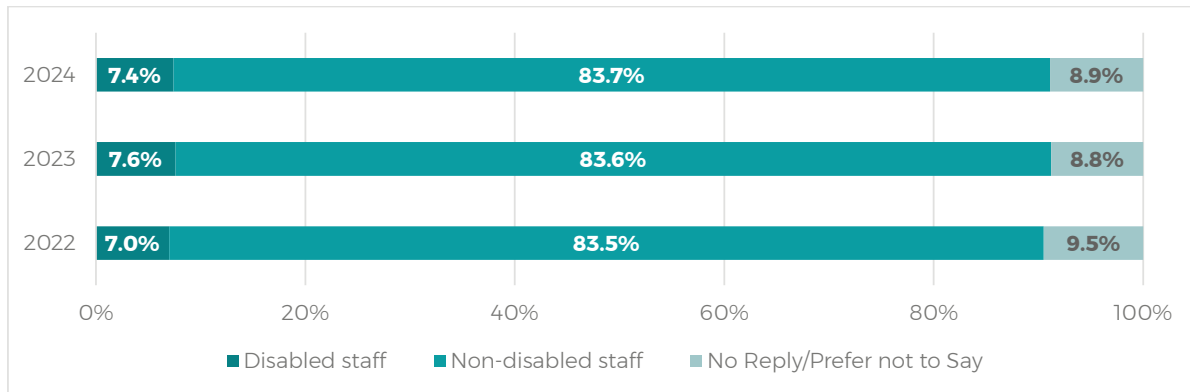


Analysis

The largest age group in our workforce is the 36-40 years-old cohort which accounts for 21.1% of our workforce. The average age of Senedd Commission employees is 42.

Workforce composition by Disability

Graph 5: Workforce Composition by Disability (employees self-reporting they consider themselves as disabled) comparing 2022, 2023 and 2024 data



Disclosure rate: 91.1%

Analysis

The percentage of staff declaring a disability has remained the same as the last reporting period at 7.4% of our total workforce. The declaration rate remains steady at 91.1% compared to 91.2% in 2022-23.

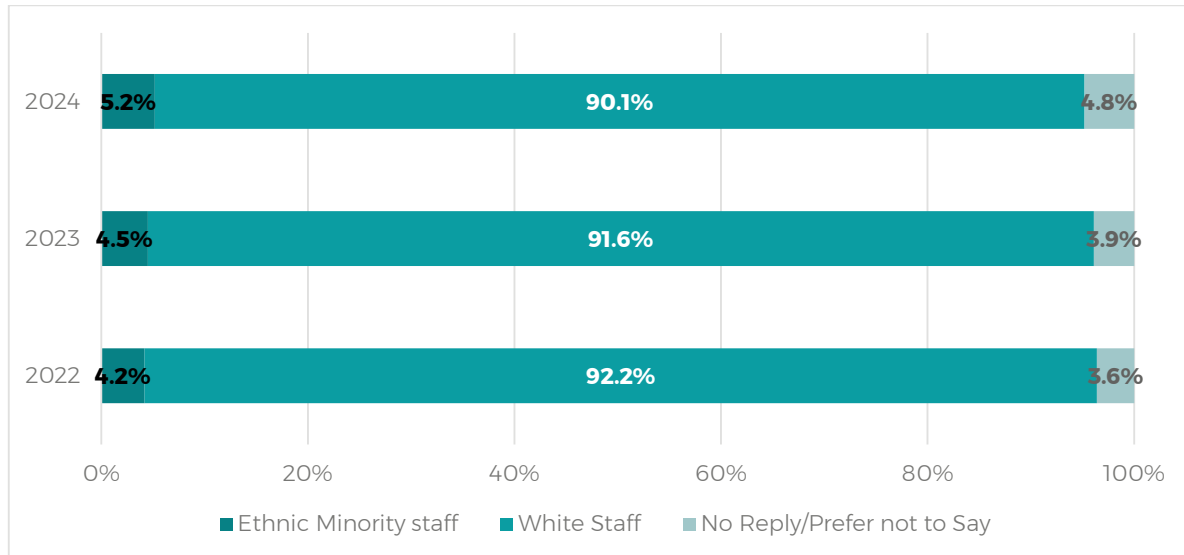
Senedd Commission Staff	7.4%
Cardiff	10.8%
Wales	11.2%

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, 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. The Commission has in place a 2022-25 Wellbeing Strategy which outlines its commitment to mental health, physical wellbeing, financial wellbeing and social wellbeing. This year, we are providing additional information in the Diversity and Inclusion Annual Report 2023-24 regarding disability, mental health and wellbeing which meets the requirements in the Voluntary Reporting Framework on Disability, Mental Health and Wellbeing¹:

¹ [Voluntary Reporting on Disability, Mental Health and Wellbeing \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Workforce Composition by Ethnicity

Graph 6: Workforce composition by Ethnicity comparing 2022, 2023 and 2024 data



Disclosure rate: 95.2%

Analysis

The percentage of staff from an ethnic minority has increased from 4.5% to 5.2% of our total workforce – an increase from 22 people to 26. However, we acknowledge that there is still much room for improvement and this figure is caveated by the fact that 4.8% (24 people) of our workforce have not replied and/or preferred not to declare their ethnicity. We encourage staff to self-declare their diversity and personal information annually, explaining why their data is required, how it is used and where it is published.

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 5.2% of Senedd Commission staff.

Senedd Commission Staff (ethnic minority)	5.2%
Cardiff	15.7%
Wales	5.1%

42.3% of our staff who identify as from an ethnic minority (11 out of 26) are employed at our lowest pay band (TS grade). This has decreased from 45.5% in 2022-23, 50% in 2021-22 and 57.1% in 2020-21.

This year we welcomed the second cohort onto our YMLAEN graduate internship scheme, which in partnership with the Windsor Fellowship is designed to provide four ethnic minority 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 (page 77) shows that there has been an increase 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 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.

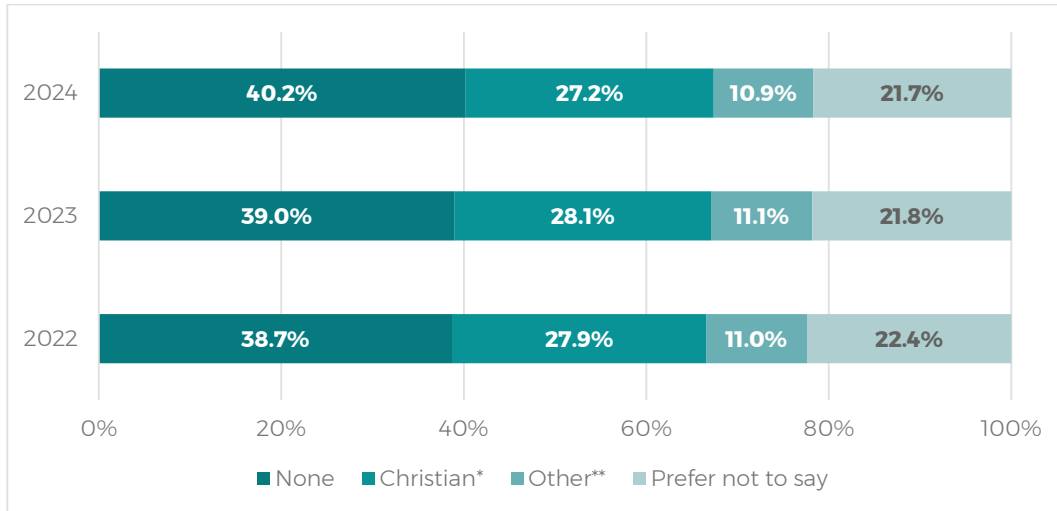
No members of staff have identified as trans, either as at 31 March 2024 or for the previous two reporting years. The 2021 Census states that 0.5% of people in Cardiff and 0.3% of people in Wales identify as a gender that is different to that which they were assigned at birth, compared to 0% of Senedd Commission staff.

Senedd Commission Staff (different gender to that assigned at birth)	0.0%
Cardiff	0.5%
Wales	0.3%

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 continue to promote the Senedd Commission as an employer of choice on social media platforms and in our recruitment literature.

Workforce Composition by Religion/Belief

Graph 7: Workforce Composition by Religion/Belief comparing 2022, 2023 and 2024 data



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

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

Declaration rate: 78.3%

Analysis

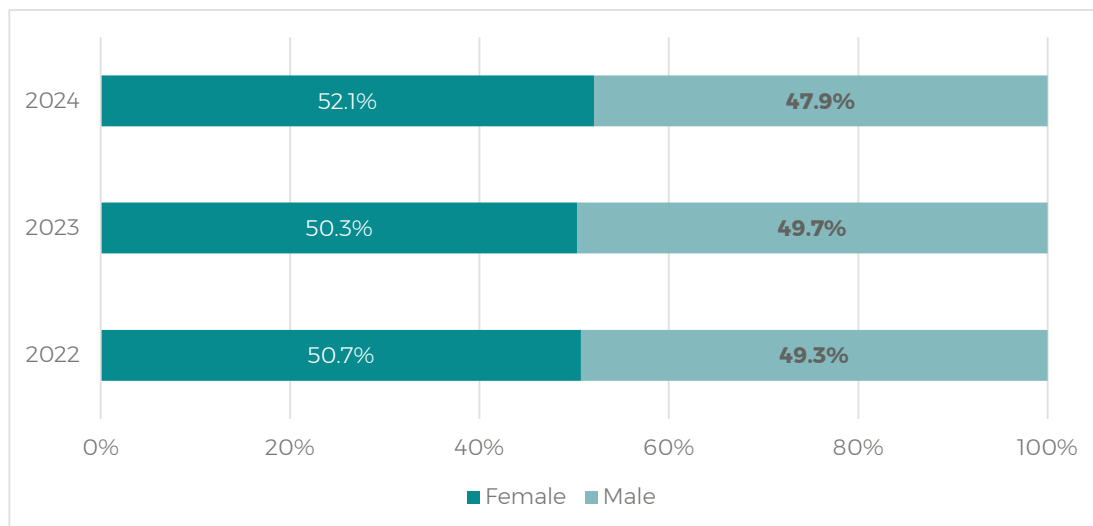
As with last year, the declaration rate is still lower than we would wish it to be, and we will continue to encourage staff annually to update their personal information on our HR system. 40.2% of staff who filled in their data on our HR system declared no religion or belief (none).

Senedd Commission Staff (No religion)	40.2%
Cardiff	48.0%
Wales	40.2%

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 Sex

Graph 8: Total Workforce Composition by Sex comparing 2022, 2023 and 2024 data



Analysis

This reporting period sees a small shift in our overall workforce composition, from a near equal split between women and men in 2022-23 (50.3% women) to women representing 52.1% of staff. No staff have identified as non-binary.

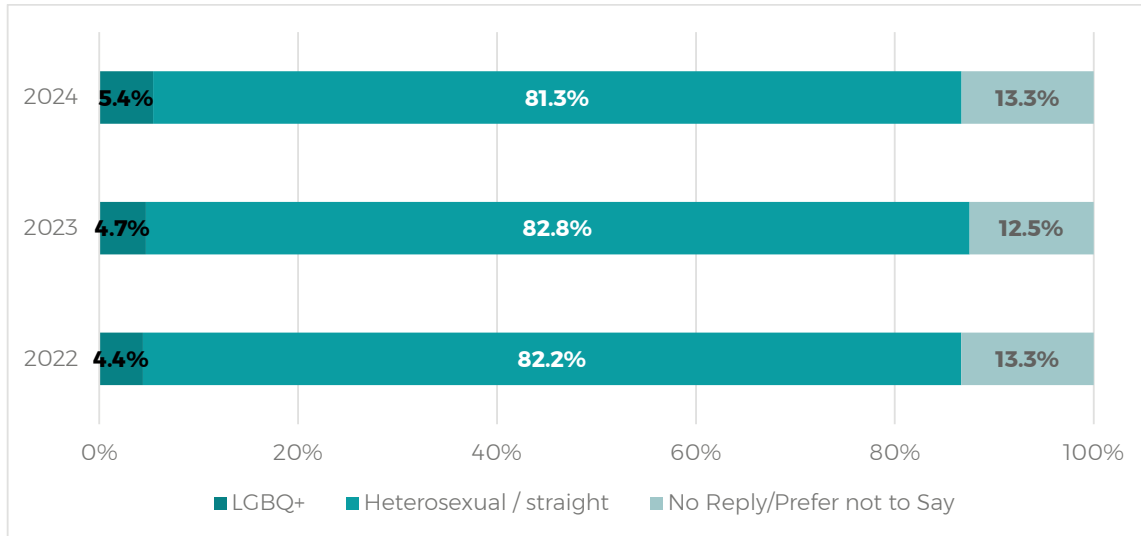
Senedd Commission Staff (women)	52.1%
Cardiff	40.8%
Wales	48.0%

More men than women are represented in the lowest two pay grades (TS and M3), with women having higher numbers at both M2 and M1 grades. This is likely to be 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 52.4% of staff in our three most senior bands, an increase from 48.1% last year.

Workforce Composition by Sexual Orientation

Graph 9: Workforce Composition by Sexual Orientation comparing 2022, 2023 and 2024 data



Declaration rate: 86.7%

Analysis

The number of staff who identify as Lesbian, Gay, Bisexual or other minority Sexual Orientation (LGBQ+) has increased, from 4.4% of our total workforce in 2021-22 and 4.7% in 2022-23 to 5.4% in 2023-24. We can infer from the data that there is an even distribution of LGBQ+ staff across our pay bands.

Senedd Commission Staff (LGBQ+)	5.4%
Cardiff	5.6%
Wales	3.1%

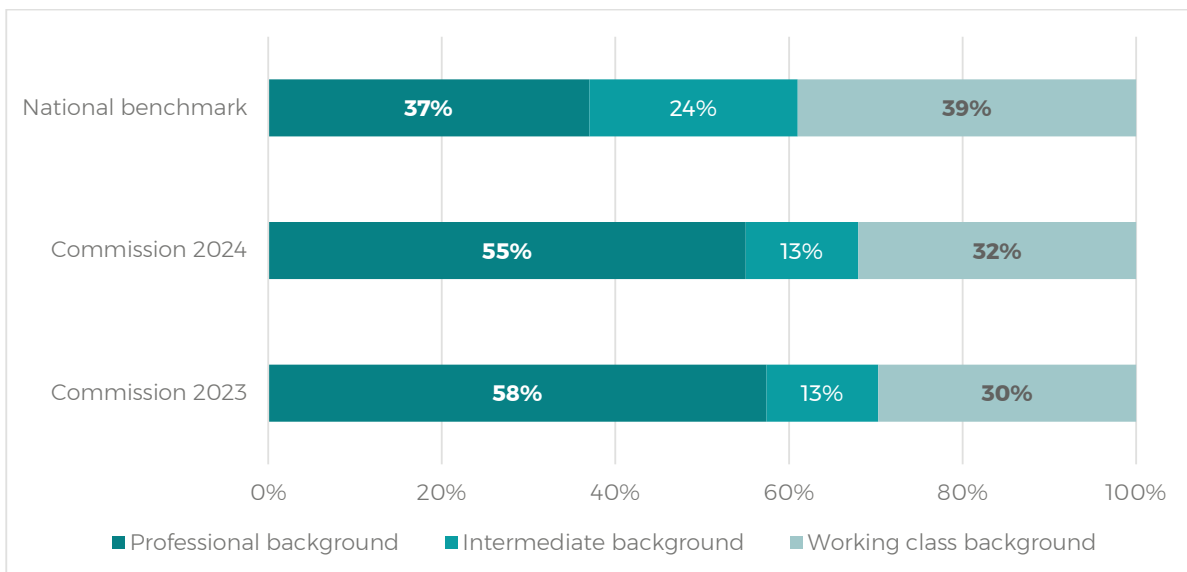
Socio-Economic Background

This is the second year that we have collated data 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 and 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 244 (48.5%) of staff disclosed their socio-economic background, compared to 231 (47.5%) in 2022-23. We continue to encourage staff to declare to generate a richer data set.

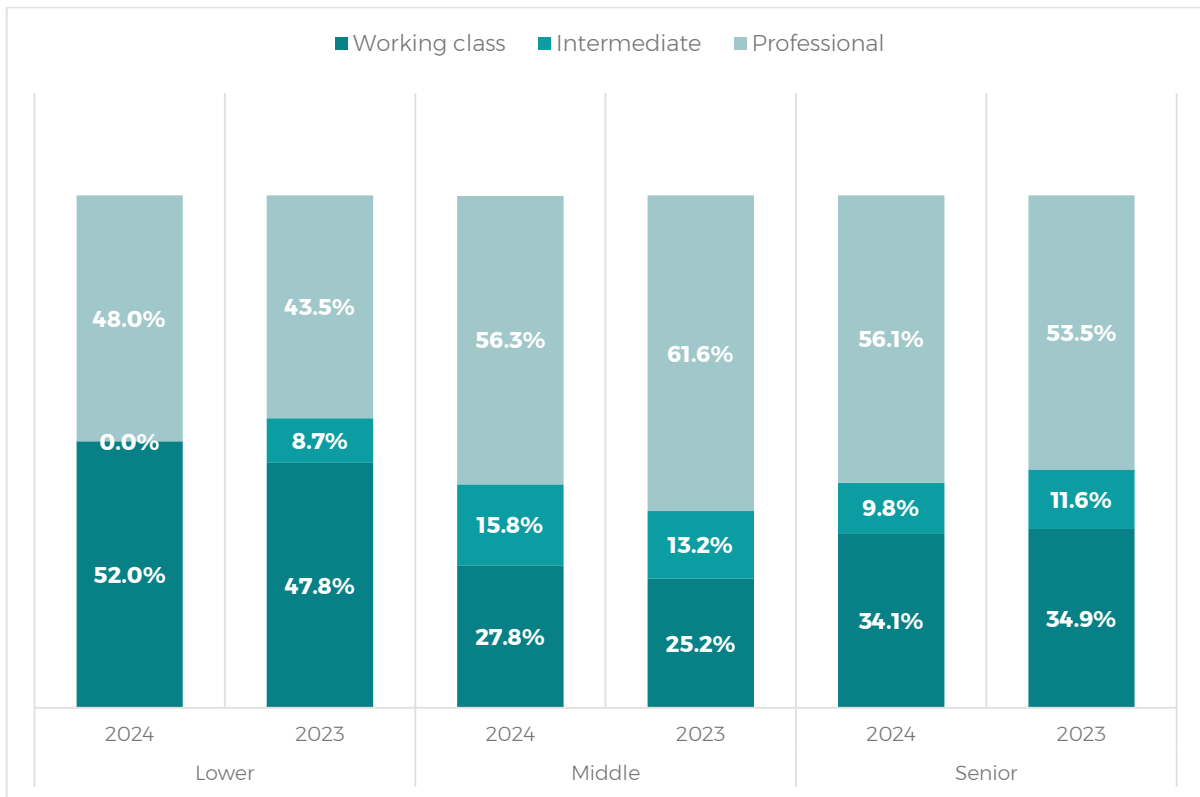
Occupation of Main Household Earner

[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

Declaration rate: 48%

Analysis

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. In order to undertake a meaningful analysis, we would need a higher declaration rate, therefore, we will continue to encourage more staff to self-declare their socio-economic background.

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	Senedd Commission (2024)	National Benchmarks²
Professional backgrounds	55%	37%
Intermediate backgrounds	13%	24%
Working class backgrounds	32%	39%

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

² [Socio-economic diversity and inclusion - Employers' toolkit: Cross-industry edition - July 2021 \(socialmobility.independent-commission.uk\)](https://socialmobility.independent-commission.uk)

Other workforce statistics – maternity, co-parent, shared parental leave, training, grievances, promotions, and exit interviews.

Maternity, Co-Parental and Shared Parental Leave

Twenty-seven (5.4%) women were on maternity leave during this reporting period. Fourteen (2.8%) women returned from maternity leave, four (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.

Staff promotions by demographic

	Percentage of people in our workforce	Percentage of promotions
	%	%
Disabled people	7.4	13.8
Ethnic Minority	5.2	3.4
Sexual Orientation (LGBQ+)	5.4	6.9
Sex (women)	52.1	55.2

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The data above includes staff who have gained promotion through both internal and external recruitment schemes, as well as people who have changed grade temporarily for cover for maternity leave or a vacant role.

Data indicates that disabled people, LGBTQ+ people and women are well represented in promotion statistics as the ratio of people getting promoted from these groups was higher than workforce representation. The same cannot be said for people from an ethnic minority background where fewer people gained promotion in relation to the overall percentage of people from an ethnic minority background in our workforce: 3.4% of people promoted were from an ethnic minority background, compared to people from an ethnic minority background making up 5.2% of our overall workforce.

However, caution should be taken when drawing definite conclusions as we currently do not have full declaration rates for disability, race and sexual orientation so the data set is incomplete. We will continue to encourage greater declaration rates by staff across all the protected characteristics.

Further information on the success rates for different demographics in relation to internal and external recruitment schemes is available in the recruitment section of this report.

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 2023 and 31 March 2024, 30 people left the Senedd Commission. Of these, 14 leavers undertook a formal exit interview; five men, nine women. 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. 16.7% of leavers had a disability (five out of 30); this is more than double the average of employees with a disability over the past two years (7.5%).

The demographics of those that participated in exit interviews were:

Chart 3 : Exit interview detail by age

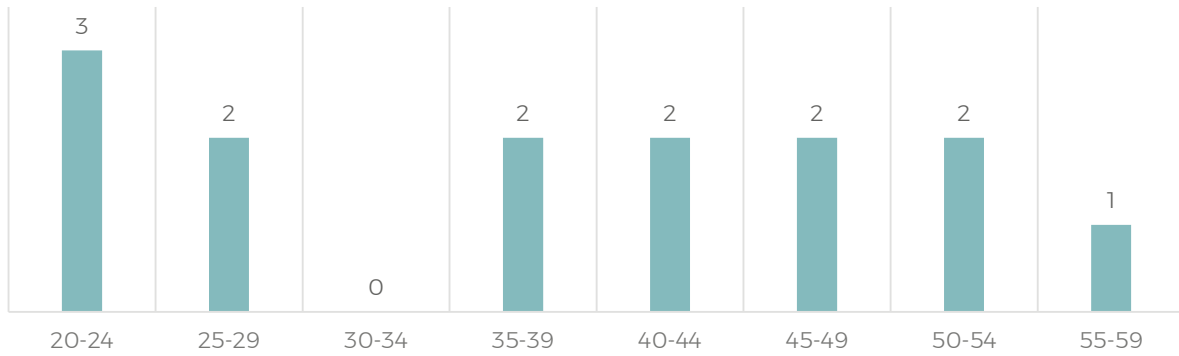


Chart 4: Exit interview detail by disability

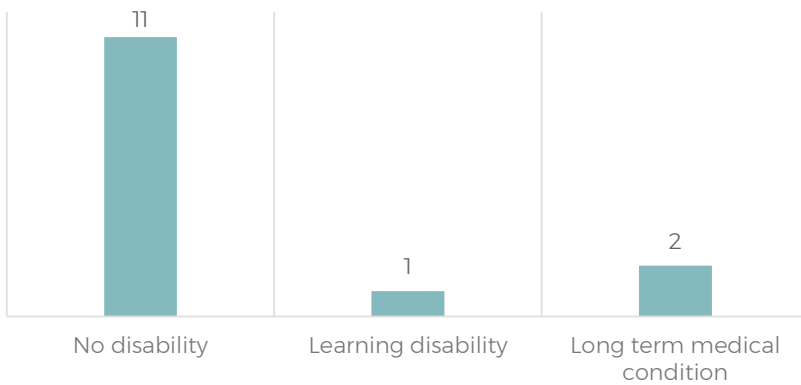
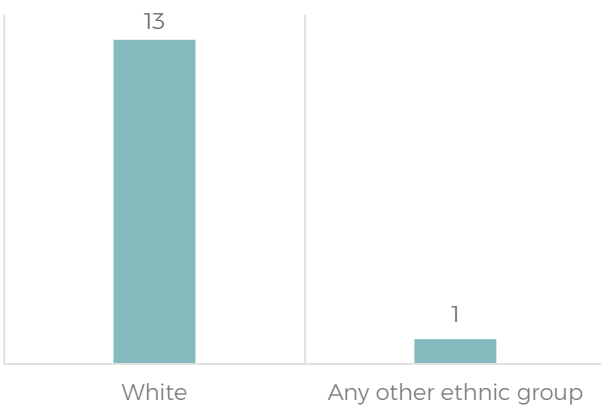


Chart 5: Exit interview detail by ethnicity



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Chart 6: Exit interview detail by religion / belief

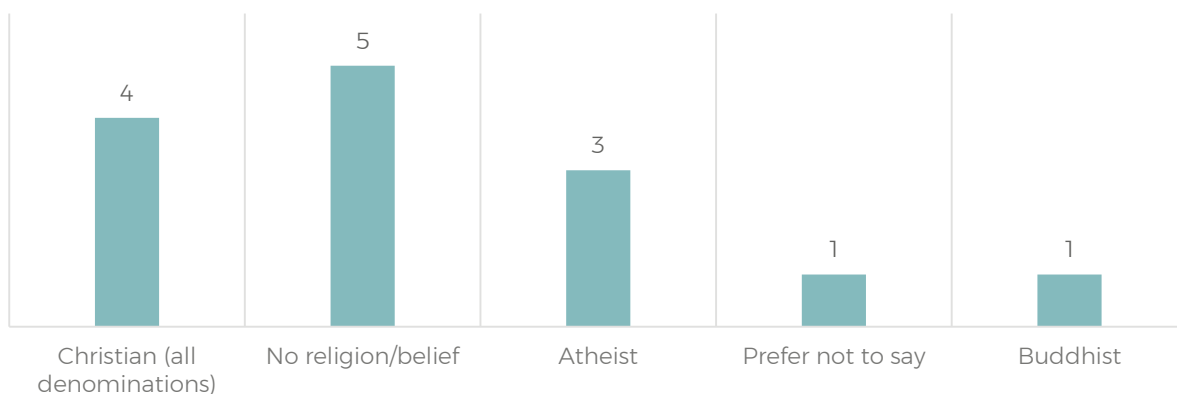
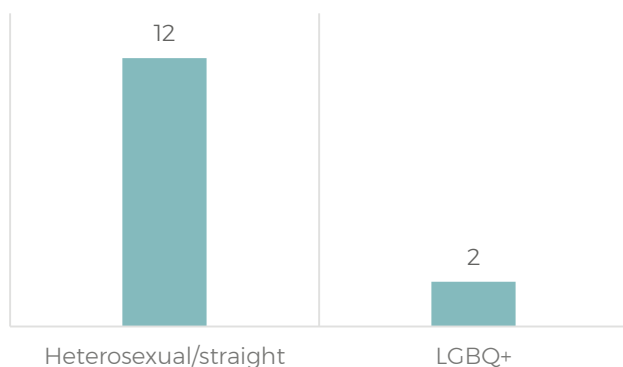


Chart 7: Exit interview detail by sexual orientation



The reasons given by the 14 staff (who completed exit interviews) for leaving the Commission included:

- Lack of promotion opportunities
- Lack of training opportunities
- Transfer to other Government Department
- Location / travel reason
- Workload
- Management style
- Temporary contract
- Family/Domestic reasons

- Nature of work
- Dissatisfaction with pay
- Retirement

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.

Diversity and Inclusion:

Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report 2023-2024



Senedd Commission Recruitment Data Insights



Diversity and Inclusion:

Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report 2023-2024

Recruitment data

	Number of applications for posts advertised externally	Number of campaigns advertised externally		Number of applications for posts advertised internally	Number of campaigns advertised internally
2021-22	952	53*		64	19
2022-23	859	51**		66	18
2023-24	718	34		57	27

*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).

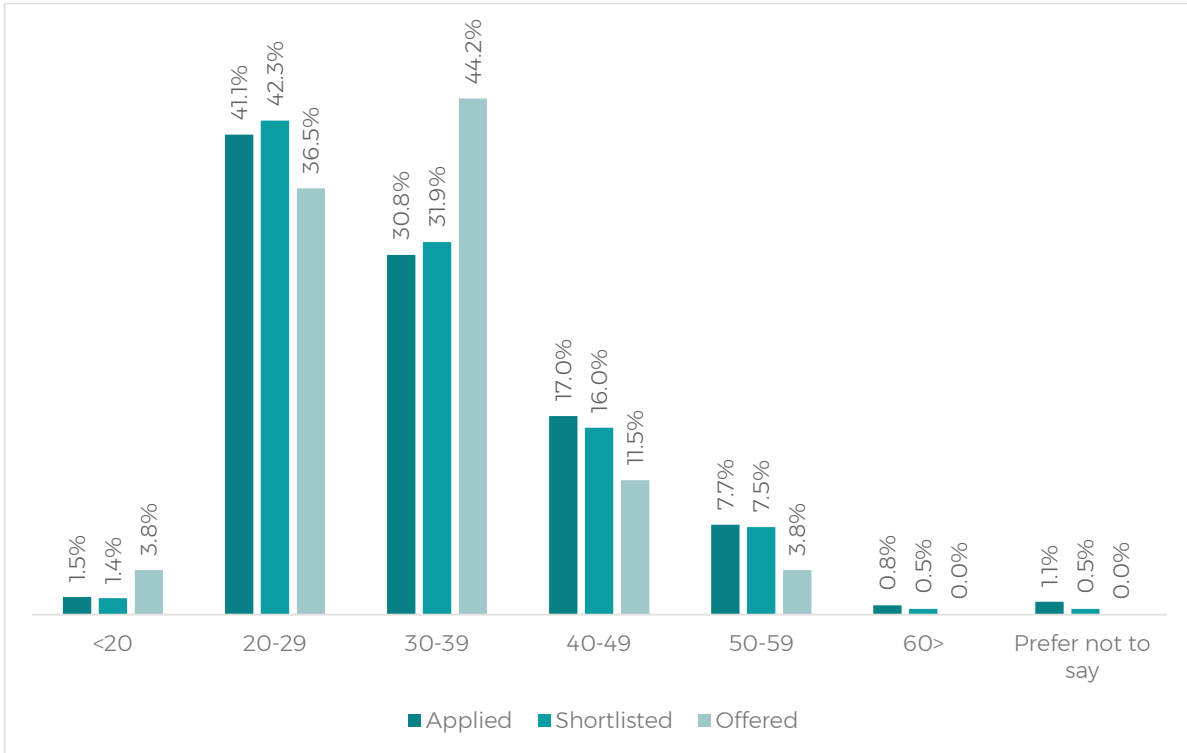
**In this reporting year, one additional senior vacancy campaign was outsourced to our executive search partner making the total number of externally advertised schemes 52; however, the total is set as 51 for the purposes of this report.

A note on interpreting our data tables

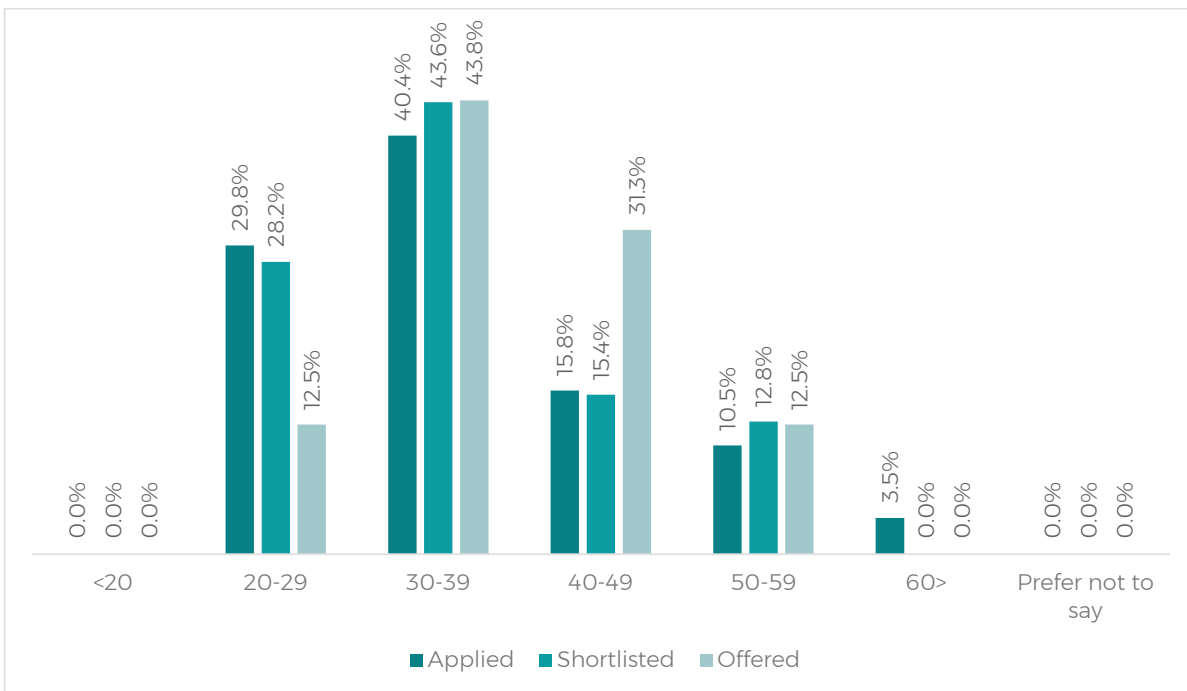
Applied	Shortlisted	Offered
The % of total applications from candidates by characteristic	The % of total invites to interview by characteristic	The % of total job offers by characteristic

Age

Graph 14: External Recruitment by Age, 2023- 2024



Graph 15: Internal Recruitment by Age, 2023- 2024



Analysis

For the reporting period 1 April 2023 to 31 March 2024, 71.9% of total applicants for external jobs were in the age range of 20-39 (69.4% in 2022-23) and 80.7% of job offers were made to candidates in the same age range (70.4% in 2022-23).

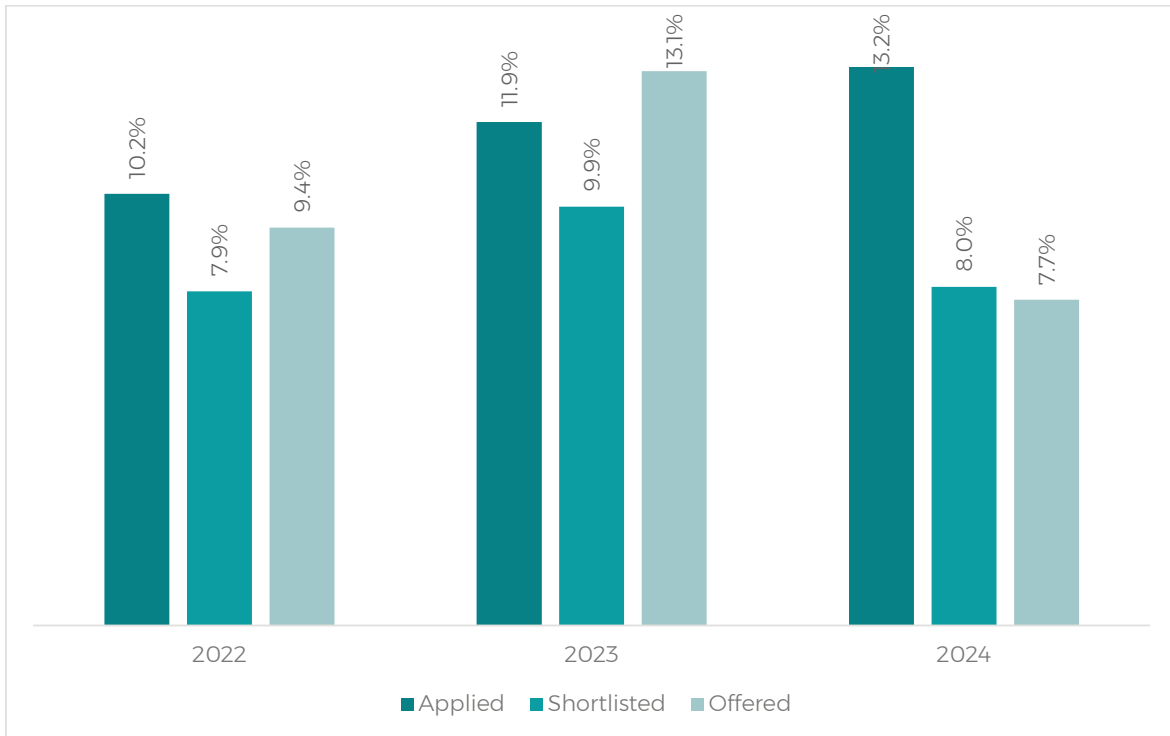
As last year, there continues to be a downward trend for the volume of applications as the age ranges increase for externally advertised jobs.

For internal job offers, 12.5% of total job offers were made to applicants in the 20-29 age range, compared to 53.8% last year. It is worth noting that this year, 31.3% of total job offers were made to candidates in the 40-49 age range, compared to 23.1% last year. Also, this year 12.5% of total internal job offers went to people aged 50 and over compared with 7.7% last year.

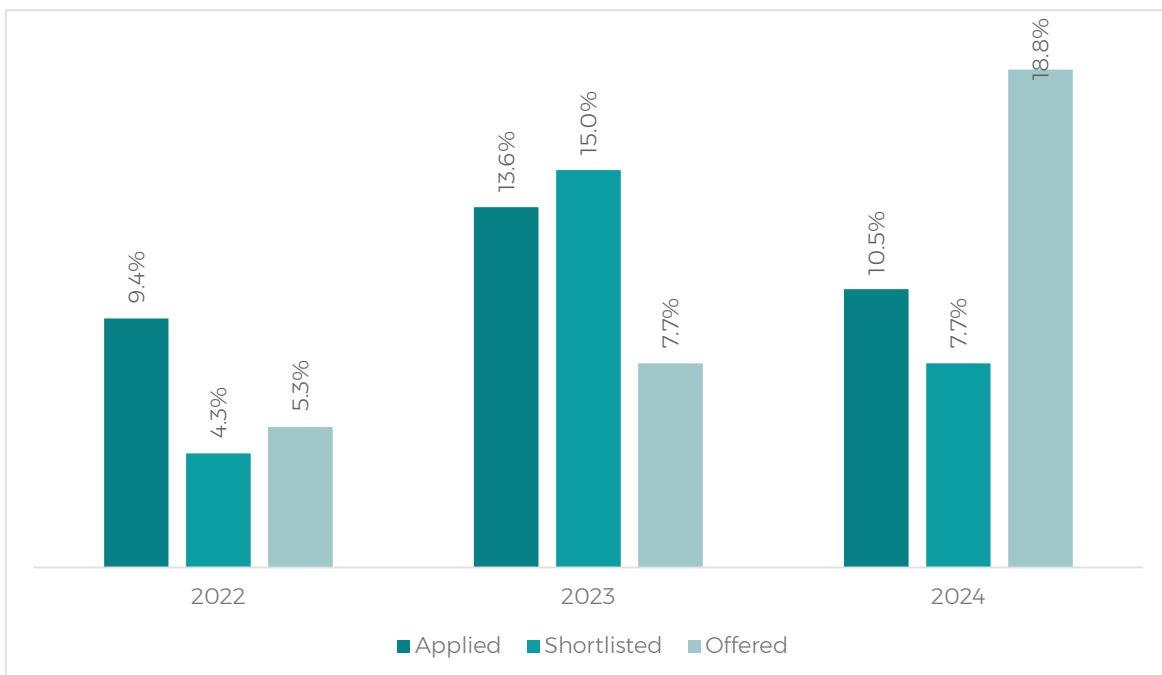
The average age of a Senedd Commission employee is 42. The Senedd Commission has a multi-generational workforce and welcomes applications from all age groups.

Disability

Graph 16: External Recruitment - Disability, comparing data for 2021-2022, 2022-2023 and 2023-2024



Graph 17: Internal Recruitment - Disability comparing data for 2021-2022, 2022-2023 and 2023-2024



Analysis

Since 2021-22, there has been an upward trend in the percentage of applications received from candidates declaring a disability for external schemes.

The percentage of external jobs offered to disabled candidates, which was 13.1% in 2022-23, decreased to 7.7% in this reporting year. We will continue to monitor these conversion rates. 4.0% of external applicants (29 people) opted to prefer not to say/disclose their disability status.

The conversion rate from interview to offer for disabled candidates for internal jobs has improved this year: 18.8% of total job offers went to disabled candidates, compared with 7.7% last year.

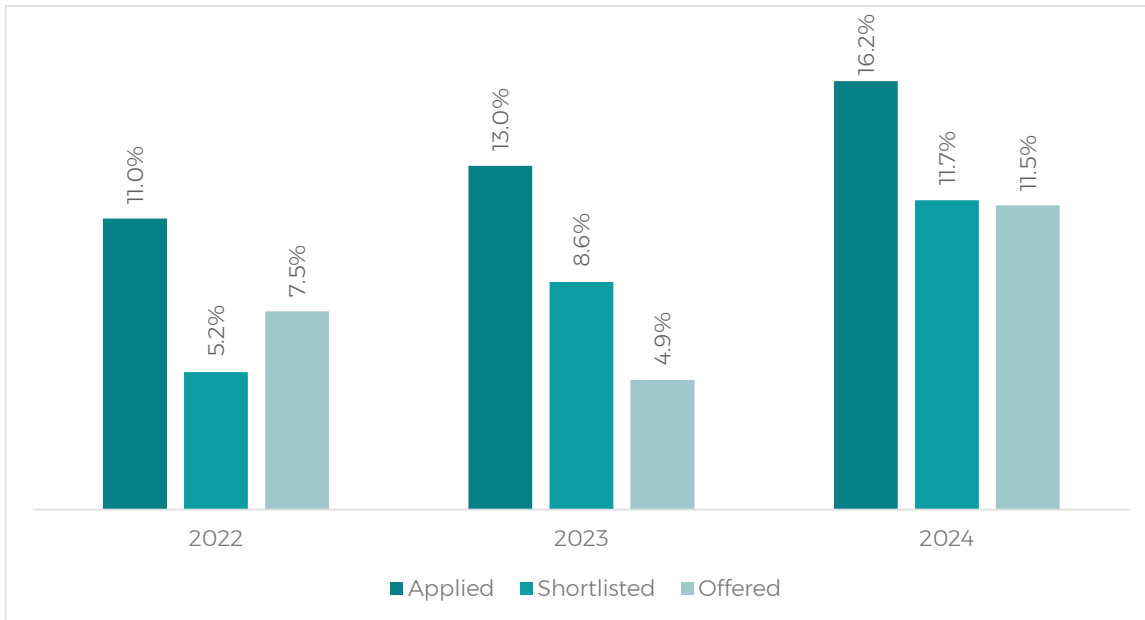
The Senedd Commission is a Disability Confident Employer and guarantees interviews to disabled candidates that have met the minimum criteria for a role. EMBRACE is the Senedd Commission's disability network and MINDFUL is our mental health and wellbeing network. There are also several online networks, self-managed by staff who have health conditions, to share experiences and provide peer support. These activities help support and maintain a disability-inclusive workplace.

7.7% of external job offers and 18.8% 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.

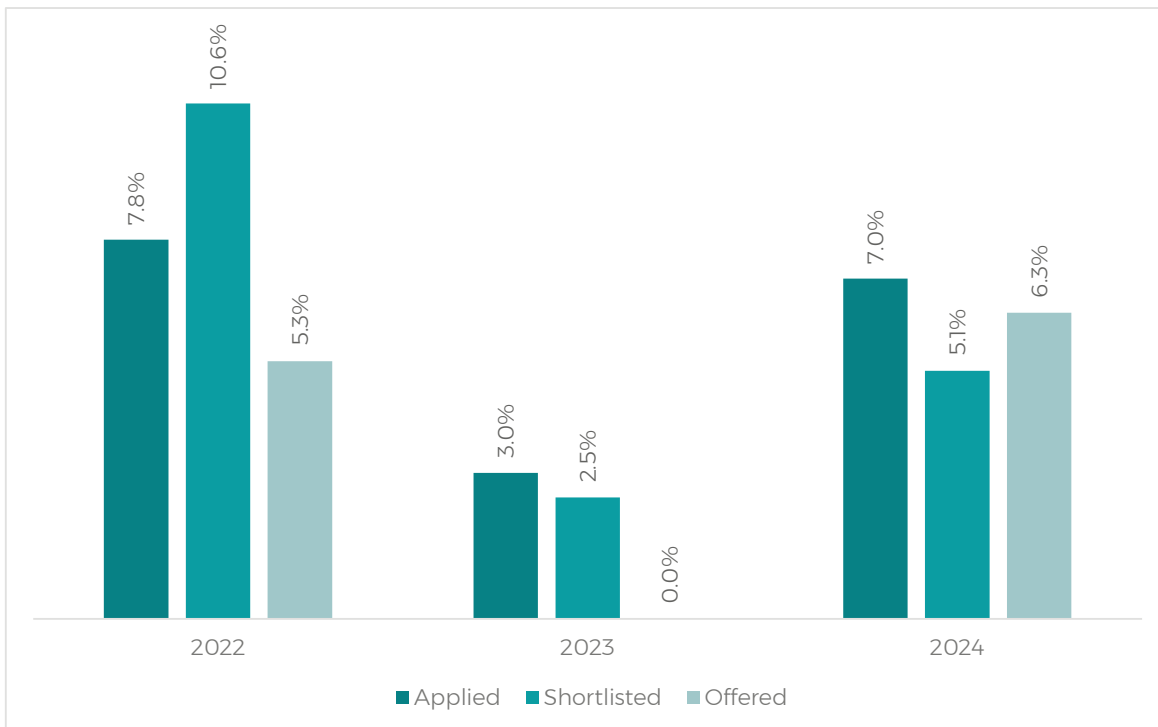
We will continue to use our recruitment attraction plan to ensure that we provide reassurance to prospective disabled candidates as to the support they can expect from us as an inclusive employer throughout the recruitment process and in the course of their employment.

Ethnicity

Graph 18: External Recruitment - Ethnicity comparing data for 2021-2022, 2022-2023 and 2023-2024



Graph 19: Internal Recruitment - Ethnicity comparing data for 2021-2022, 2022-2023 and 2023-2024



Analysis

Since 2021-22, 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. The Senedd Commission has a stretch indicator for a year-on-year increase in the number of applications received from ethnic minority applicants. Building on this, we are monitoring the conversion rates from application to interview and interview to offer for ethnic minority candidates - which has seen an improvement in this reporting year as seen in Graph 18.

External applications from people who identify as being from an ethnic minority have risen from 11% of total applications in 2021-22 and 16.2% in 2022-23. The percentage of total jobs offered to external ethnic minority candidates has increased from 4.9% in 2022-23 to 11.5% in 2023-24.

1.8% of external applicants (13 people) opted to prefer not to say/disclose their ethnicity status.

The number of applications for internal roles from ethnic minority colleagues increased from 3.0% last year to 7.0% this year, with one ethnic minority colleague being offered a job. We will continue to monitor our conversion rates from shortlist to offer for ethnic minority candidates for both external and internal candidates, examining the campaigns through the types of roles, grades and processes involved.

In relation to job offers, 11.5% of external job offers and 6.3 % 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.

Data insights from this annual reporting cycle will inform our approach to workforce planning and designing our talent management strategy. As part of workforce planning, a talent strategy will be developed which will take into account the development needs of all staff. It is anticipated that after activities like skills mapping and learning needs analyses, we will be able to further tailor development activities to the needs of individual colleagues.

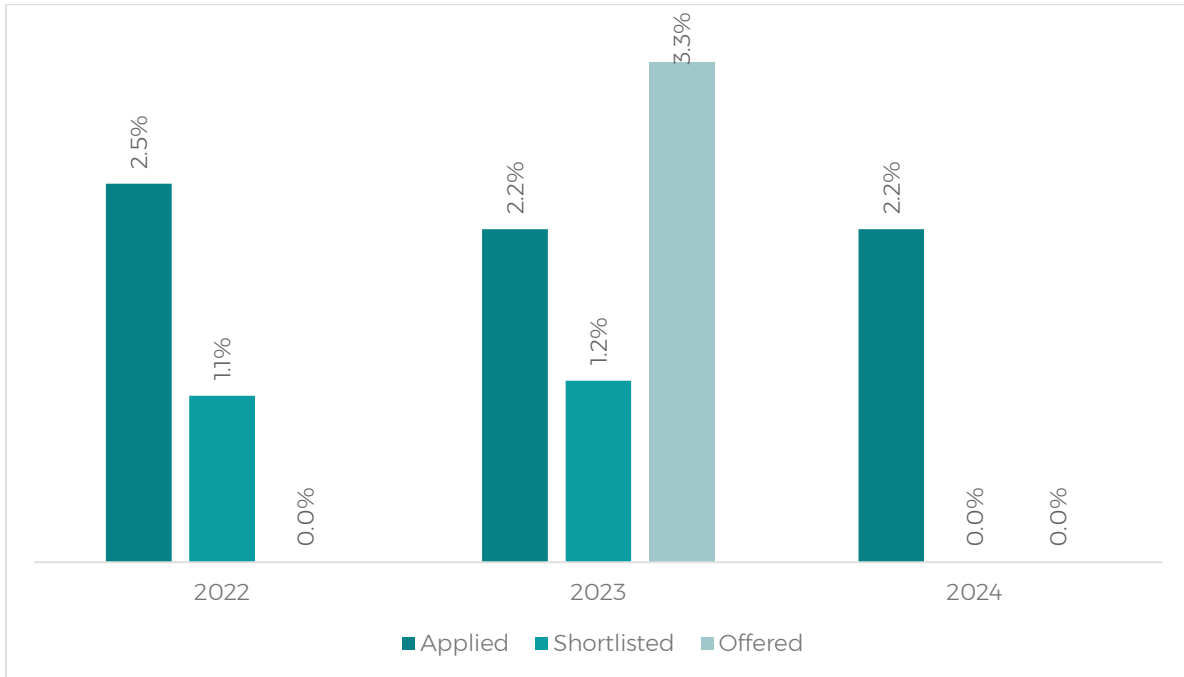
Several ethnic minority colleagues undertook the Learn, Engage, Action and Deliver (LEAD) programme which aimed to support the development of ethnic minority colleagues. One colleague obtained the Institute of Leadership and Management Level 5 Award in Leadership and Management.

These activities 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.

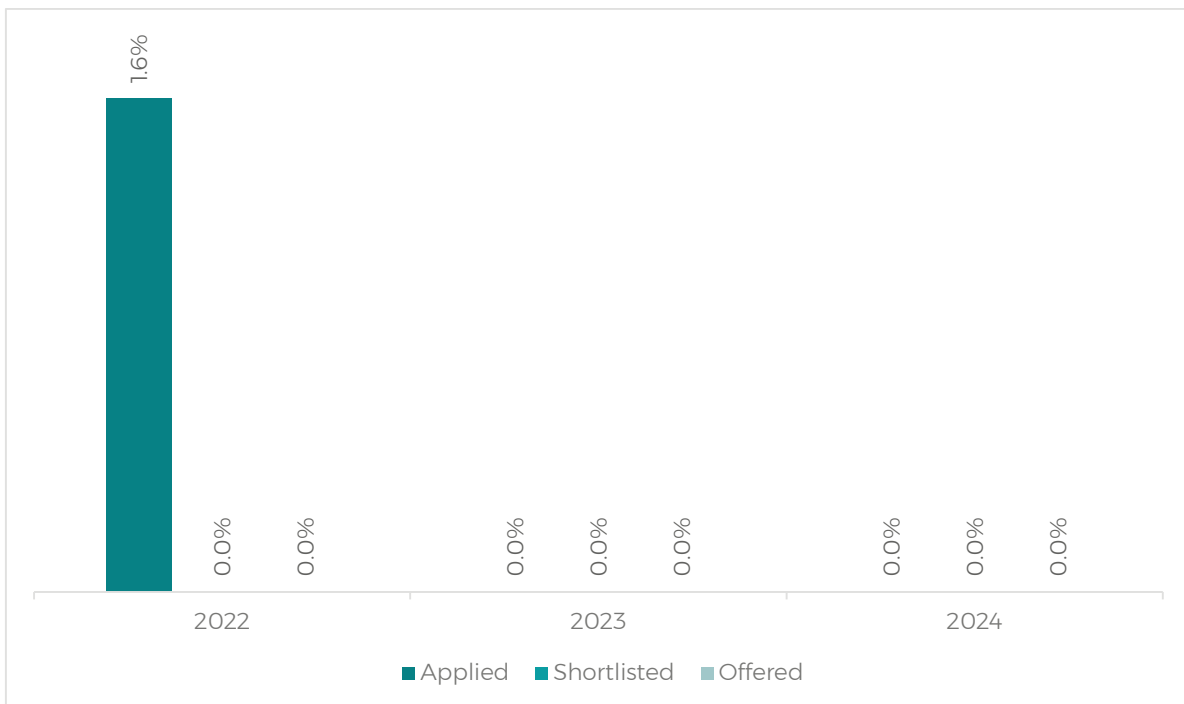
The Senedd Commission is a Race at Work Charter Signatory and is committed to the development of our existing ethnic minority workforce and attracting the widest pool of talent via our Attraction Plan.

Gender Identity/Reassignment

Graph 20: External Recruitment - Trans applicants comparing data for 2021-2022, 2022-2023 and 2023-2024



Graph 21: Internal Recruitment - Trans applicants comparing data for 2021-2022, 2022-2023 and 2023-2024



Analysis

In the current reporting year, as with last 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.

No job offers for external jobs (0%) were made to candidates that identified as Trans compared to 3.3% last year.

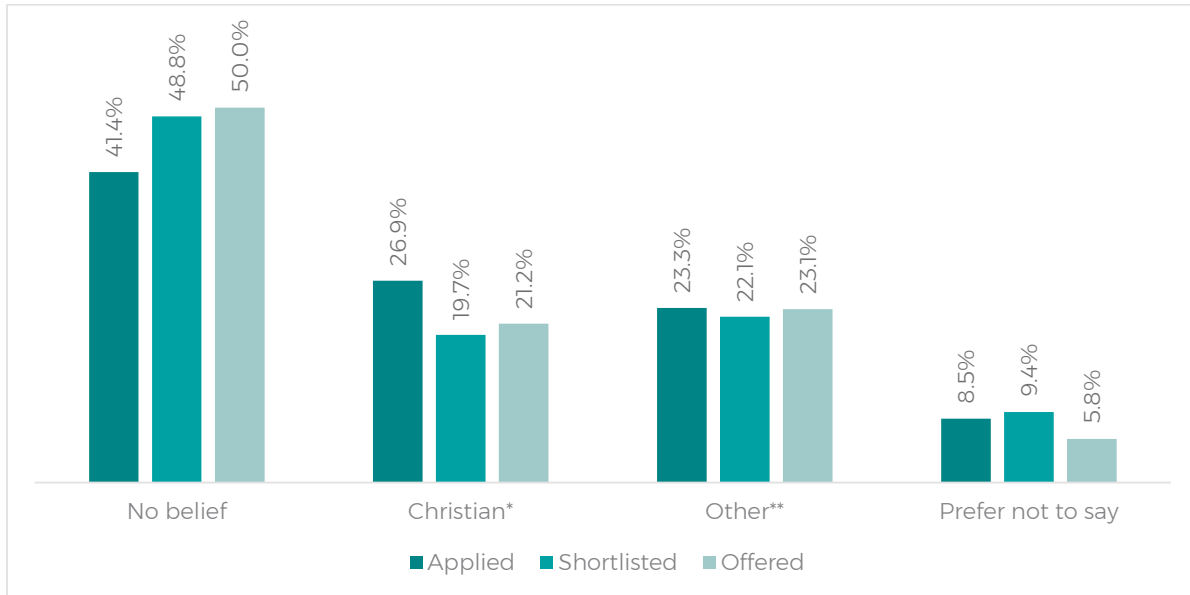
2.6% of external applicants (19 people) opted to prefer not to say/disclose their gender identity status.

For internal jobs in 2022-23, 1.6% of total applicants identified as Trans but there was no conversion to interview or offer. No internal candidates identified as Trans in either 2023-24 or the current reporting year. Correspondingly, our workforce data shows that no staff have identified as Trans in this reporting year.

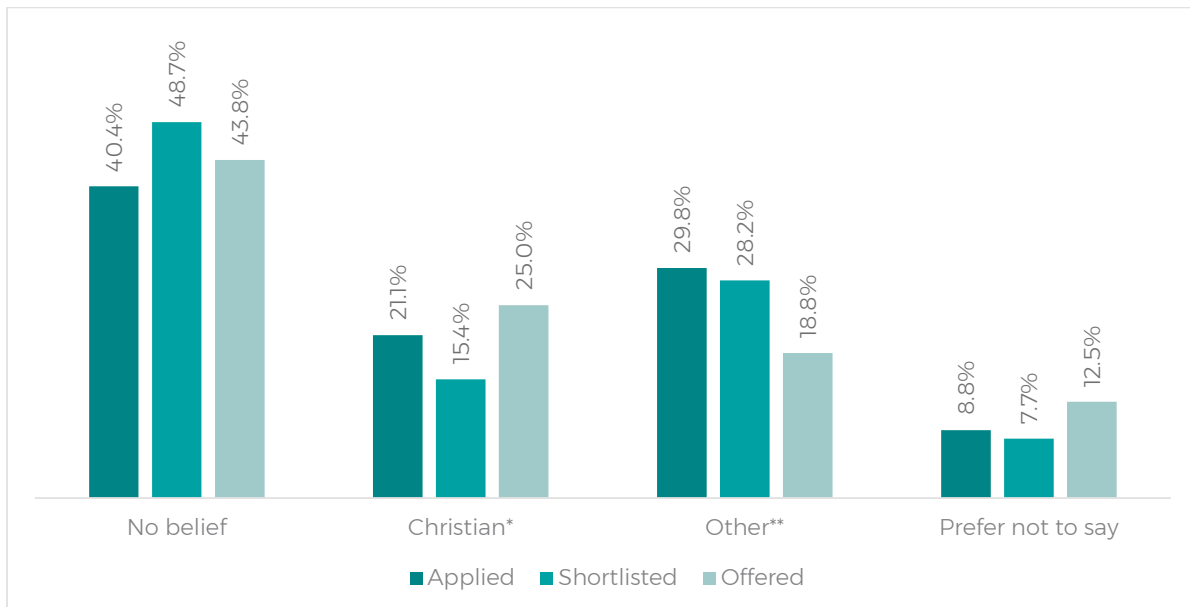
Stonewall has recognised the Senedd Commission as a top trans-inclusive employer. Also, our PLWS network is trans-inclusive.

Religion / Belief

Graphs 22: External Recruitment - Religion and Belief, 2022-2023



Graph 23: 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, 50.0% of offers were made to candidates who declared that they had no religious belief, compared to 45.9% last year. 44.3% of offers were made to candidates who expressed their religion as Christian or other religion / belief. This compares to 48.0% of people in Cardiff and 50.5% of people who reported no religion / belief in the 2021 Census.

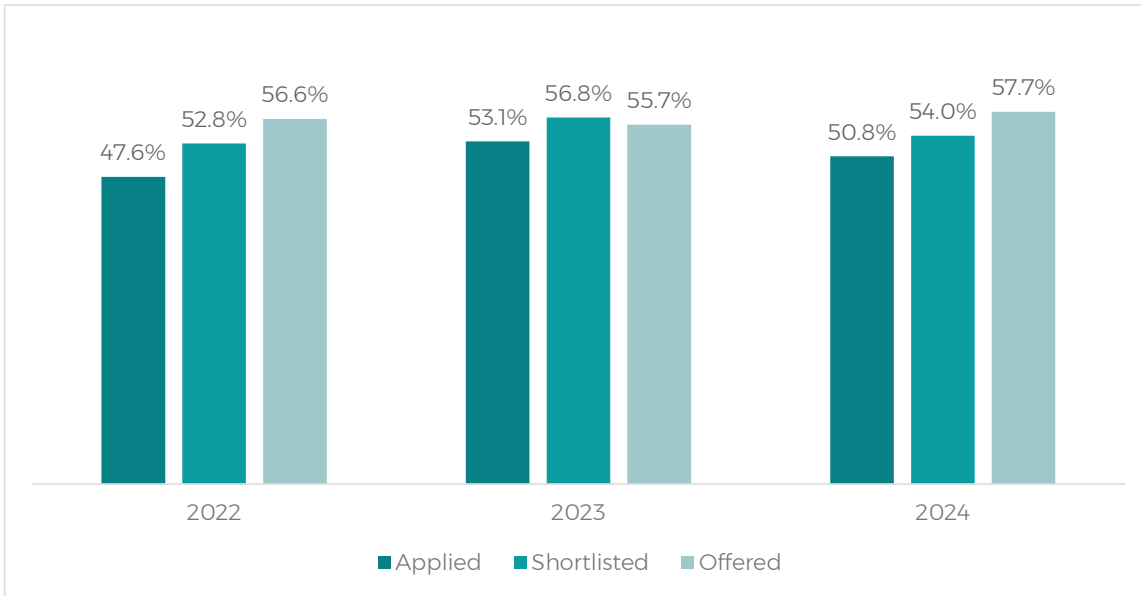
Job offers made to people who identify as Christian constitute 21.2% of total job offers for external schemes and 25.0% of total job offers for internal schemes. 37.5% of respondents to the 2021 Census identified as Christian in Cardiff and 41.0% in Wales.

23.1% of external job offers were made to people who identified as having a religion / belief different to Christianity and 18.8% 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, 43.8% of total offers were made to candidates who declared that they had no religious belief with another 43.8% of job offers being made to candidates who expressed their religion as Christian or other religious beliefs.

Sex

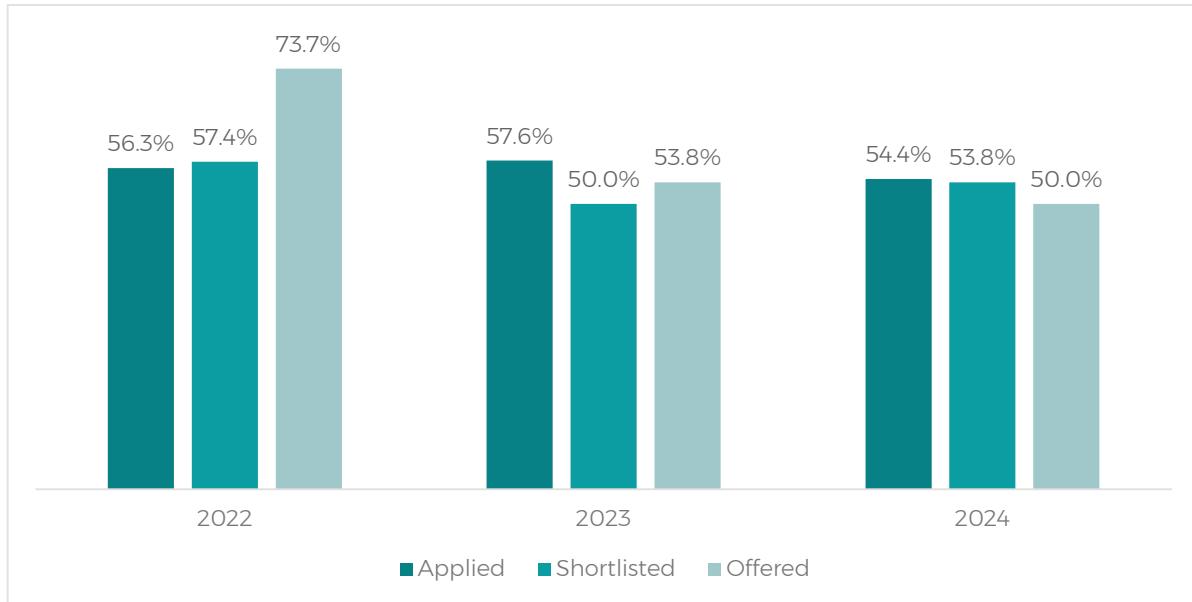
Graphs 24: External Recruitment - Sex (women) comparing data for 2021-2022, 2022-2023 and 2023-2024



Graphs 25: External Recruitment - Sex (non-binary candidates) comparing data for 2021-2022, 2022-2023 and 2023-2024



Graphs 26: Internal Recruitment - Sex (women) comparing data for 2021-2022, 2022-2023 and 2023-2024



Analysis

Between 2022 and 2024, the conversion rates between application, shortlisting and offer have remained static for women applying for external jobs. With regards to non-binary candidates, this year there were no conversions from application to interview and interview to job offer for non-binary candidates compared to last year which was the first year where non-binary candidates formed a proportion of total job offers for external roles (1.6%).

In 2022-23, 50.0% of total candidates shortlisted for internal roles were women. This increased to 53.8% in 2023-24. In 2023, 53.8% of total job offers for internal colleagues were offered to women, compared with 50.0% in this reporting year.

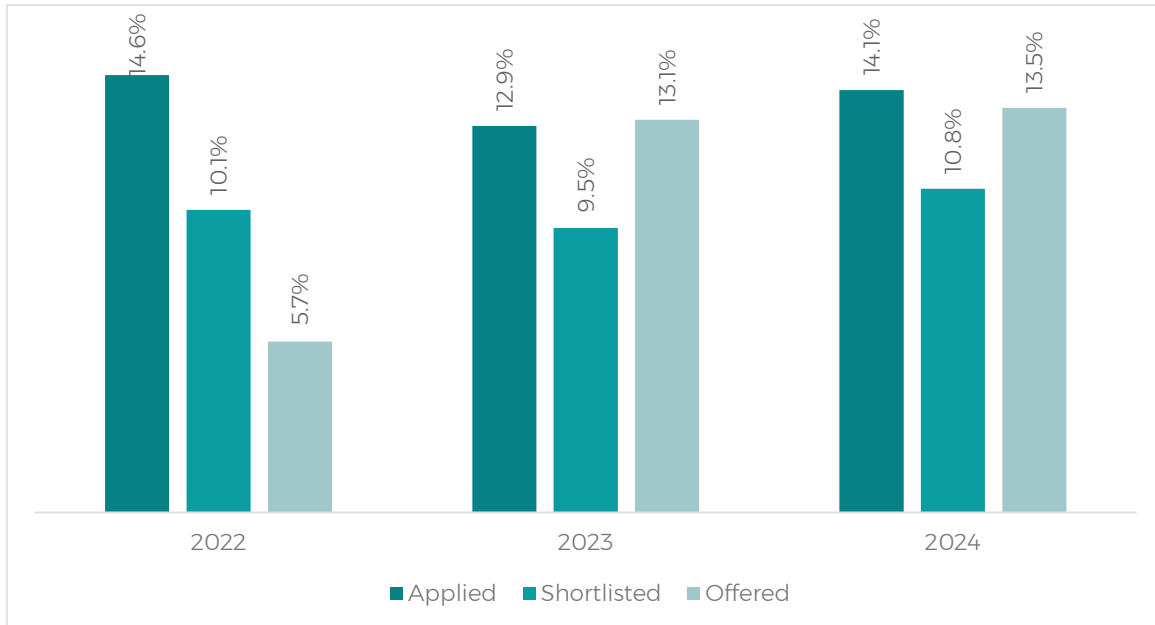
We received no applications from internal candidates who identified as non-binary in 2021-22, 2022-23 and 2023-24 and we will continue to monitor our data in this respect.

We ensure all our recruitment panels are gender-balanced.

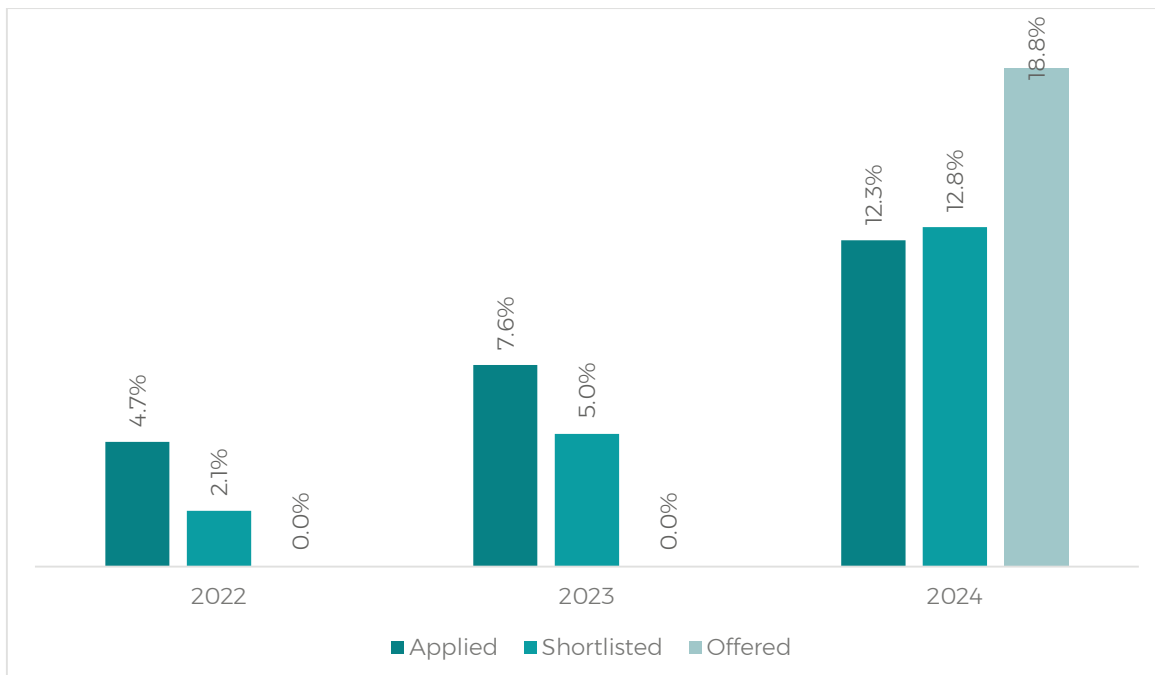
57.7% of external jobs and 50.0% of internal jobs were offered to women. This compares to the 2021 Census data which shows that 48% of people in both Cardiff and Wales are women.

Sexual Orientation

Graph 27: External Recruitment - LGBTQ+ comparing data for 2021-2022, 2022-2023 and 2023-2024



Graph 28: Internal Recruitment - LGBTQ+ comparing data for 2021-2022, 2022-2023 and 2023-2024



Analysis

The percentage of total job offers for external LGBQ+ applicants for both 2022-23 and 2023-24 has remained static at 13.1% and 13.5% respectively.

7.4 % of external applicants (53 people) opted to prefer not to say/disclose their sexual orientation status compared with last year, whereby 2.7% of external applicants (23 people) opted to prefer not to say/disclose their sexual orientation status. We will continue to monitor any further fluctuation in disclosure rates.

For internal applicants, the data shows that in the two previous reporting periods applicants who identified as LGBQ+ have not converted from interview to offer. This year however, 18.8% of total internal job offers were made to colleagues who identified as LGBQ+.

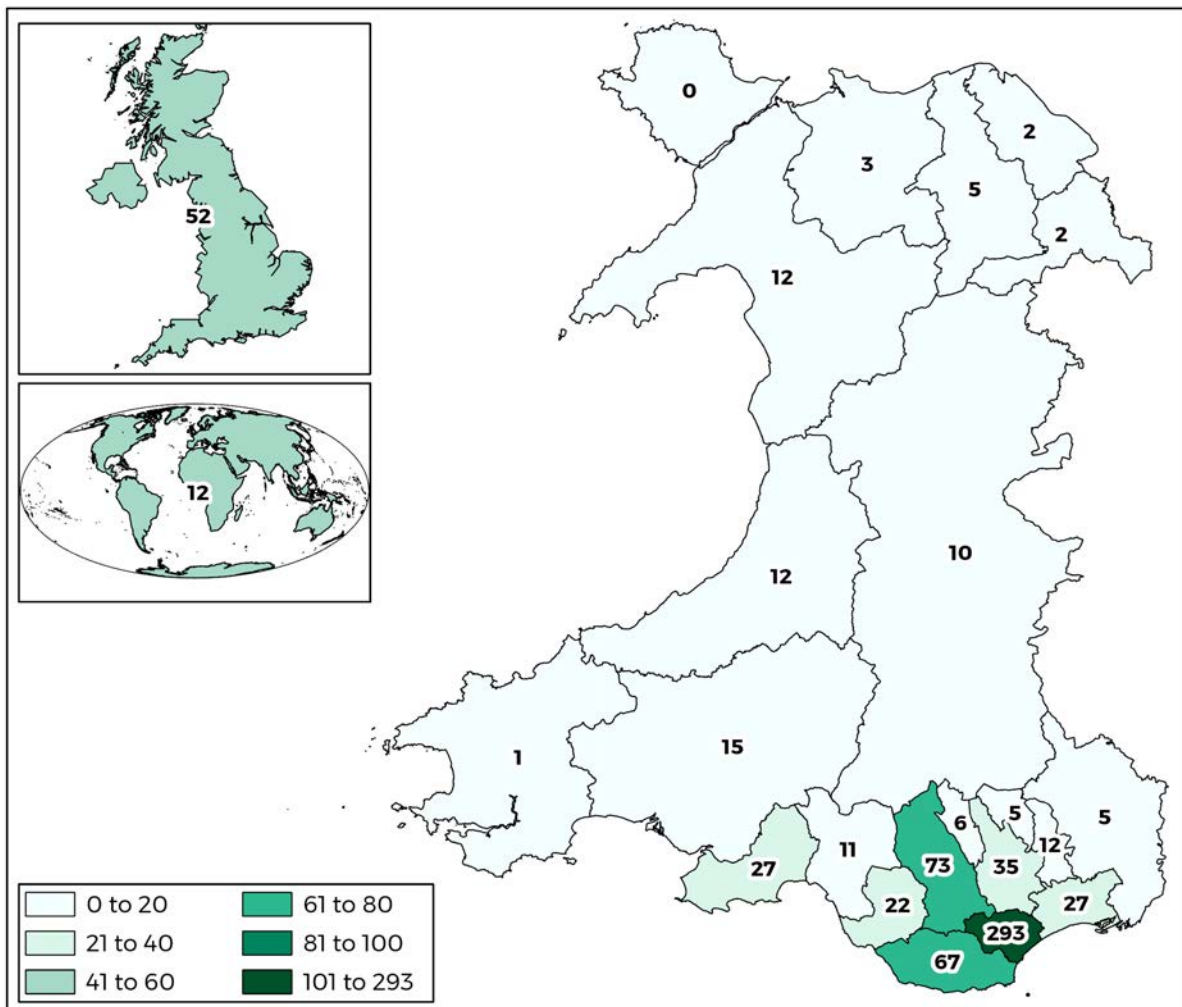
14.1% of external applications came from people who identify as LGBQ+ and 12.3% of internal applications came from colleagues that identify as LGBQ+. This data compares to the 2021 Census which shows that 5.6% of people in Cardiff and 3.1% of people in Wales identify as LGBQ+.

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

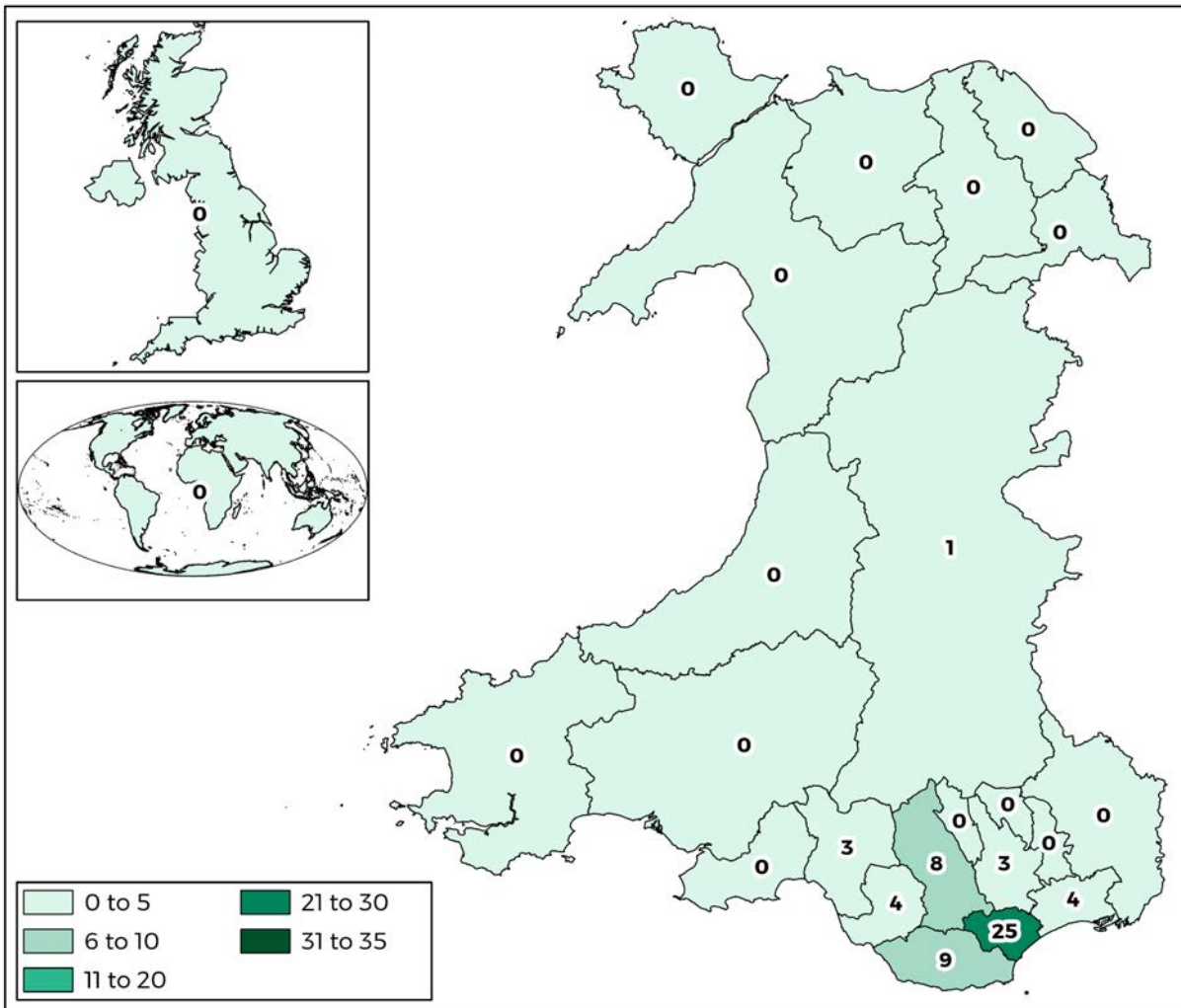
Geographic Diversity of Applicants

Since the reporting year 2021-22, we have collected location data to gain insight as to where our candidates were based geographically. Hybrid working and other flexible working arrangements are now utilised by many UK employers and worldwide. This means that potential 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 2023-2024



Map 2: Internal Applicants by Geographic Location 2023-2024



Analysis

As with the last reporting year, it is encouraging to see the diversity of external applications from across Wales and outside of Wales. The majority of applicants were domiciled in South East Wales. This is also true for internal applicants. We will build on this data set year-on-year data geographic to better understand our reach - in terms of attraction - as a prospective employer.

Socio-economic Background of Applicants

This is the third year that 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. Last year, we also asked the same set of questions to our workforce to get a richer data set overall. Last year’s data set was a partial data set as the questions were changed slightly in-year. This year’s data set is based on a full year (2023-24).

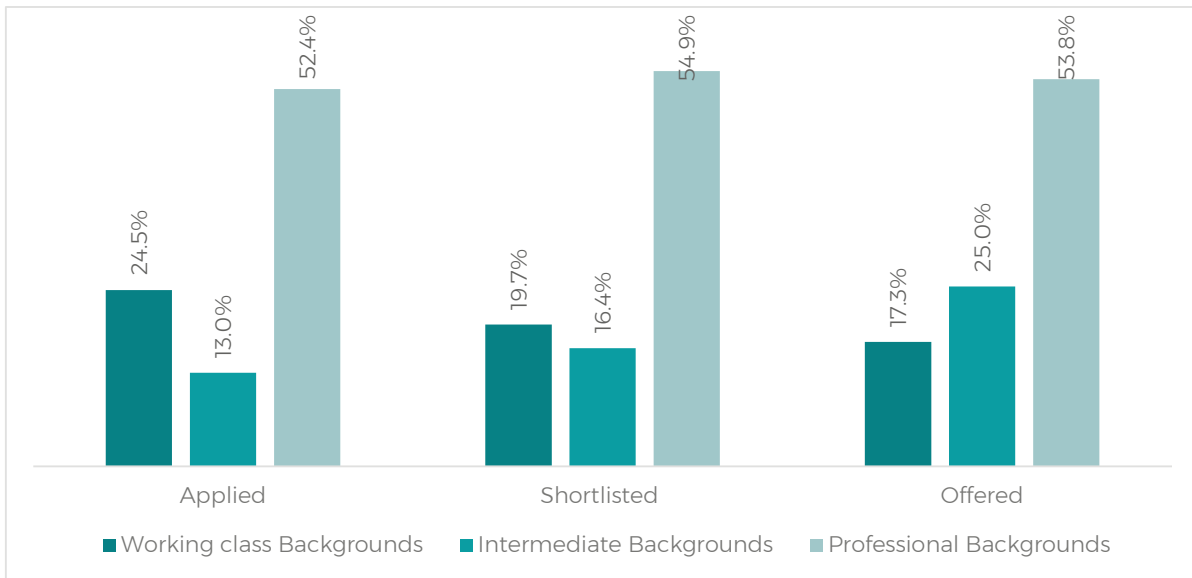
National Benchmarks³	
Professional backgrounds	37%
Intermediate backgrounds	24%
Working class backgrounds	39%

³ [Social Mobility Commission’s Cross-Industry Toolkit](#)

Occupation of Main Household Earner

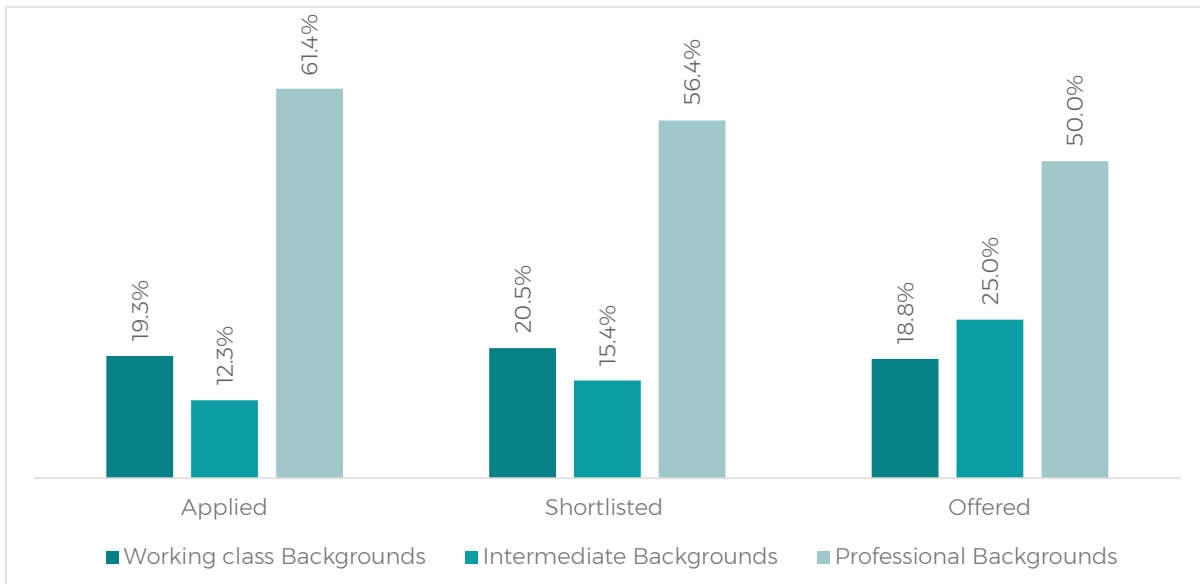
[What was the occupation of your main household earner when you were aged about 14?]

Graph 29: External Recruitment by Socio-economic background, 2023-2024



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

Graph 30: Internal Recruitment by Socio-economic background, 2023-2024



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

Diversity and Inclusion:

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Analysis

As last year, external candidates from professional backgrounds were the dominant socio-economic group, exceeding the national benchmark (37%) at application, shortlist and offer stages, with 53.8% of total job offers going to candidates from a professional background (compared to 67.6% in 2022-23).

Our data for job offers to candidates from an intermediate background (25% of total job offers were made to candidates from an intermediate background) just exceeds the national benchmark of 24%. Our data for candidates from working class backgrounds at each stage is below the national benchmark (39%) 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 (61.4%) exceeding the national benchmark of 37%. Candidates from working class backgrounds were offered 18.8% of total jobs offered compared with 50.0% for professional backgrounds and 25.0% for intermediate backgrounds respectively.

Our workforce monitoring data shows that 55.0% of our staff are from a professional socio-economic background.

Recruitment Improvement / Activities

YMLAEN - our Ethnic Minority Graduate Internship

Working in partnership with the Windsor Fellowship, we have successfully launched our second YMLAEN programme following the same process and programme objectives. We have welcomed another 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.

Staff Development/Progression

Our dedication to providing learning and development opportunities for existing and prospective staff is underpinned by our commitment to diversity and inclusion. We will continue to develop opportunities for a diverse range of

candidates to enter the workforce whilst also offering a range of opportunities to current staff with a broad range of lived experience including bespoke career coaching, targeted training and relevant qualifications.

Inclusive Recruitment

Over the last reporting period, the Recruitment Team has continued to use 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.

Guidance and accompanying training materials for staff participating in recruitment panels has been reviewed and refreshed. The concepts of bias, privilege and creating a positive candidate experience will be central themes throughout both the guidance and training materials. This training is mandatory for all staff participating in recruitment activities and will be rolled out in Autumn 2024.

Diversity and Inclusion:

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Pay gap reporting



Gender Pay Gap Reporting

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](#).

This analysis is based on 494 staff (254 women and 240 men) who were employed by the Senedd Commission on 31 March 2024. Staff not currently on payroll due to working less than a full month (for example someone who has resigned mid-month), inward secondments or career breaks were excluded from the analysis.

Gender Pay Gap - Hourly Pay

	2023-24	2022-23	2021-22	2020-21	2019-20
Mean Gender Pay Gap	-5.33%	-4.8%	-6.5%	-5.3%	-6.7%
Median Gender Pay Gap	0.0%	0.0%	-9.75%	-9.8%	-15.2%

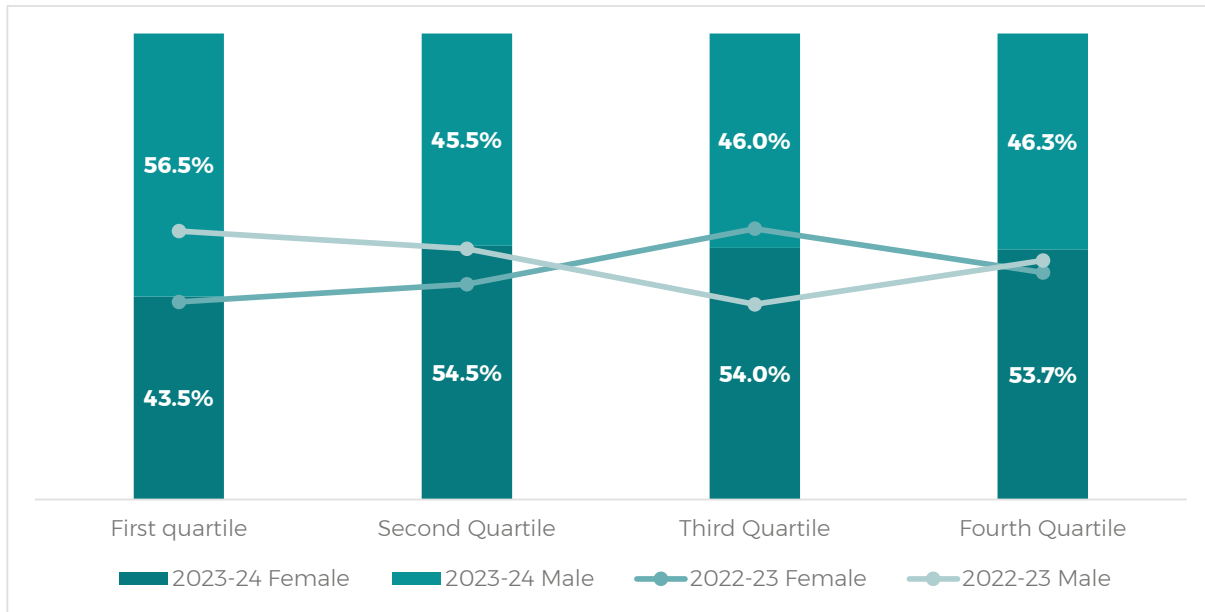
Bonus Pay

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 35: Proportion of Women and Men in Each Pay Quartile

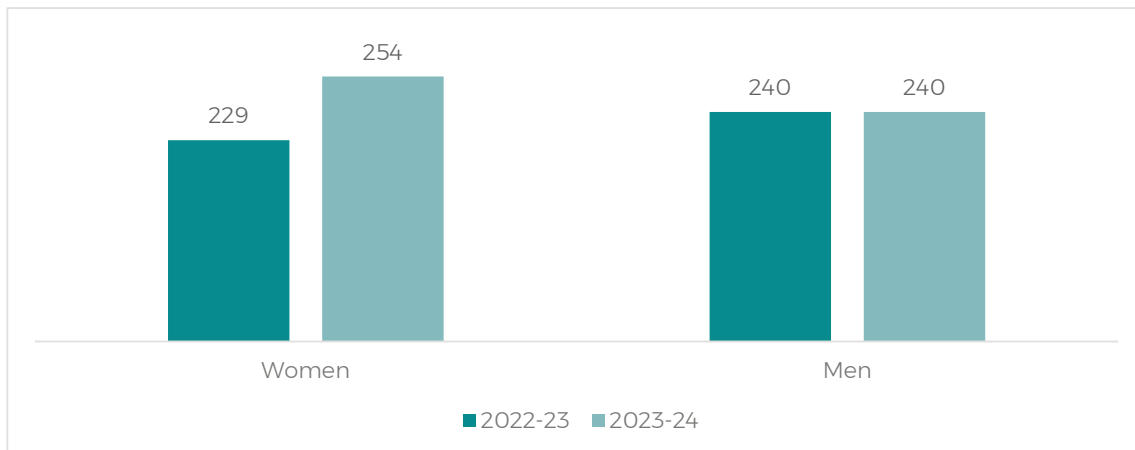


Analysis

For the second year running, there is no pay gap when looking at median pay between men and women and it is an achievement to maintain this 0% median pay gap.

When assessing the mean pay gap, there continues to be an inverse pay gap in favour of women, which has slightly increased to -5.33% from -4.8% last year. This is likely as a result of the change in percentage of men and women in the workforce (factoring in eligibility criteria for who is included in the pay gap reporting), where the number of men has stayed the same as last year, but the number of women has increased:

Graph 36: Number of Women and Men in the Senedd Workforce



Diversity and Inclusion:

Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report 2023-2024

Analysis conducted by Gapsquare in conjunction with Xpert HR⁴ found that the median gender pay gap for 31 March 2023 was 9.1% in favour of men. This marks a small decline from the (revised) 9.2% recorded for 31 March 2022. The analysis also finds that across the organisations who reported their gender pay gap, the proportion of the top quartile pay band that are women was 40%.

Of the organisations that submitted data for both 2023 and 2022, 49% have reduced their median gender pay gap.

This demonstrates that the Commission compares very favourably to other UK organisations, both in terms of the median pay gap, and representation of women at the fourth quartile (53.7% for the Commission in 2023-24).

⁴ The Gapsquare analysis covers key findings from the 10,410 gender pay gap report submissions published on the government website as at 5 April 2024.

Ethnicity Pay Gap Reporting

This analysis is based on the number of staff who declared their ethnicity as at 31 March 2024. 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 22 people who have not declared ethnicity. Staff not currently on payroll due to working less than a full month (for example someone who has resigned mid-month), inward secondments or career breaks were excluded from the analysis (further information in Appendix B: Approach to Data Collection and Analysis – Pay Gap Reporting).

White: **445**

Ethnic minority: **27**

Not declared: **22**

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 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-reporting)**

This analysis is based on the number of staff who declared their ethnicity as at 31 March 2024. 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 22 people who have not declared ethnicity or stated 'prefer not to say', i.e. members of staff not ticking the box for their ethnicity as opposed to ticking the 'prefer not to say' box .

White: **445**

Ethnic minority: **27**

Not declared/Prefer not to say: **22**

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Ethnicity Pay Gap - Hourly Pay

	2023-24	2022-23	2021-22	2020-21	2019-20
Mean Ethnicity Pay Gap	23.2%	23.5%	26.1%	28.1%	20.4%
Median Ethnicity Pay Gap	26.44%	23.6%	35.8%	38.9%	21.7%

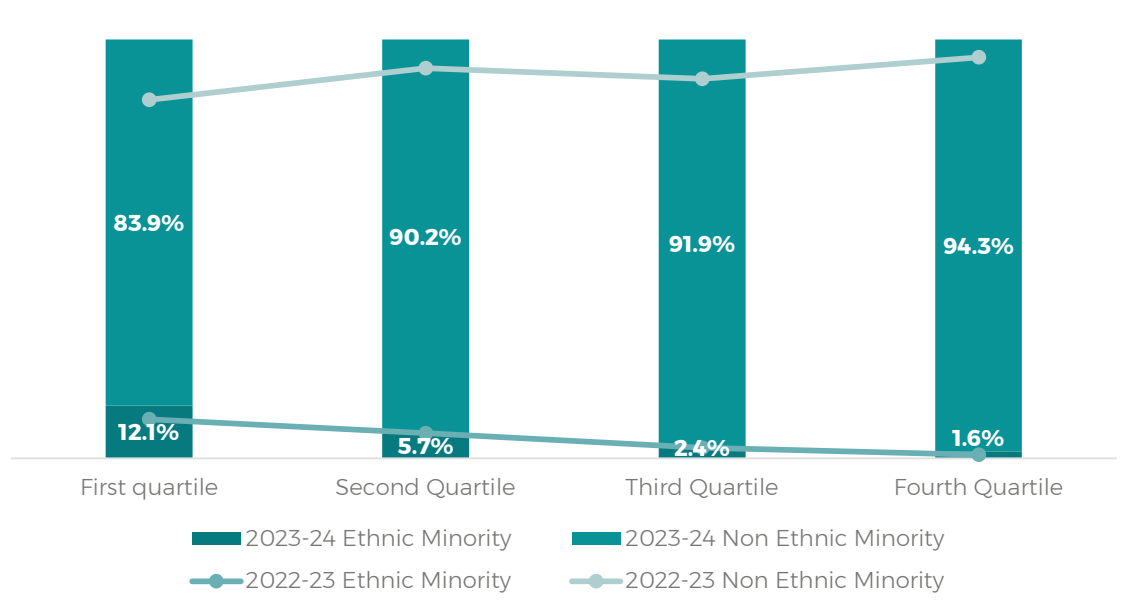
Bonus Pay

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 (Doesn't add up to 100% as those not declared are excluded from total)



Analysis

As with previous years, the Commission continues to have an ethnicity pay gap although caution is needed when reviewing this pay gap due to the small numbers of staff declaring themselves to be of an ethnic minority. Positively,

within those eligible to be included in the pay gap reporting, there has been an increase in the number of staff declaring themselves as from an ethnic minority this year (up from 22 last year to 27 this year; a 22.7% increase). There has also been an increase in the number of people eligible to be included who have declared themselves as White – from 428 last year to 445 this year – a 4% increase.

The main reasons for the ethnicity pay gap overall 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 of the pay scale.

The mean pay gap has continued to follow the positive downward trend of the last 3 years, although the median pay gap has increased slightly. This is partly due to the additional 17 white staff within the reporting group, and also due to fact that 96.6% of internal promotions were filled by staff who are white, compared with 3.4% of ethnic minority staff.

Disability Pay Gap Reporting

This analysis is based on the number of staff who declared their disability status as at 31 March 2024. 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 91.3% of the workforce due to the need to exclude the 43 people who have not declared disability status. Staff not currently on payroll due to working less than a full month (for example someone who has resigned mid-month), inward secondments or career breaks were excluded from the analysis (further information in Appendix B: Approach to Data Collection and Analysis – Pay Gap Reporting).

Identify as having a disability: **37**

Identify as not having a disability: **414**

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 UK 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.

This analysis is based on the number of staff who declared their disability status as at 31 March 2024. 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 91.3% of the workforce due to the need to exclude the 43 people who have either not declared disability status or have stated they prefer not to say.

Identify as having a disability: **37**

Identify as not having a disability: **414**

Not declared/Prefer not to say: **43**

Disability Pay Gap - Hourly Pay

We started analysing the disability pay gap in the 2021-22 year, so we now have three year's data for comparison purposes:

	2023-24	2022-23	2021-22
Mean Disability Pay Gap	4.17%	1.28%	-2.87%
Median Disability Pay Gap	0.0%	0.0%	0.0%

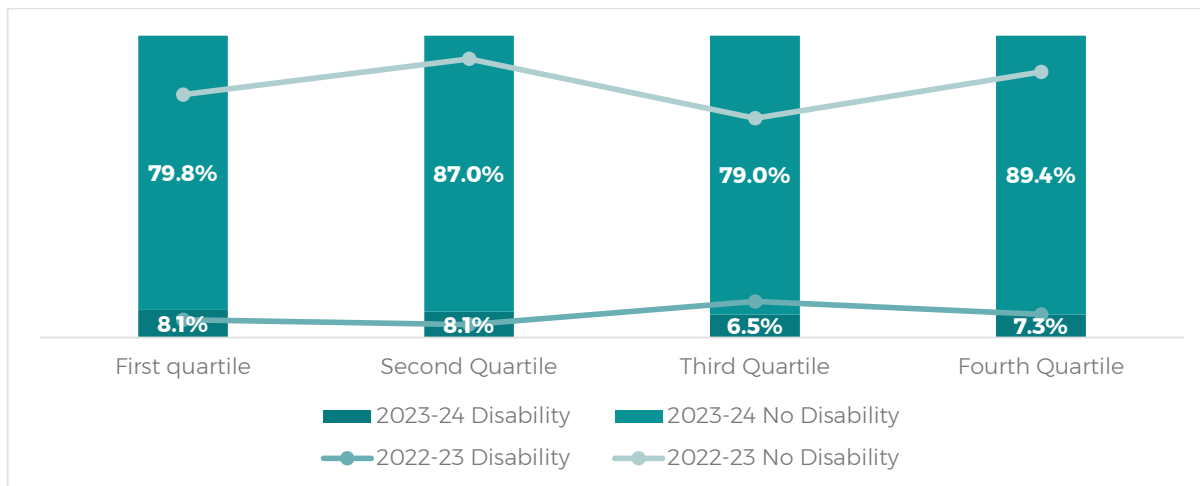
Bonus Pay

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 (Doesn't add up to 100% as No reply excluded from total)



Analysis

For the third year in a row (and since we began reporting on the disability pay gap), the Commission has no pay gap against median pay for staff with a disability and staff with no disability.

Diversity and Inclusion:

When looking at the mean pay gap, this has increased this year in favour of those with or identifying as having 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, this is likely to be influenced by the fact that whilst numbers of staff reporting they have a disability have broadly stayed the same as last year (this year 37, compared to 35 last year) and the number of staff who haven't declared have stayed the same as last year (43), this year there are an additional 23 staff compared to last year who have stated they have no disability. This has affected the disability grade profile, as evidenced by the quartiles analysis, showing that compared to last year, there is less representation at a senior level - a 1.7% reduction at the fourth quartile, and a 3.5% reduction at the third quartile - and an increased representation at more junior levels - a 5.1% increase at the second quartile, and a 5.1% increase at the first quartile.

We do not consider this to be an issue of concern but will continue to monitor this to ensure that as far as possible, there continues to be a negligible pay gap.



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Diversity and Inclusion:

Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report 2023-2024



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 in 2021-22: **[equal-pay-audit-gender-ethnicity-and-disability-pay-gap-reporting-2021-22.pdf](#)**. We undertake full equal pay audits every five years, the next being in 2026-27.

Table 8: Equal Pay analysis against protected characteristics

Group	Group 1 (% of workforce)	Group 2 (% of workforce)	Median / Mean	2023-24- % more Group 1 are paid than Group 2 *	2022-23 - % more Group 1 are paid than Group 2 *	Pay difference change since last year Δ
				FTE Total salary		
Sex	Women (52.1%)	Men (47.9%)	Median:	0.0%	0.0%	=
			Mean:	5.1%	4.3%	^
Age	46-50 (11.9%)	All other ages (88.1%)	Median:	8.36%	7.3%	∨
			Mean:	10.74%	11.6%	∨
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:	3.5%	3%	^
Sexual Orientation †	Non-LGBQ+ staff (81.3%)	LGBQ+ staff (5.4%)	Median:	0.0%	0.0%	=
			Mean:	1.0%	-2.9% ‡	∨
Race/ Ethnicity †	Staff identifying as White (90.1%)	Ethnic Minority staff (5.4%)	Median:	24.3%	23.6%	^
			Mean:	23.2%	23.3%	∨
Religion/ Belief †	Agnostic/ Atheist/ Christian/ None/Other (76.7%)	Muslim (1.6%)	Median:	38.9%	36.3%	^
			Mean:	28.7%	32.3%	∨

Diversity and Inclusion:

Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report 2023-2024

* 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. Therefore, 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.

For Race/Ethnicity, as with previous years, rather than an endemic difference in equal pay for equal work, the pay differences are largely down to: a) a low percentage within the overall workforce of Ethnic Minority staff (5.4%), and b) lower representation at more senior levels of the organisation. However, positive changes are being made in this area, with representation across the workforce up by 0.9% compared to last year (4.5%).

For Religion/Belief, again the overall low numbers of Muslim staff (1.6% of the workforce / eight staff), mean that caution is needed when considering any implications for equal pay. The majority of staff identifying as Muslim are in the lowest pay band (Team Support) and when analysing pay for Muslim staff at Team Support Level compared to non-Muslim staff, there is no significant pay difference within the grade. We can see, however, positive traction on the Mean difference for Muslim staff and this could be as a result of our ongoing commitment as a National Living Wage employer and the subsequent increase to the bottom two points in the Team Support scale from 1 November 2023⁵.

⁵ As result of the increase to the Real Living Wage, the bottom 2 points of the TS scale were increased by 9.3% and 9.6% respectively.

It should be noted that pay data in Table 8 is based on Full Time Equivalent Salary including allowances (“total pay”). However, in 2023-24, a non-consolidated cost-of-living payment was made to Commission staff of grades Team Support to Grade 6 who were employed for the whole period of 31 March to 30 June 2023 and were still in employment on 31 October 2023. The £1500 payment was made in 2 instalments (October 2023 and January 2024) to all eligible staff equally. For staff at the top point of Team Support Level, this equated to 5.9% of their salary, compared to 1.8% of their salary for staff at the top point of Grade 6. Therefore, although not taken into account for the purposes of Table 8, this will have been a significant benefit particularly to lower grades, which is where Muslim and Ethnic Minority staff are most represented.



Actions



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 2024-25 in relation to equality of opportunity across our workforce and job applicants, 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. In addition to the PSED requirements, we also wish to advance opportunities for people of all socio-economic backgrounds, for example with the appointment of a Social Mobility Champion from a member of the Executive Board.

These actions align to and support those identified in the Diversity and Inclusion Strategy (2022-26) and are either planned or ongoing:

- Through the newly established Diversity and Inclusion Steering Group, identify key priorities and develop associated implementation plans;
- Design mandatory Diversity and Inclusion training module to complement mandatory Dignity and Respect training rolled out in 2024-25;
- Attain Disability Confident Leader status;
- Continue to improve and cross reference our approach to collecting and analysing diversity and inclusion data, including presenting these quarterly at Executive Board. Use information from people and wellbeing surveys and cross reference these to workforce and recruitment demographic data;
- As part of the Senedd Commission's Medium-Term Resourcing Framework, implement the Workforce Plan which include designing a talent management strategy which supports the development of our existing and future 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;

- Through our ongoing Attraction Plan, pilot different advertising strategies through targeted outreach and link employer brand with communications and engagement activities where required;
- Review the workplace equality networks to identify maximise engagement and effectiveness;
- Monitor diversity of hiring panels and increase the number and diversity of panel members;
- Continue to encourage staff to self-report against protected characteristics and socio economic status;
- Conduct an Equality Impact Assessment for pay discussions and settlements reached for the 2025 and onwards pay framework;
- Consider opportunities through the Ways of Working programme to continue to champion and drive diversity and inclusion, including geographical location of staff and applicants.



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 2024. 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.

The recruitment data presented in this report covers applications submitted to both internal and external recruitment schemes during the reporting period of 1 April 2023 to 31 March 2024 for the last three years for comparison purposes. As such, this includes applications which were submitted during the 2023-24 reporting period where the appointment was not made until after 1 April 2024. This report reflects each application's progress on the 31 March 2024. 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.

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](#)**

We also have an internal privacy notice in place which details how we collect, use and store data from our workforce.

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 2024 only	1-31 March 2024
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	503	494
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.

Approach to calculations

Throughout the report, calculations have been made to one decimal place, and rounded up accordingly. In some cases, this does mean that due to rounding the total does not equal exactly 100%.

Definitions of gender

We acknowledge that due to binary reporting systems e.g. with the HMRC/pay marker, this might not allow staff to express their gender identity e.g. non-binary identity in a way that reflects their lived-experience. We encourage staff to have a private conversation with HR Employee Services as to how they might be able to self-report their identity which reflects their lived experience.

Appendix C: Pay Scales by Grade

The pay scales in the table below came into effect on 1 April 2023, with an adjustment made to the first point of the Team Support scale on 1 November 2023 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 31 March 2025 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	01/04/2023
Team Support	1	£21,475 (increased to £23,088 as of 1/11/23)
	2	£23,270 (increased to £24,196 as of 1/11/23)
	3	£25,303
EO	1	£26,568
	2	£27,470
	3	£28,679
	4	£31,884
HEO	1	£34,135
	2	£35,937
	3	£37,716
	4	£41,393

Grade	Point	01/04/2023
SEO	1	£43,693
	2	£45,572
	3	£47,452
	4	£52,364
Grade 7	1	£56,566
	2	£59,008
	3	£61,452
	4	£67,823
Grade 6	1	£71,214
	2	£72,680
	3	£75,570
	4	£83,281
EB		£87,445
Senior 3	1	£87,346
	2	£91,023
	3	£94,807
	4	£98,753
	5	£102,864
	6	£111,429
Senior 2	1	£109,032
	2	£113,580
	3	£118,322
	4	£123,264
	5	£128,415
	6	£139,144
Senior 1	1	£139,383
	2	£145,219
	3	£151,301
	4	£157,642
	5	£170,845

