

Diversity and Inclusion:

Workforce, Recruitment, Pay Gap Reporting and Equal Pay Audit Report 2024-25

July 2025



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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 the 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 -3.94%, indicating women earn slightly more on average than men. This has reduced from -5.33% last year
- **Ethnicity Pay Gap:** The mean ethnicity pay gap is 18.2% and the median ethnicity pay gap is 20.1%; whilst these remain high, they compare favourably to last year where the mean pay gap was 23.2% and the median pay gap was 26.4%.
- **Disability Pay Gap:** The mean disability pay gap is -6.34%, indicating disabled staff earn more on average than non-disabled staff. The median disability pay gap is at 0.0%, showing equal median hourly pay.

Commission Workforce

- **Staff Headcount:** As of 31 March 2025, the Senedd Commission has a total of **506 staff members**.
- **Ethnic Diversity:** There has been an increase in ethnic diversity, with a higher percentage of ethnic minority staff compared to the previous year. **5.9%** of our staff identify as being from an ethnic minority, an increase from **5.2%** in 2023-24.
- **Gender Representation:** There is a good gender balance across the workforce, with women representing **51.8%** of the workforce. Women represent a higher percentage of staff in senior pay bands (**50%** in the three most senior pay bands (Seniors, E1 and E2).)

- **Age Distribution:** The largest age group in our workforce is the 41-50 years-old cohort which accounts for 33.1% of our workforce.
- **Disability: 8.5%** of our staff declared a disability, up from 7.4% last year.

Recruitment

- Age Distribution:
 - 73% of external applications came from people aged 20-39.
 - 74.5% of external job offers were made to people aged 20-39.
 - 78.3% of internal applications came from people aged 30-49.
 - 83.3% of internal job offers were made to people aged 30-49
- **Disability Representation:** The percentage of external disabled applicants has increased from 13.2% in 2024 to 15.2% in 2025. External job offers have fluctuated, from 13.1% of offers being made to disabled people in 2023, to 7.7% in 2024 and 17.6% in 2025.

Internally, applications from disabled candidates have stayed at a similar level, moving from 10.5% in 2024 and 11.3% in 2025. Success for internal disabled candidates has varied, going from 7.7% of internal job offers going to disabled staff in 2023, 18.8% in 2024, and 4.2% in 2025.

- **Ethnic Diversity:** There was an increase in external applications from ethnic minority candidates, from 13% of total applications in 2023, to 16.3% in 2024 and 20.2% in 2025. External job offers to people from an ethnic minority background have dropped this year, from 11.5% of job offers in 2024 to 7.7% in 2025.

Internally, the percentage of jobs offered to ethnic minority staff has decreased from 6.3% in 2024 to 4.2% in 2025.

- **Sex:** 47.9% of external applications came from women, and 54.9% of external job offers were made to women.

Internally, 56.7% of applications came from women, and 58.3% of job offers were made to women.

- **Sexual Orientation:** 16.5% of external job applicants identified as LGBQ+. 15.7% of external job offers were made to LGBQ+ people.

Internally, there has been a decrease in the percentage of offers made to people who identify as LGBQ+, dropping from 18.8% of job offers in 2024 to 0% in 2025.

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.



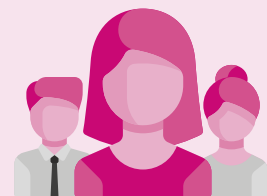
PASSION

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

Our Values define what we do and how we do it, and they unite us as a single team.



Workforce, Recruitment and Pay Gap Summary

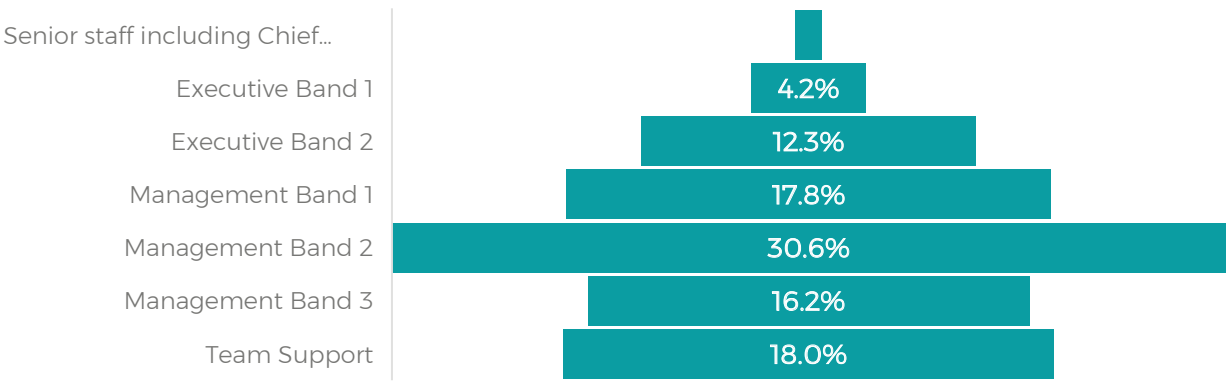




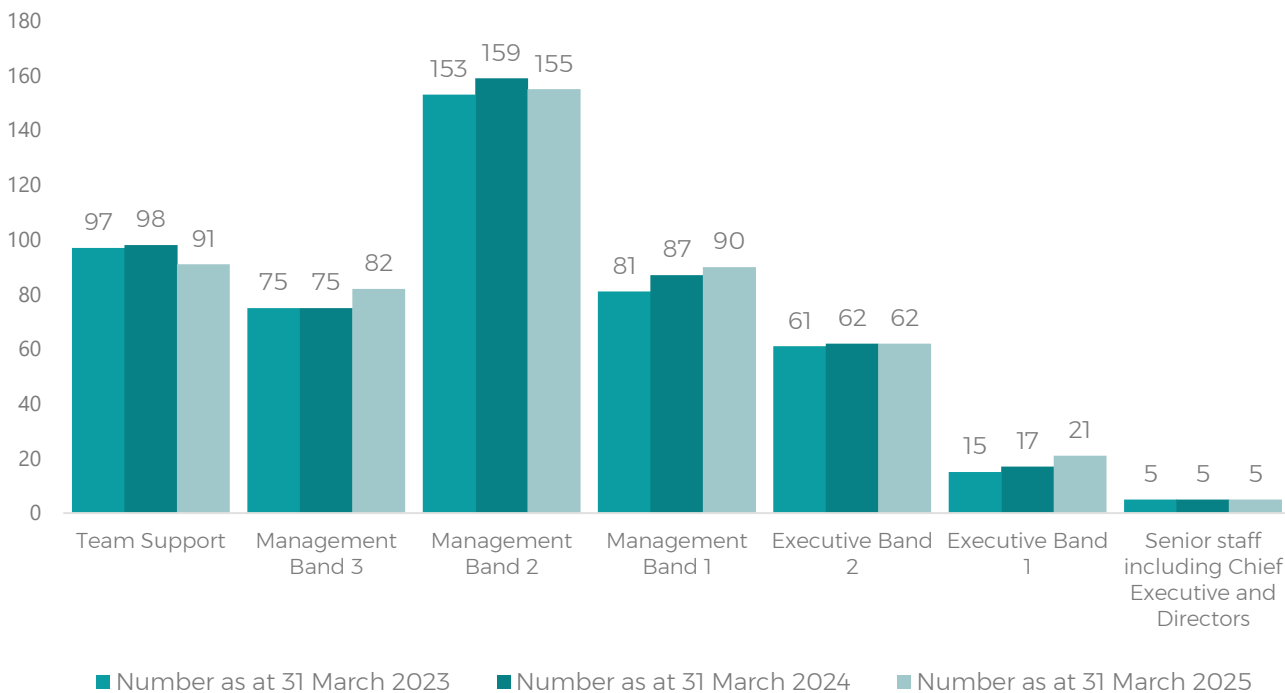
Senedd Commission Workforce Data Insights

As of 31 March 2025, there were 506 staff within the Commission workforce.

Graph 1: Percentage of Staff by Grade/ Pay band (as at 31 March 2025)



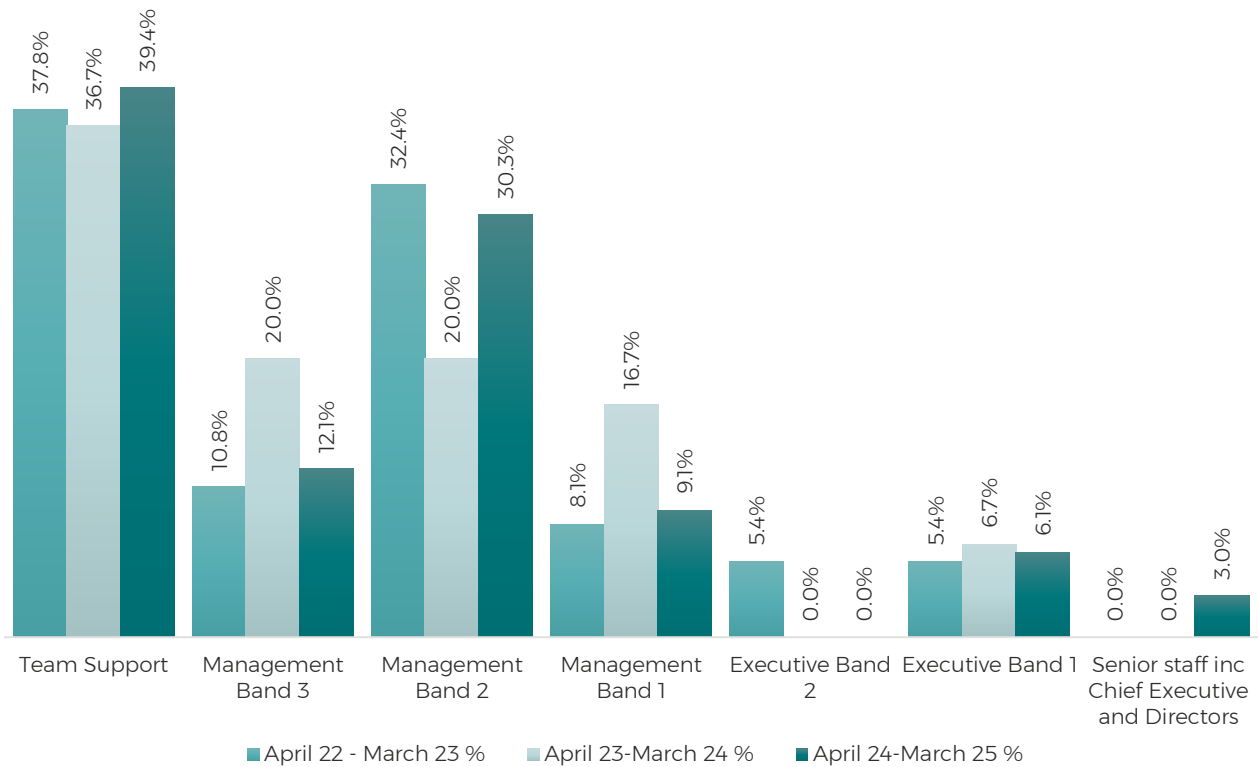
Graph 2: Workforce composition by Grade (pay band) comparing 2023, 2024 and 2025 data



The breakdown of different grades within the workforce has remained stable compared to 2023 - 2024.

Turnover

Graph 3: Turnover by grade



Over the past three years, overall staff turnover has remained broadly stable, though there is notable variation across different staff grades. This year’s data highlights some important patterns that inform our workforce, talent development and inclusion strategies.

Turnover continues to be highest among Team Support grades, with a three-year average of 37.9%. While some level of movement is expected at these roles, this figure may indicate challenges around job design, development pathways or perceived progression opportunities. In contrast, turnover is considerably lower at senior and executive levels. Notably, Executive Band 2 has recorded 0% turnover over the past two years, with the three-year average at this grade representing 1.8% of the total turnover. The three-year average turnover for Executive Band 1 makes up 6% of the total turnover rate, whilst senior staff including the Chief Executive Officer and Directors make up 1% of the total turnover rate.

This level of stability at the top can support continuity and institutional knowledge retention. However, it also presents challenges from a diversity and inclusion perspective. Low turnover at senior decision-making levels may limit our ability to diversify leadership and address underrepresentation.

Encouragingly, these figures suggest that many staff choose to remain with the organisation. We value the ongoing contribution of our staff and the stability they bring to service delivery and organisational memory. Our future goals include promoting inclusive career development, enhancing internal mobility, and ensuring retention without compromising growth or diversity at senior levels.

Working Pattern by Sex

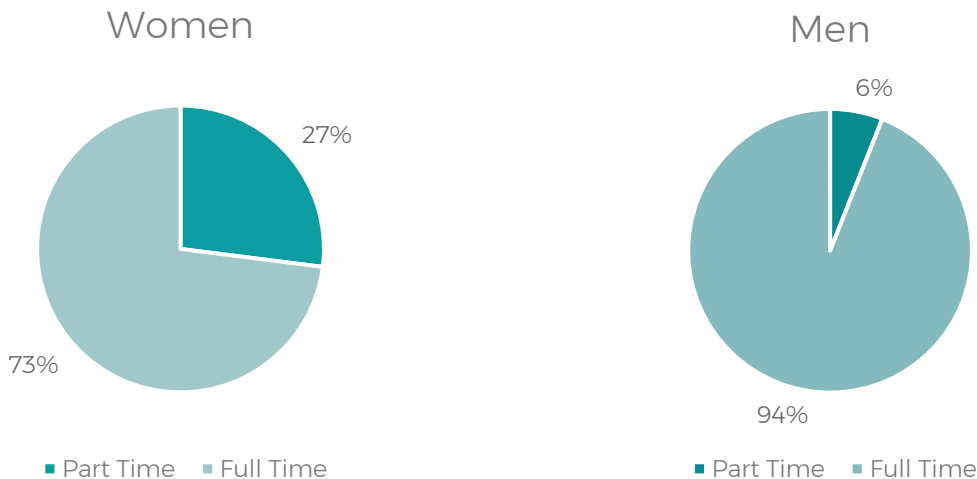
Women are much more likely to work part time than men (27.1% compared to 5.7%). Analysis of working patterns for the last three years shows that this has remained steady for women, but the number of men with part time working has decreased from 8.6% in 2022-2023 and 5.8% in 2023-24. Analysis of working patterns for men and women across grades has also been undertaken and demonstrates that no men work part time at Management Band 1, Executive Band 2 or Executive Band 1, where part time women at these grades constitute 22.2%, 36.7% and 23.1% respectively

The 2021 Census states that 41.0% of women in Cardiff and 43.5% of women in Wales work part-time, compared to 27.1% 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 5.7% of Senedd Commission male employees.

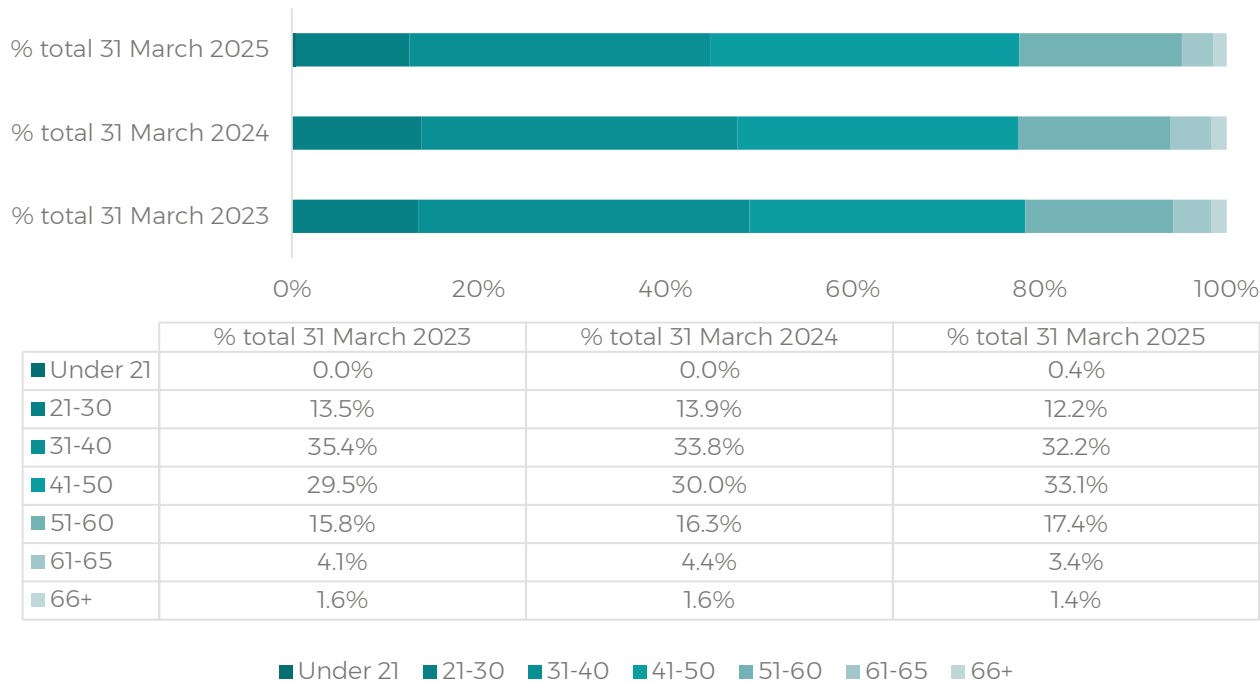
Our staff use several flexible working options such as compressed hours, term time working and working from home. The figures represented here and in Charts 1 and 2 refer to formal arrangements only where a member of staff contractually works less than full-time hours. Anecdotally, we are aware that many members of staff, including men at senior level, utilise flexible working options.

Charts 1 and 2: Working Patterns of Women and Men as at 31 March 2025.



Workforce composition by Age

Graph 4: Workforce Composition by Age comparing 2023, 2024 and 2025 data

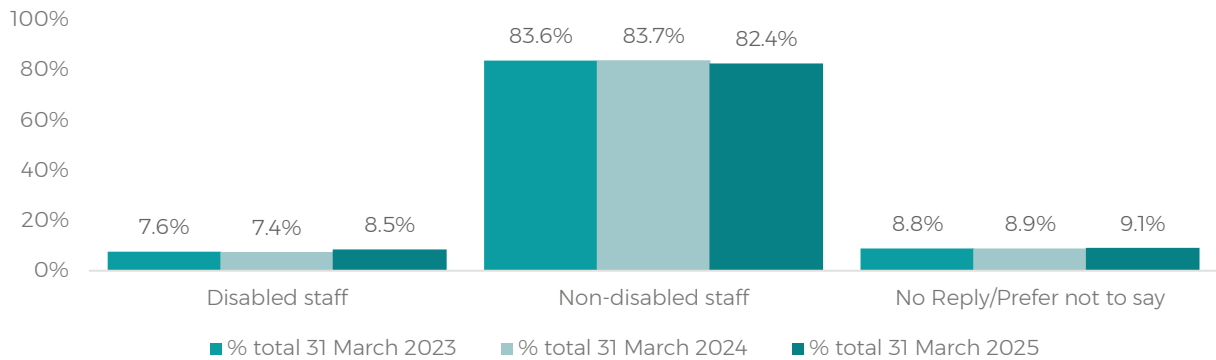


Analysis

The largest age group in our workforce is the 41-50 years-old cohort which accounts for 33.1% of our workforce. This is a slight shift in our demographic, where the largest age group in our workforce in 2023-24 was 36-40 year olds. The average age of Senedd Commission employees remains the same as last year, at 42.

Workforce composition by Disability

Graph 5: Workforce Composition by Disability (employees self-reporting they consider themselves as disabled) comparing 2023, 2024 and 2025 data



Disclosure rate: 90.9%

Analysis

The percentage of staff declaring a disability has increased slightly since the last reporting period from 7.4% in 2024 to 8.5%. The declaration rate remains steady at 90.9% compared to 91.1% in 2024.

Senedd Commission Staff	8.5%
Cardiff	10.8%
Wales	11.2%

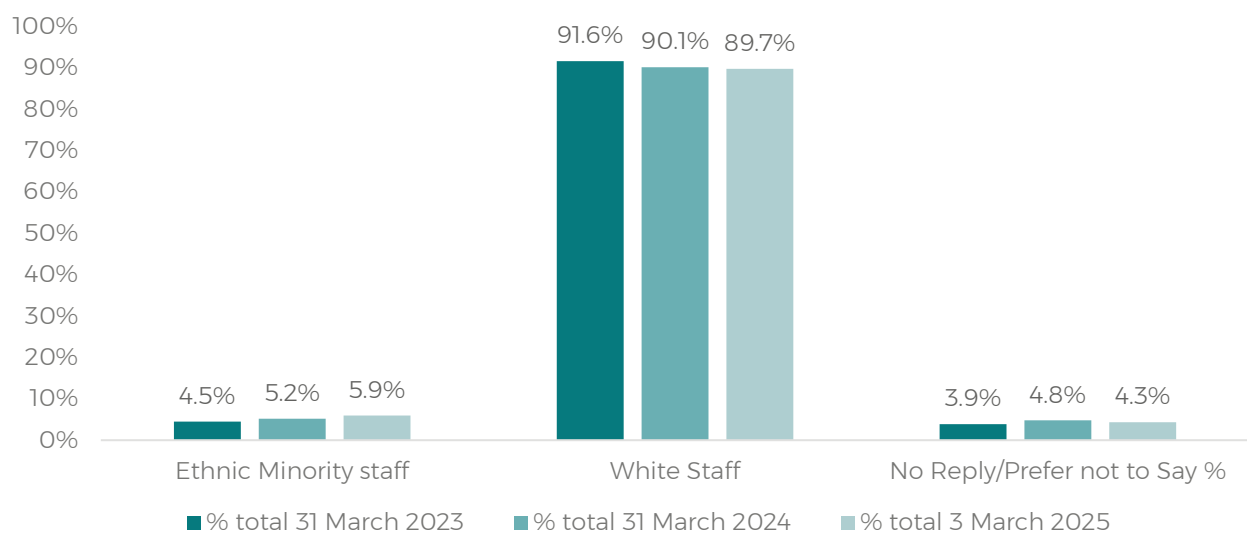
We will continue to encourage all staff consider who consider themselves as disabled to record their disability status on our HR system, as we believe that many people with hidden disabilities, such as mental ill health, learning disabilities and other long term health conditions, who could identify with the definition of disability, are not reflected in this data. We have in place a Wellbeing Strategy which outlines our 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 2024-25 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/government/uploads/system/uploads/attachment_data/file/100000/voluntary-reporting-framework-on-disability-mental-health-and-wellbeing.pdf)



Workforce Composition by Ethnicity

Graph 6: Workforce composition by Ethnicity comparing 2023, 2024 and 2025 data



Disclosure rate: 95.7%

Analysis

The percentage of staff from an ethnic minority has increased from 5.2% to 5.7% of our total workforce – an increase from 26 people to 31. However, we acknowledge that there is still much room for improvement and this figure is caveated by the fact that 4.3% (22 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 5.9% of Senedd Commission staff.

Senedd Commission Staff (ethnic minority)	5.9%
Cardiff	15.7%
Wales	5.1%

33.3% of our staff who identify as from an ethnic minority background (10 out of 30) are employed at our lowest pay band (TS grade). This has decreased from 42.3% in 2024, 45.5% in 2023, 50% in 2022.

There has been a 15% increase from last year to this year in the number of employees from an ethnic minority background. 60% of ethnic minority staff are employed in the middle grades this year, compared with 50% last year.

This year we welcomed the third 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 59) shows that there has been a decrease in both the median ethnicity pay gap and the mean 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

This year, a small number of staff used our HR system to self-declare as trans. Our definition of trans includes anyone whose gender identity does not align with the gender that they were assigned at birth.

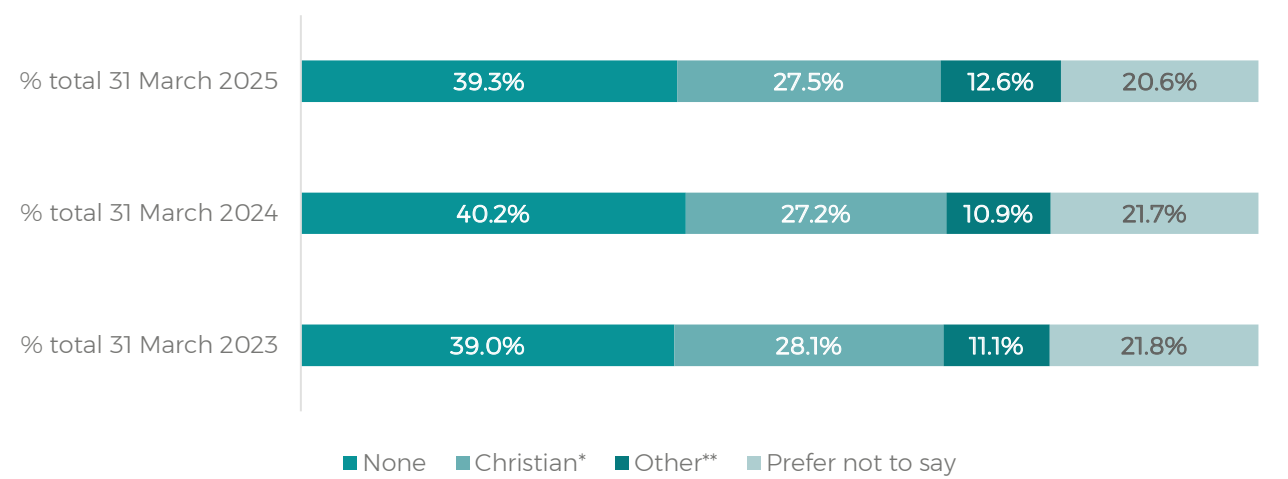
The 2021 Census states that 0.5% of people in Cardiff and 0.3% of people in Wales identify as a gender that is different to that which they were assigned at birth, compared to 0.2% of Senedd Commission staff.

Senedd Commission Staff (different gender to that assigned at birth)	0.2%
Cardiff	0.5%
Wales	0.3%

For twelve consecutive years from 2009 to 2020, the Senedd Commission was 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.

Workforce Composition by Religion / Belief

Graph 7: Workforce Composition by Religion / Belief comparing 2023, 2024 and 2025 data



*CHRISTIAN - Christian, Roman Catholic, Church in Wales, Church of England, Baptist, Methodist
**OTHER - Agnostic, Atheist, Hindu, Muslim, Buddhist, Zoroastrian

Declaration rate: 79.4%

Analysis

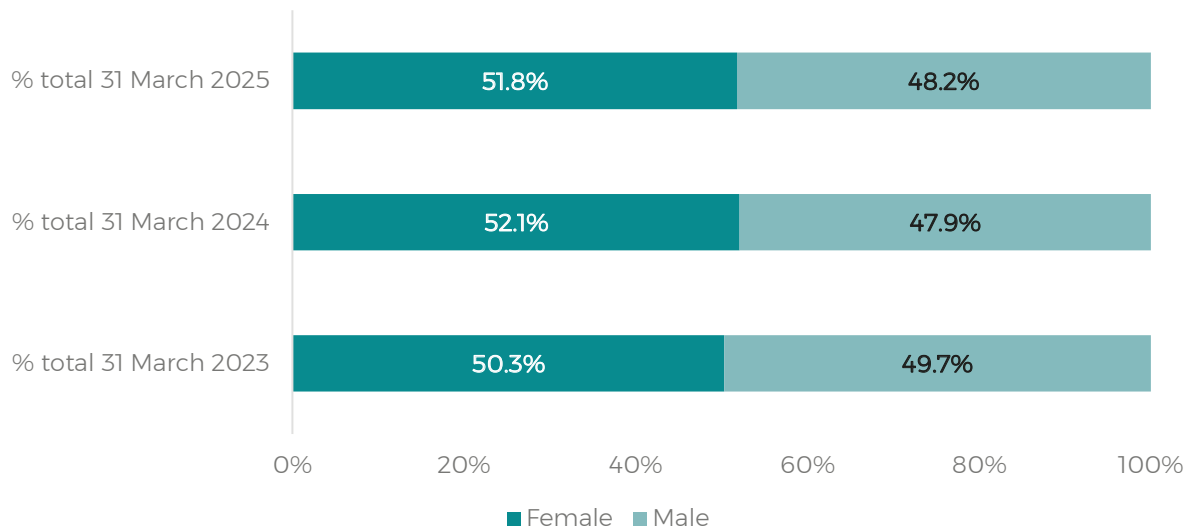
As with last year, the declaration rate is still lower than we would wish it to be, and we will continue to encourage staff annually to update their personal information on our HR system. 39.3% of staff who filled in their data on our HR system declared no religion or belief (none).

Senedd Commission Staff (No religion)	39.3%
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 also 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 2023, 2024 and 2025 data



Analysis

We continue to employ slightly more women than men: 262 women to 244 men. We also have a small number of staff identify as non-binary

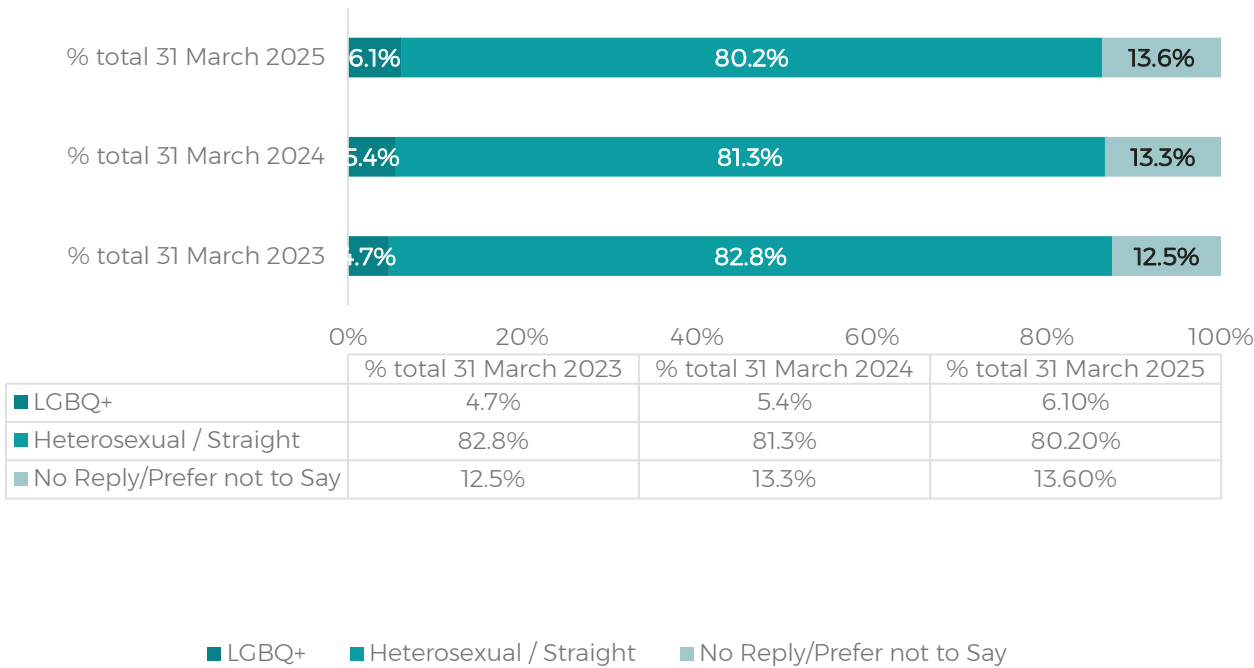
Senedd Commission Staff (women)	51.8%
Cardiff	40.8%
Wales	48.0%

More men than women are represented in the lowest two pay grades (59.3% at Team Support and 56.1% at Management Band 3), with women having higher numbers at both Management Band 2 (58.7%) and Management Band 1 (60%) grades. This is likely to be attributed to the prevalence of men within our security service and of women at M2 and M1 grades in our Translation and Reporting Service.

Women currently represent 50% of staff in our three most senior bands (Executive Band 2, Executive Band 1 and Senior).

Workforce Composition by Sexual Orientation

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



Declaration rate: 86.4%

Analysis

The number of staff who identify as Lesbian, Gay, Bisexual or other minority Sexual Orientation (LGBQ+) has increased, from 4.7% of our total workforce in 2023 and 5.4% in 2024 to 6.1% in 2025. Analysis of the data shows that there is an even distribution of LGBQ+ staff across our pay bands.

Senedd Commission Staff (LGBQ+)	6.1%
Cardiff	5.6%
Wales	3.1%

Socio-Economic Background

This is the third 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 262 of staff (51.8%) staff disclosed their socio-economic background, compared to 244 (48.5%) in 2024. We continue to encourage our 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?

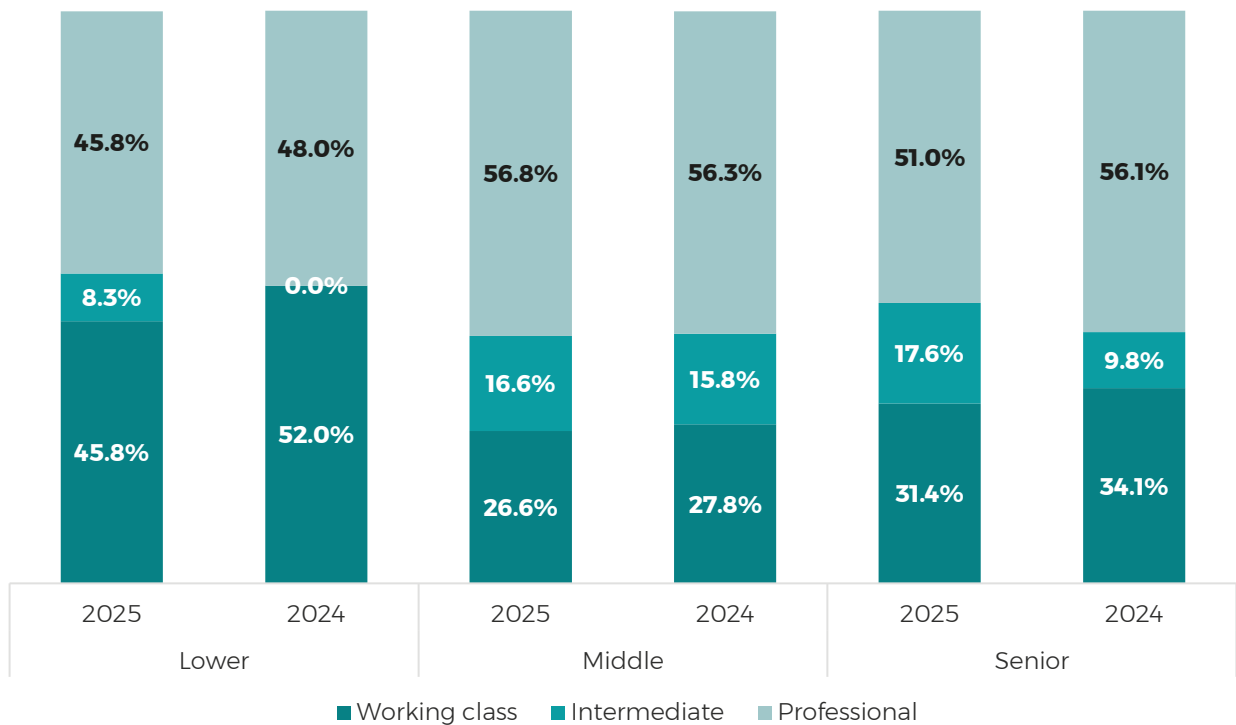
Graph 10: Socio-economic background of workforce

	National Benchmarks ²	Senedd Commission (2025)	Senedd Commission (2024)	Senedd Commission (2023)
Professional backgrounds	37%	55%	55%	58%
Intermediate backgrounds	24%	16%	13%	13%
Working class backgrounds	39%	30%	32%	30%

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)

Graph 11: Grade and Socio-economic background



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

Declaration rate: 51.8%

Analysis

In terms of the distribution of socio-economic background in our workforce, 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.

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

Maternity, Co-Parental and Shared Parental Leave

Fifteen women were on maternity leave during this reporting period. Seven women returned from maternity leave during this reporting year, three of whom changed their work pattern.

Co-Parental/Paternity Leave

Four partners took co-parental / paternity leave, and none changed their work pattern on their return to work.

Shared Parental Leave

One member of staff took shared parental leave during this period.

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 a fact finding investigation was undertaken. No further action was taken.

Staff promotions by demographic

	Percentage of people in our workforce	Percentage of promotions
	%	%
Disabled people	7.4	5.9
Ethnic Minority	5.2	2.0
Sexual Orientation (LGBQ+)	5.4	5.9
Sex (women)	52.1	51

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 LGBQ+ 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 disabled people and 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: 2% 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. We 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 2024 and 31 March 2025, 33 people left the Senedd Commission. Of these, 17 leavers undertook a formal exit interview. We measure the following demographics of leavers: age, ethnic group; sexual orientation; disability and religious beliefs. In order to protect individuals' privacy, we have not broken this down further for the purposes of this report.

The demographics of those that participated in exit interviews were:

Age	20-29	30-39	40-49	50-59	Over 60	No data
	2	4	6	1	2	2
Disability	No disability	Long term medical condition	No data			
	15	1	1			
Ethnicity	White	Ethnic minority	No data			
	15	1	1			
Religion / belief	Christian (all denominations)	No religion / belief	Atheist	Hindu	No data	
	5	4	1	1	6	
Sexual Orientation	Heterosexual / straight	LGBTQ+	No data			
	14	1	2			
Gender	Female	Male	No data			
	11	5	1			

The reasons given by the 17 staff (who completed exit interviews) for leaving the Commission included:

- Health reasons including retirement on health grounds
- Temporary contract
- Retirement
- Management style
- To become self employed
- Promotion
- Nature of work
- Location / Travel reason
- Transfer to Other Government Department
- Lack of promotion opportunities
- Family / Domestic reasons
- Dissatisfaction with pay

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



Senedd Commission Recruitment Data Insights





Recruitment data

	Number of applications for posts advertised externally	Number of campaigns advertised externally		Number of applications for posts advertised internally	Number of campaigns advertised internally
2022-23	859	51*		66	18
2023-24	718	34		57	27
2024-25	1098	40**		97	36

*The total number of external schemes was 52 but one senior vacancy campaign was outsourced to our executive search partners (thus our totals for external schemes are set at 51 for the purposes of this report).

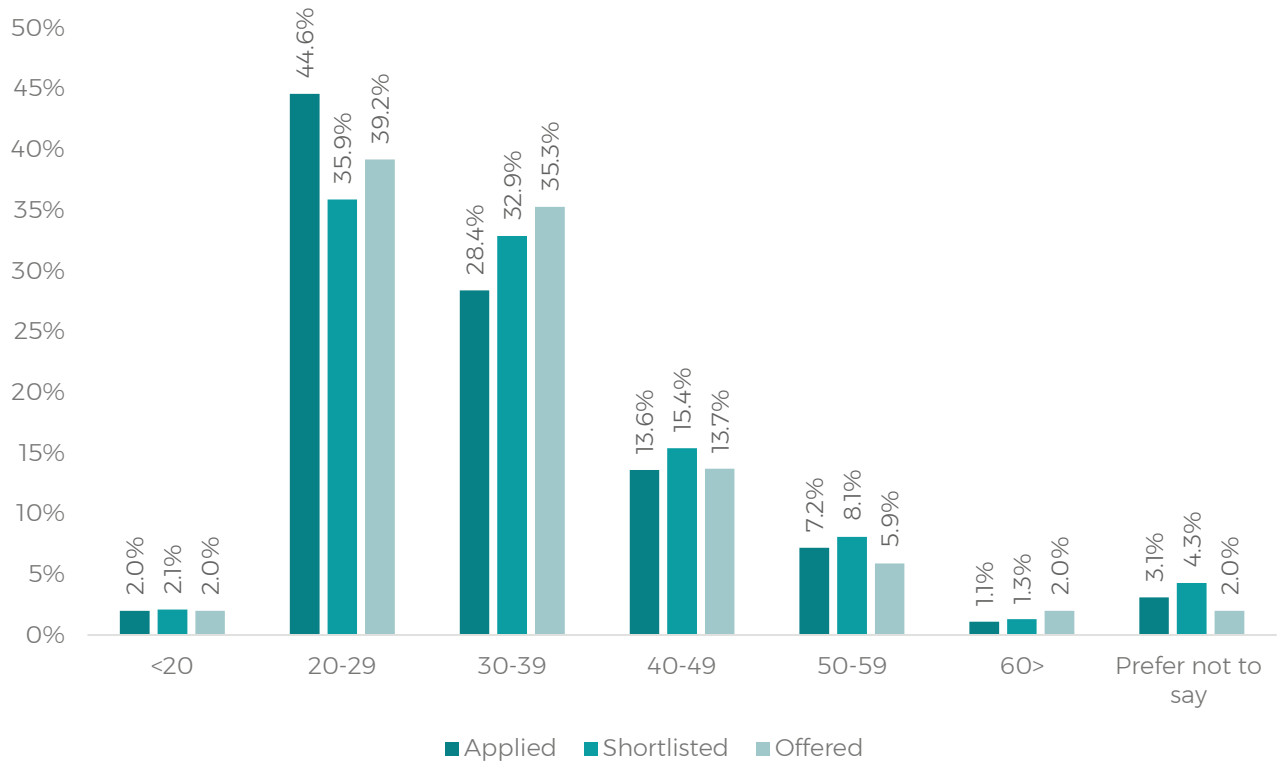
**In this reporting year, one additional senior vacancy campaign was outsourced to our executive search partner making the total number of externally advertised schemes 41; however, the total is set as 40 for the purposes of this report.

A note on interpreting our data tables

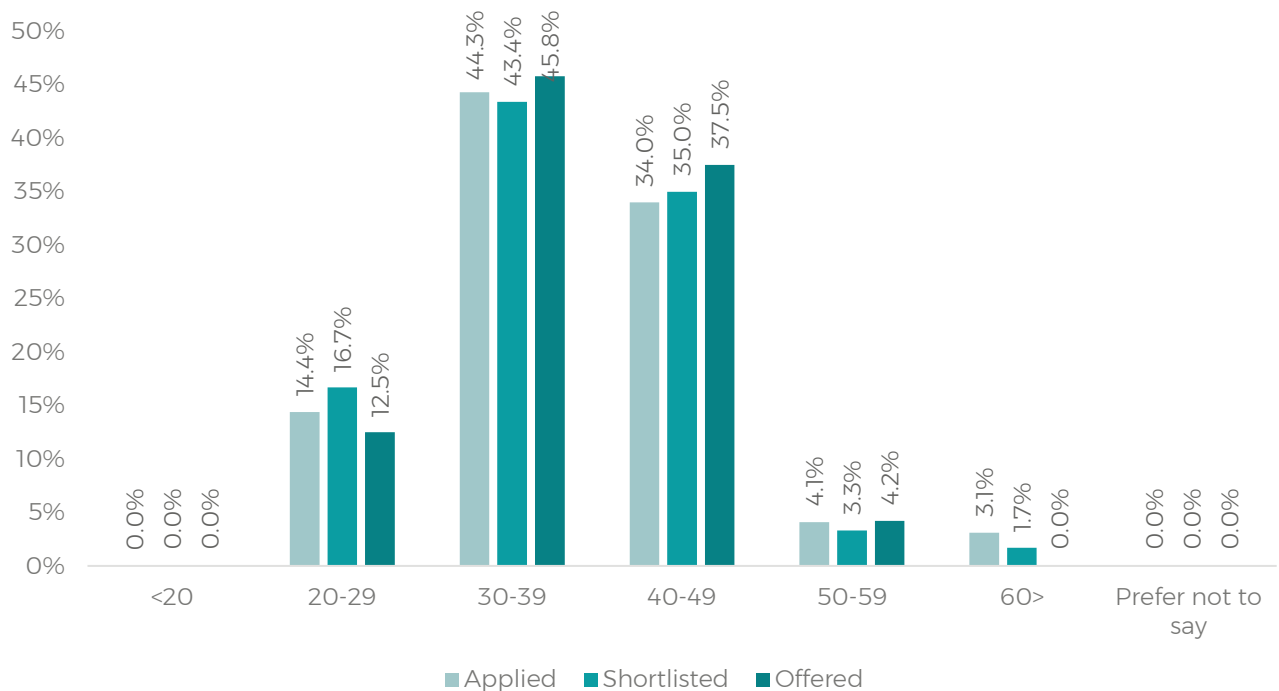
Applied	Shortlisted	Offered
The % of total applications from candidates by characteristic	The % of total invites to interview by characteristic	The % of total job offers by characteristic

Age

Graph 12: External Recruitment by Age, 2024- 2025



Graph 13: Internal Recruitment by Age, 2024-2025



Analysis

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

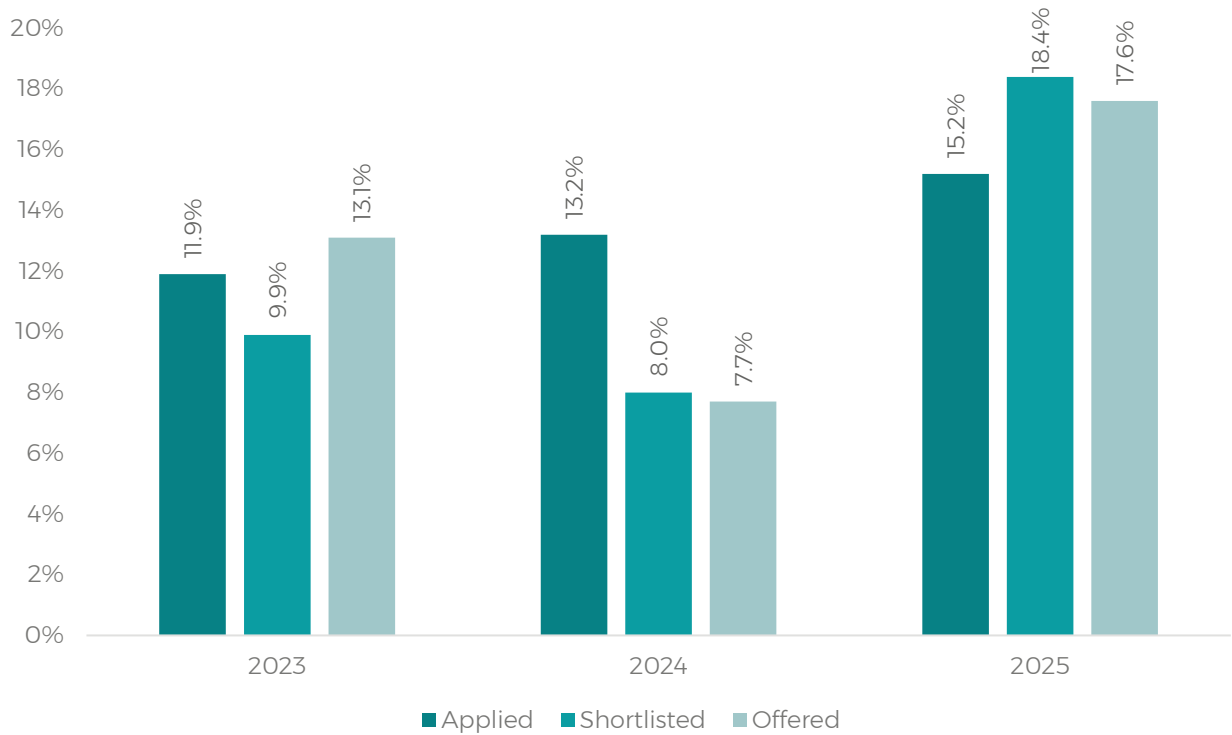
For externally advertised jobs, the 20-29 age group has the highest number of applications (44.6% of total applications) and correspondingly, the highest number of offers across the age groups (39.2% of total applications).

For internally advertised jobs, the 30-39 age group has the highest number of applications (44.3% of total applications) and correspondingly, the highest number of offers across the age groups (45.8% of total applications). The largest age group in our workforce is the 41-50 years-old cohort which accounts for 33.1% of our workforce. 37.5% of total job offers went to internal candidates in the 40-49 age group.

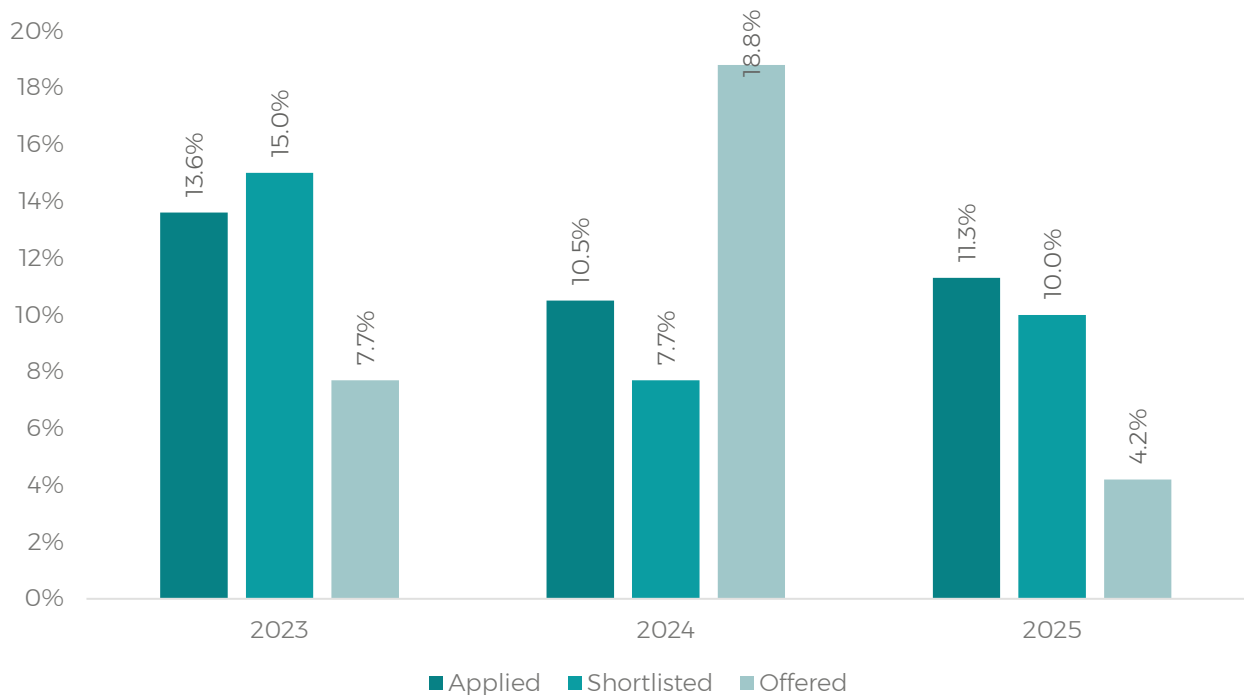
The average age of a Senedd Commission employee is 42. The Senedd Commission has a multi-generational workforce and welcomes applications from all age groups.

Disability

Graph 14: External Recruitment – Disability, comparing data for 2022-2023, 2023-2024 and 2024-2025



Graph 15: Internal Recruitment – Disability comparing data for 2022-2023, 2023-2024 and 2024-2025



Analysis

17.6% of external job offers and 4.2% 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.

Since 2022-23, there continues to be an upward trend in the percentage of applications received from candidates declaring a disability for externally advertised jobs.

There has been an increase in the percentage of external jobs offered to disabled candidates in this reporting year at 17.6%, compared with 7.7% in the last reporting year.

For internally advertised jobs, the conversion rate from interview to offer for disabled candidates has decreased this year: 4.2% of total job offers went to disabled candidates, compared with 18.8 % last year. We will continue to monitor these conversion rates for disabled candidates and internally advertised jobs.

5.9% of external applicants (65 people) opted to prefer not to say/disclose their disability status.

The Senedd Commission is a Disability Confident Employer and guarantees interviews to disabled candidates who have applied through the Disability Confident Scheme and 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.

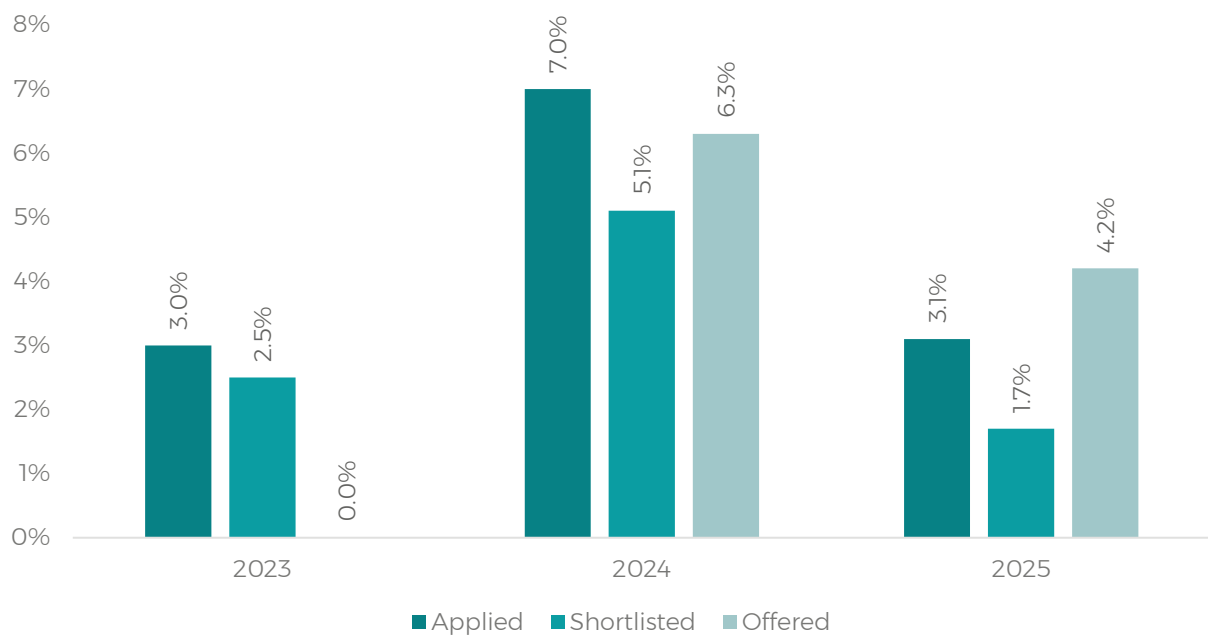
We will continue to refresh our recruitment processes and update candidate information to ensure that we provide reassurance to prospective disabled candidates as to the support they can expect from us, as an inclusive employer throughout the recruitment process, and in the course of their employment.

Ethnicity

Graph 16: External Recruitment - Ethnicity comparing data for 2022-2023, 2023-2024 and 2024-2025



Graph 17: Internal Recruitment - Ethnicity comparing data for 2022-2023, 2023-2024 and 2024-2025



Analysis

7.8% of external job offers and 4.2% internal job offers were made to ethnic minority candidates. 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.

Since 2022-23, there has been an annual increase in the percentage of applications for externally advertised jobs from ethnic minority candidates. This trend aligns with the Senedd Commission's key performance stretch indicator to demonstrate a year-on-year increase in the number of applications received from ethnic minority applicants.

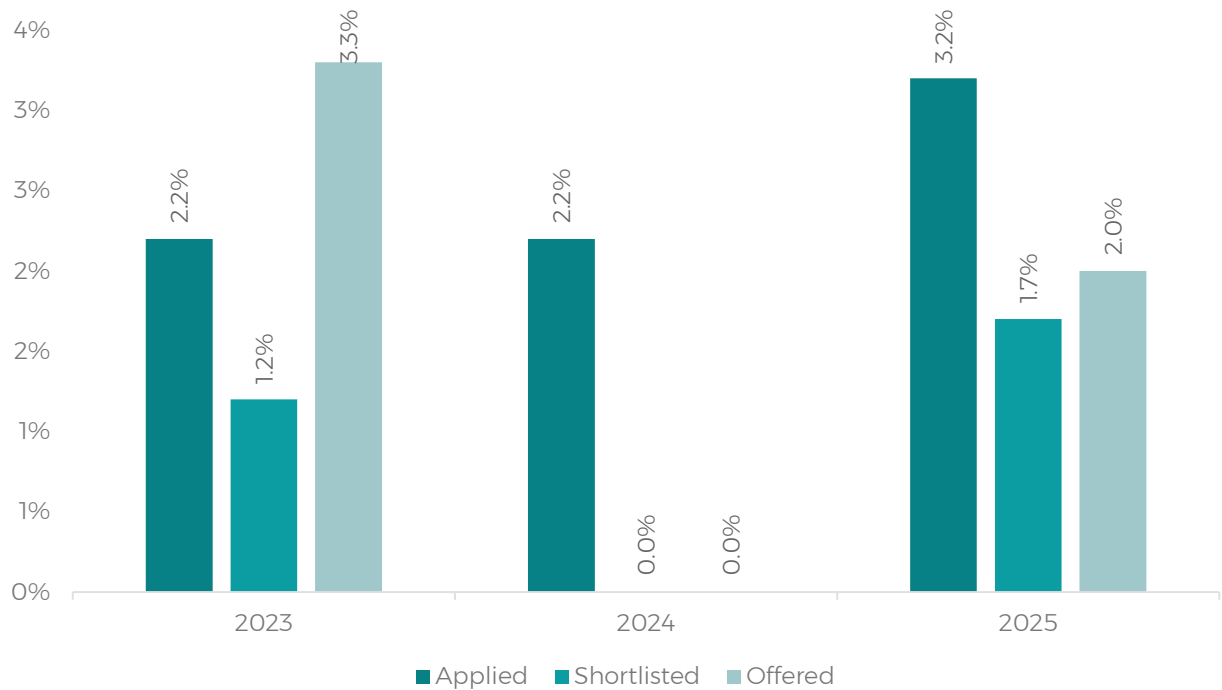
The number of applications for internal roles from ethnic minority colleagues decreased from 7.0% last year to 3.1% this year. We will continue to monitor our conversion rates from shortlist to offer for ethnic minority candidates for both external and internal candidates, examining the campaigns through the types of roles, grades and processes involved. The percentage of total jobs offered to external ethnic minority candidates has decreased from 11.5% in 2023-24 to 7.8% in 2024-25.

3.4% of external applicants (37 people) opted to prefer not to say/disclose their ethnicity status.

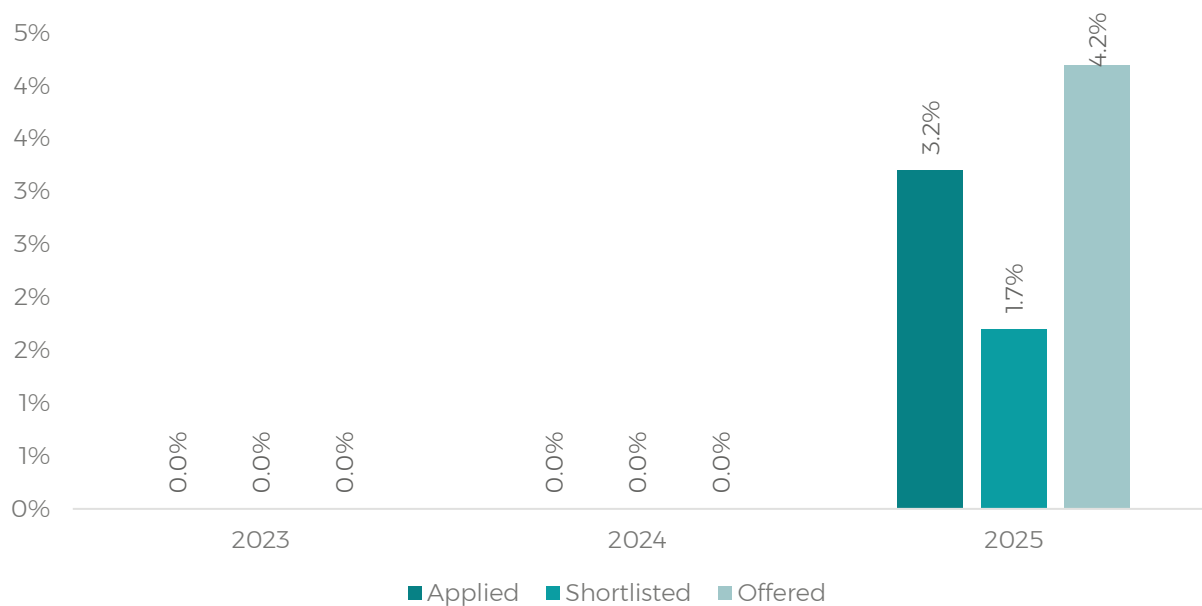
Data insights from this annual reporting cycle will inform our approach to workforce and talent planning, a talent strategy will be developed which is a commitment in the Senedd Commission's People and Culture Strategy. These activities will contribute to our efforts to address under-representation of ethnic minority colleagues at decision-making level through actively supporting and developing the talent of existing ethnic minority colleagues. The Senedd Commission is committed to the development of our existing ethnic minority workforce and attracting the widest pool of talent via our attraction activities.

Gender Identity/Reassignment

Graph 18: External Recruitment – Trans applicants comparing data for 2022-2023, 2023-2024 and 2024-2025



Graph 19: Internal Recruitment – Trans applicants comparing data for 2022-2023, 2023-2024 and 2024-2025



Analysis

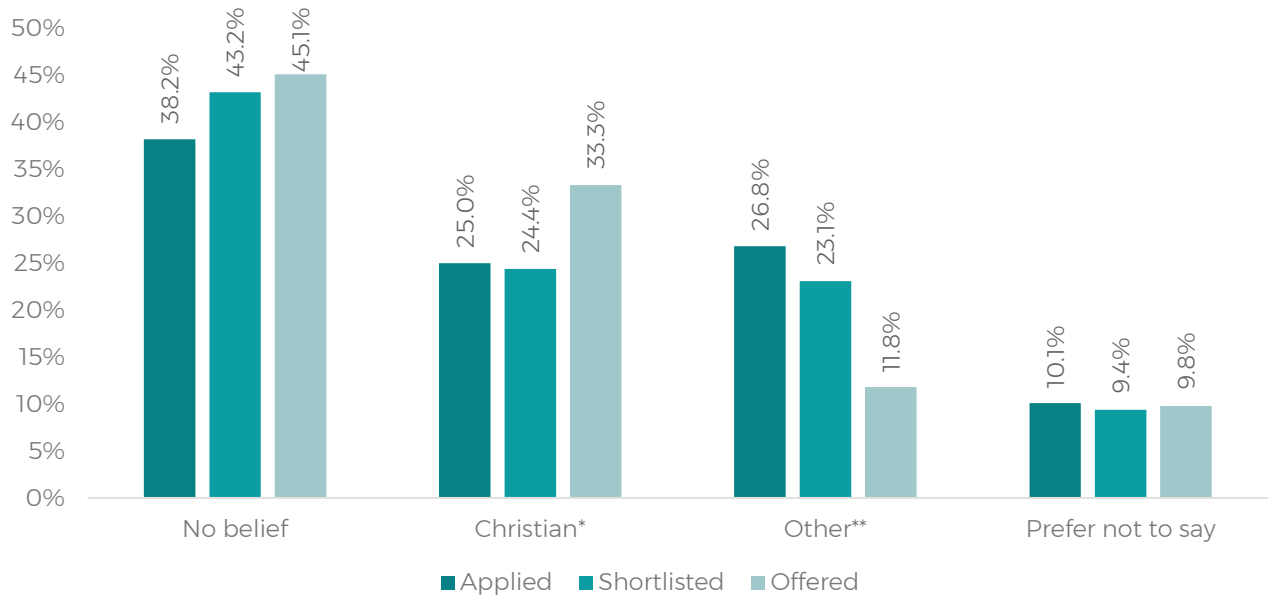
2.0% of total job offers were made to applicants for externally advertised jobs to applicants who identified as Trans compared with last year where no external job offers (0%) were made. 4.2% of internally advertised offers were made to applicants who identified as Trans compared with 0% of job offers in the previous two reporting years. This compares to 0.5% of people in Cardiff and 0.3% of people in Wales who identified as such in the 2021 Census.

4.5% of external applicants (49 people) opted to prefer not to say/disclose their gender identity status.

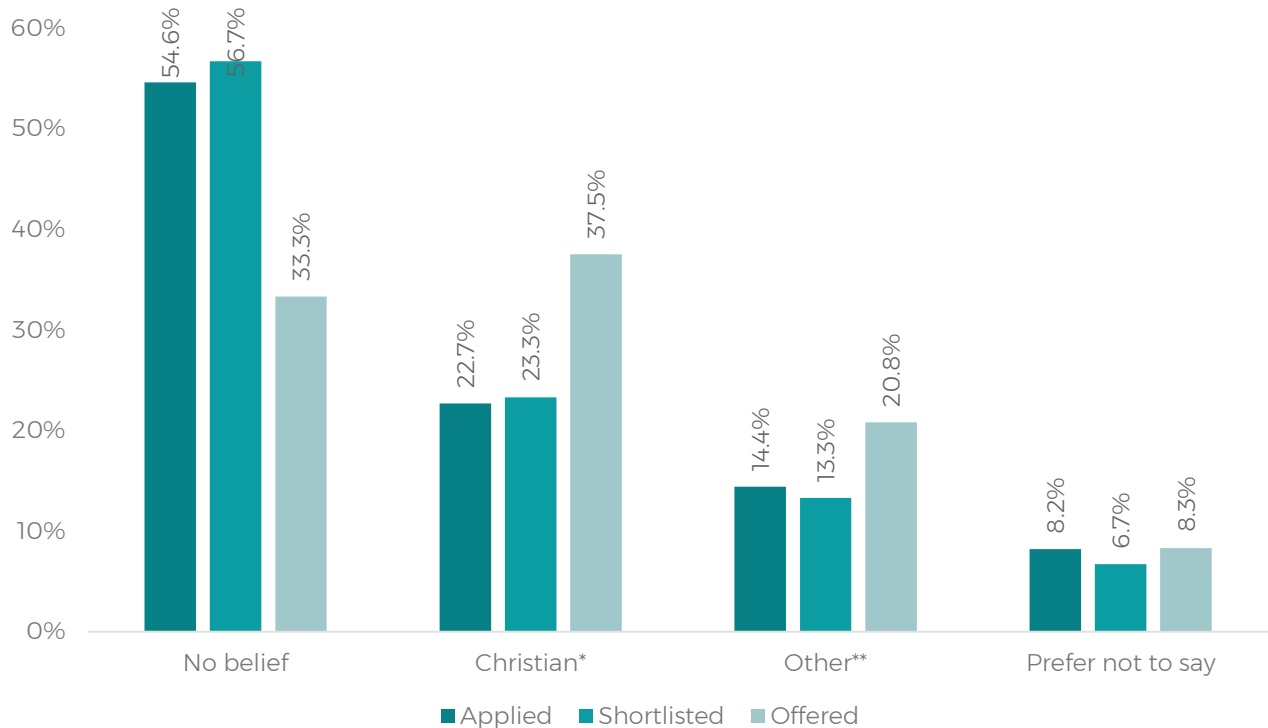
Stonewall has recognised the Senedd Commission as a top trans-inclusive employer. Also, our PLWS network is trans-inclusive.

Religion / Belief

Graphs 20: External Recruitment – Religion and Belief 2024-2025



Graph 21: Internal Recruitment – Religion and Belief, 2024-2025



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

**Other – Agnostic, Atheist, Buddhist, Hindu, Jewish, Muslim, Other, Sikh, Zoroastrian

Analysis

For external job offers in the current reporting year, 45.1% of offers were made to candidates who declared that they had no religious belief, compared to 50.0% last year. 45.1% of offers were made to candidates who expressed their religion as Christian or other religion / belief.

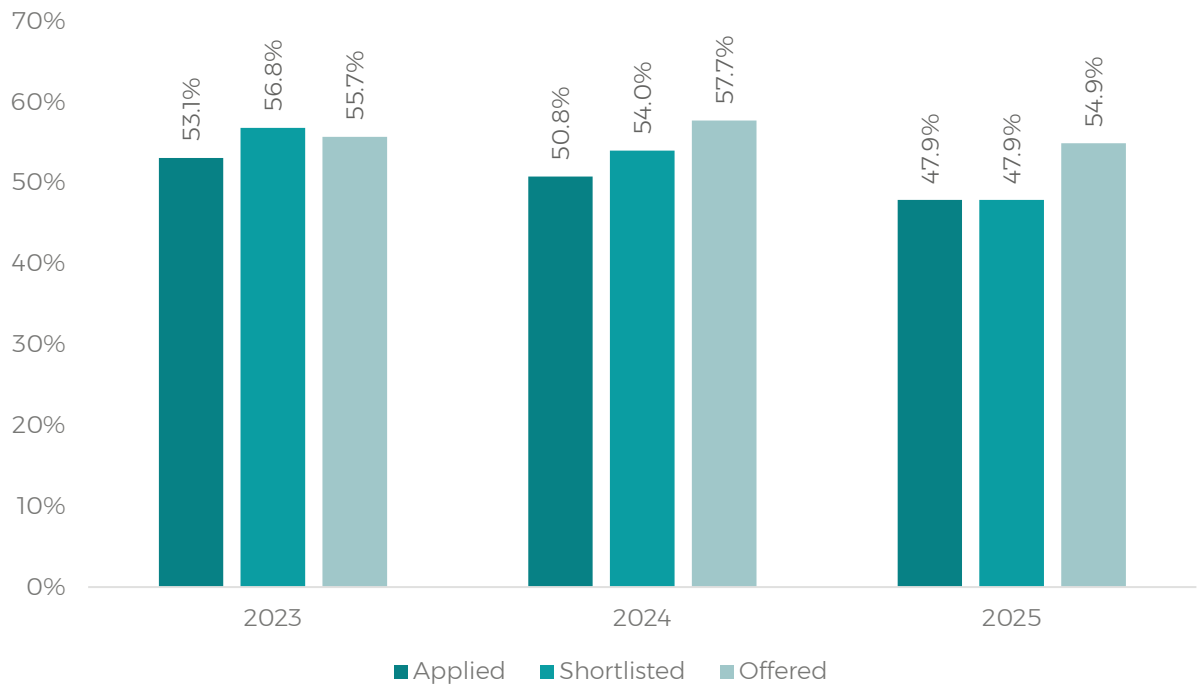
Job offers made to people who identify as Christian constitute 33.3% of total job offers for external schemes and 37.5% of total job offers for internal schemes. 37.5% of respondents to the 2021 Census identified as Christian in Cardiff and 41.0% in Wales. 11.8% of external job offers were made to people who identified as having a religion / belief different to Christianity and 20.8% 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, 33.3% of total offers were made to candidates who declared that they had no religious belief with another 58.3% of job offers being made to candidates who expressed their religion as Christian or other religion / belief.



Sex

Graph 22: External Recruitment – Sex (women) comparing data for 2022-2023, 2023-2024 and 2024-2025



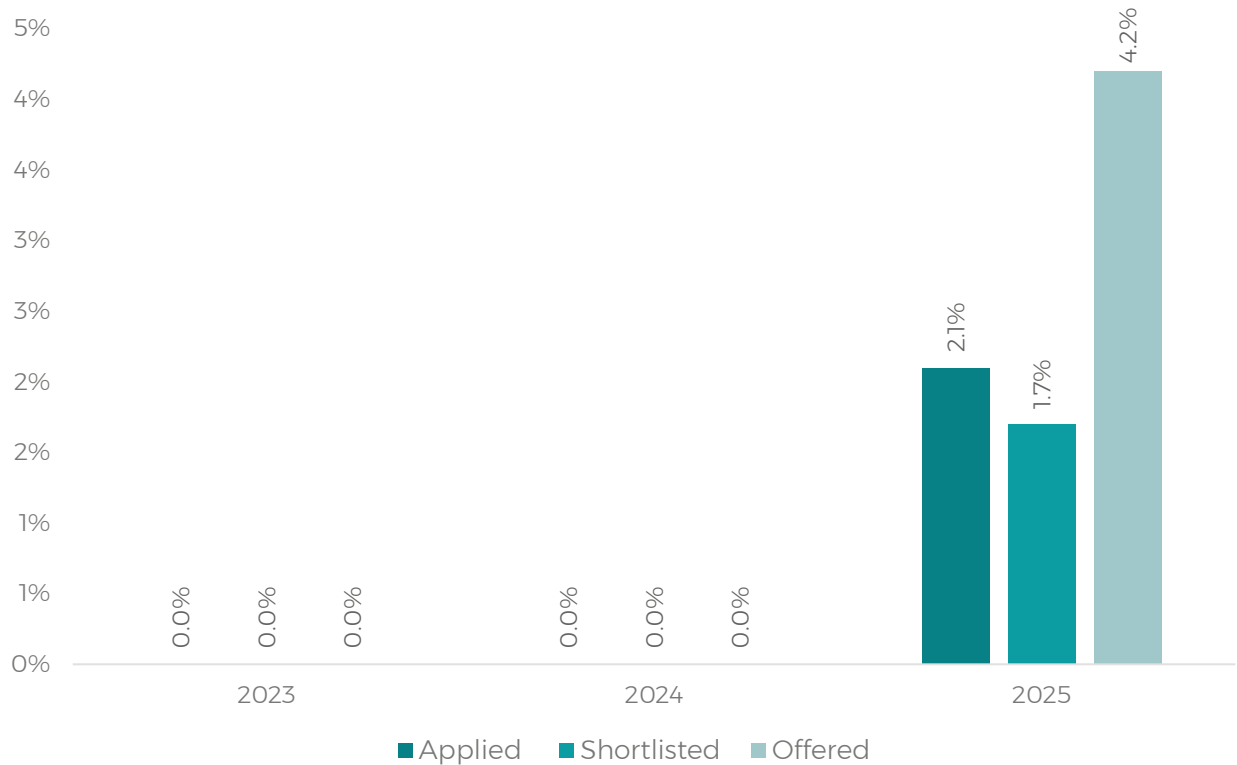
Graphs 23: External Recruitment – Sex (non-binary candidates) comparing data for 2022-2023, 2023-2024 and 2024-2025



Graphs 24: Internal Recruitment – Sex (women) comparing data for 2022-2023, 2023-2024 and 2024-2025



Graph 25: Internal Recruitment – Sex (non-binary candidates) comparing data for 2022-2023, 2023-2024 and 2024-2025



Analysis

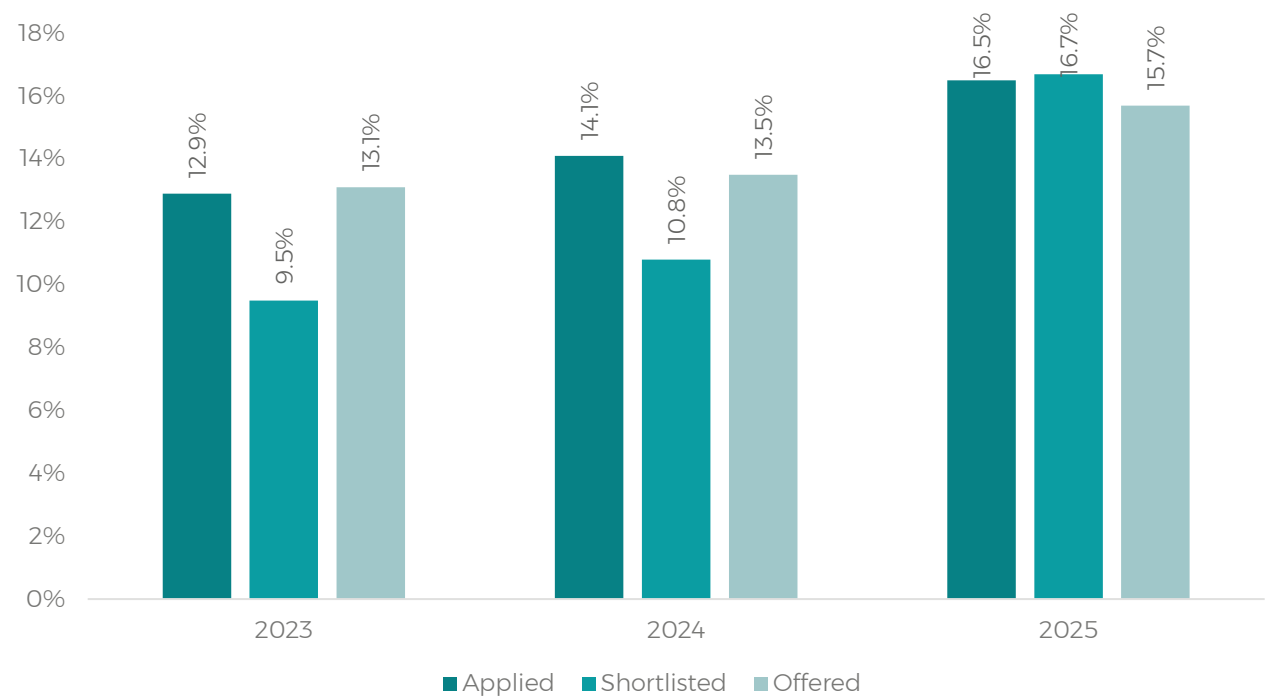
54.9% of external jobs and 58.3% of internal jobs were offered to women. This compares to the 2021 Census data which shows that 48% of people in both Cardiff and Wales are women.

As with the previous three years, 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 for externally-advertised jobs from interview to job offer for non-binary candidates. In this reporting year, 4.2% of job offers for internally-advertised roles were offered to non-binary candidates.

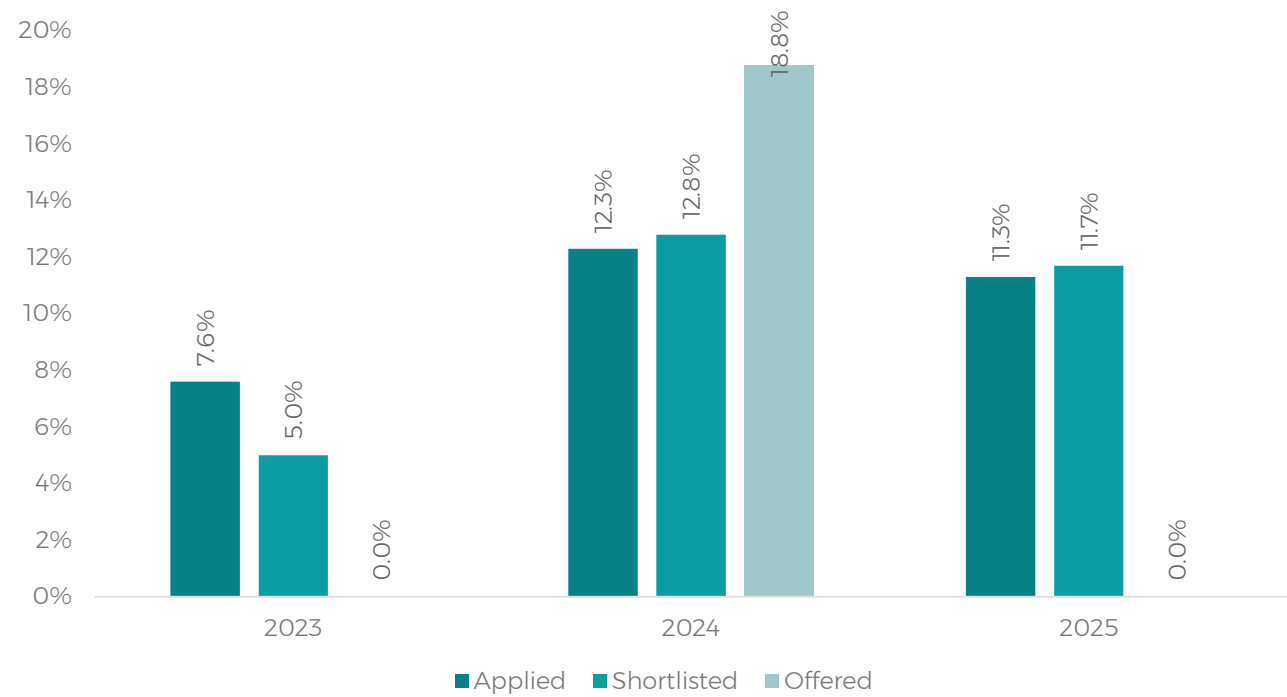
We ensure all our recruitment panels are gender-balanced.

Sexual Orientation

Graph 26: External Recruitment - LGBTQ+ comparing data for 2022-2023, 2023-2024 and 2024-2025



Graph 27: Internal Recruitment - LGBTQ+ comparing data for 2022-2023, 2023-2024 and 2024-2025



Analysis

15.7% of total job offers went to external LGBTQ+ applicants. 0% of total internal job offers were made to colleagues who identified as LGBTQ+. 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 LGBTQ+.

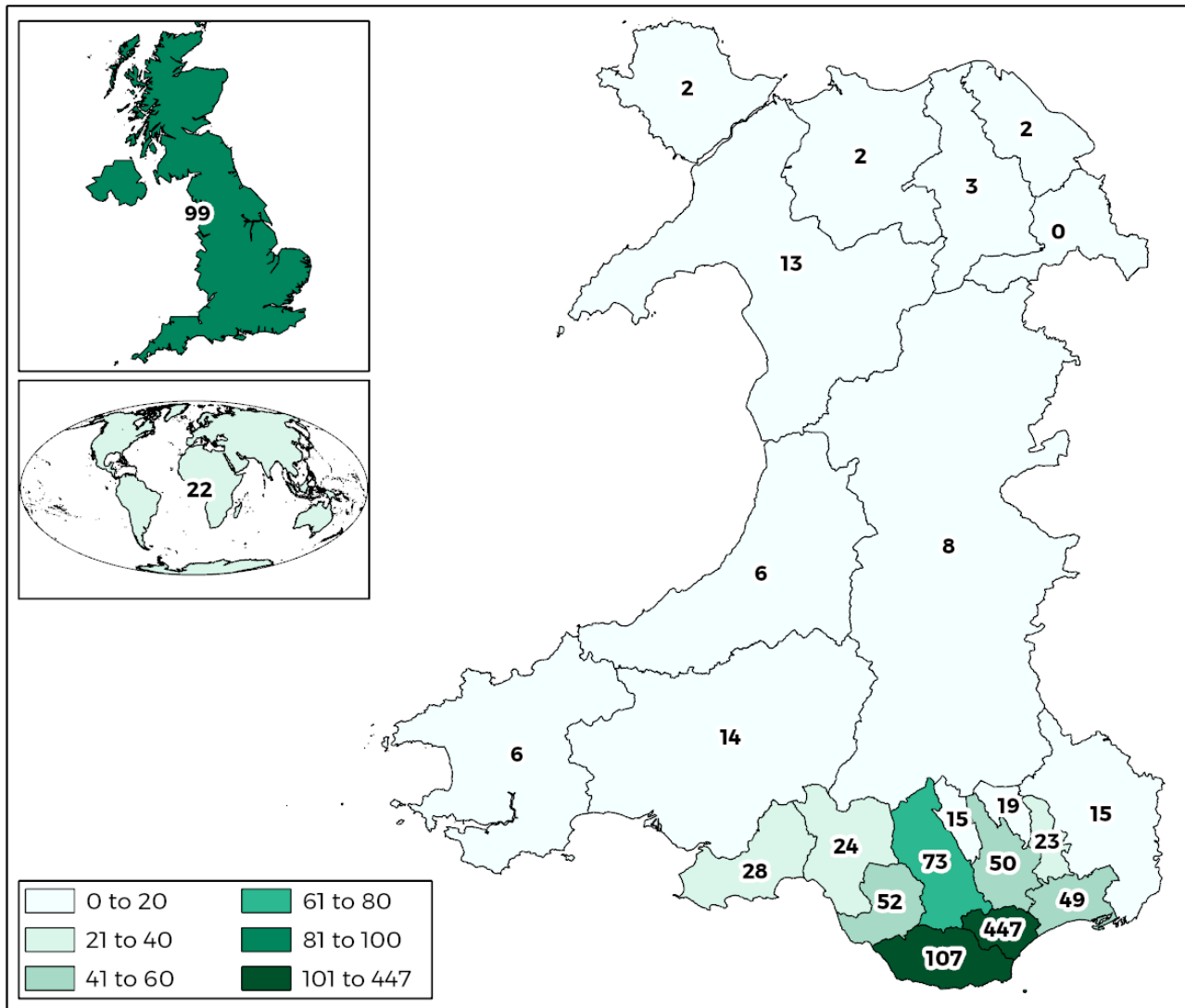
10.3 % of external applicants (113 people) opted to prefer not to say/disclose their sexual orientation status. We will continue to monitor any further fluctuation in disclosure rates.

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

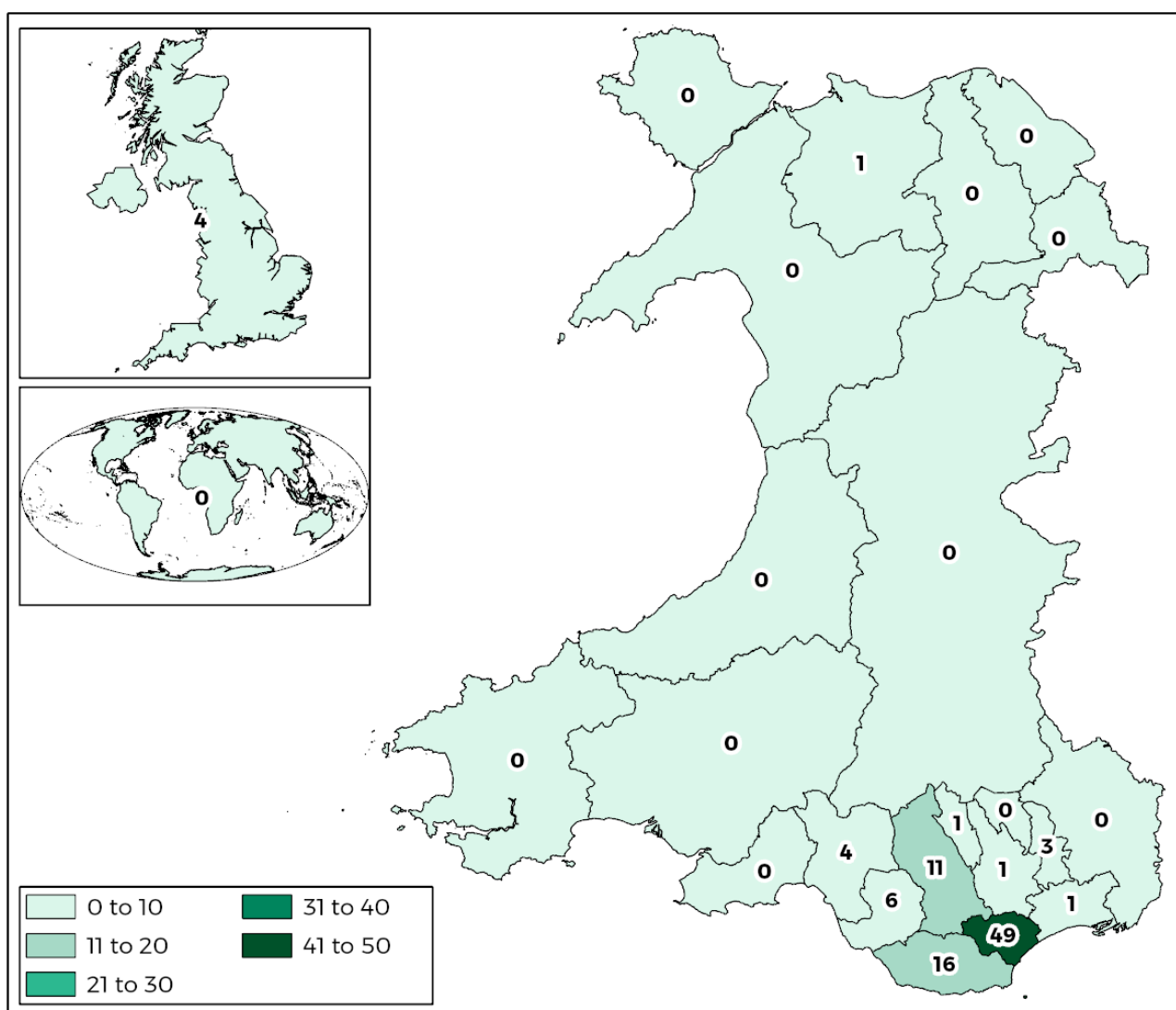
Geographic Diversity of Applicants

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 2024-2025



Map 2: Internal Applicants by Geographic Location 2024-2025



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 both in terms of attraction and as a prospective employer.

Socio-economic Background of Applicants

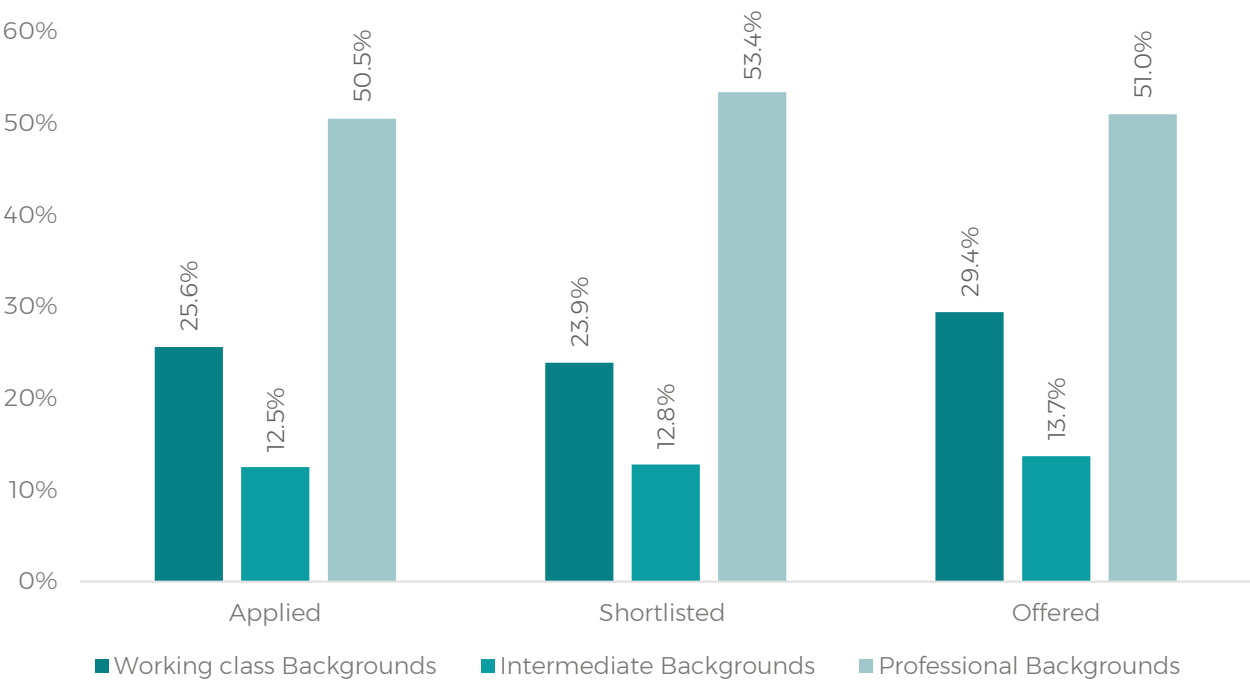
This is the fourth year that we have reported on the socio-economic background of candidates (who disclosed this information). We have utilised the Social Mobility Commission’s toolkit for employers which is based on a selection of questions to ask candidates.

National Benchmarks ³	
Professional backgrounds	37%
Intermediate backgrounds	24%
Working class backgrounds	39%

Occupation of Main Household Earner

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

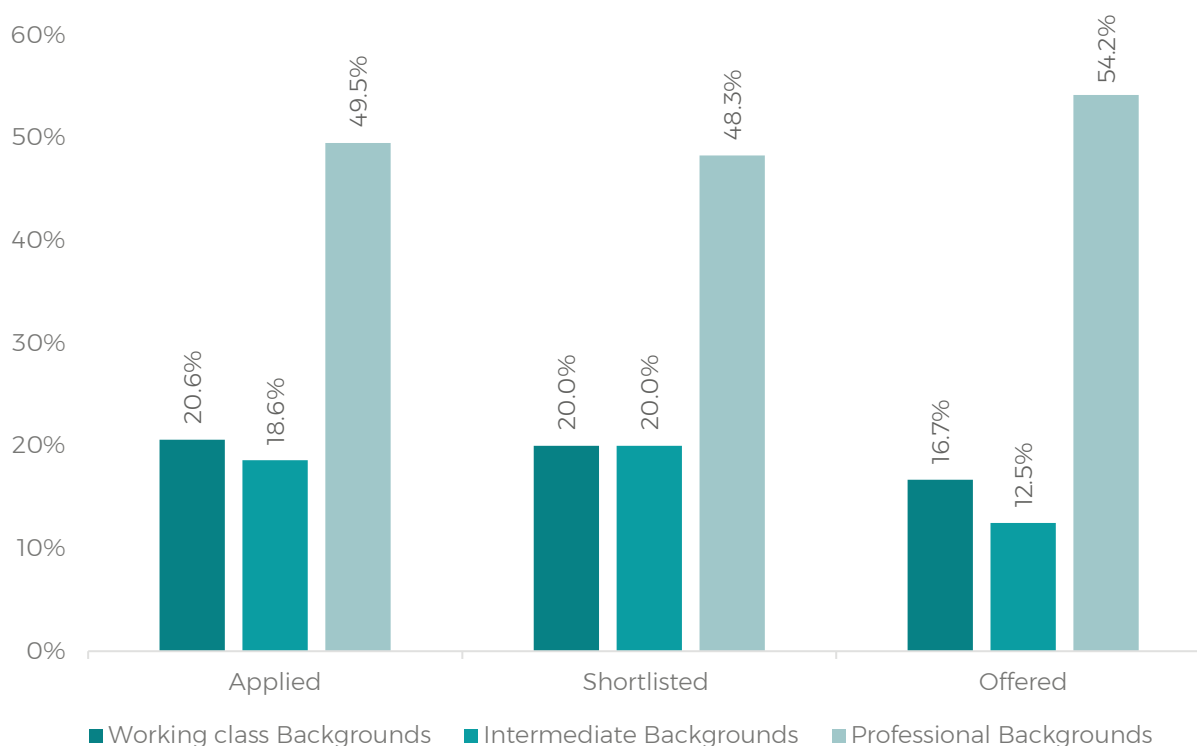
Graph 28: External Recruitment by Socio-economic background, 2024-2025



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

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

Graph 29: Internal Recruitment by Socio-economic background, 2024-2025



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

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 51.0% of total job offers going to candidates from a professional background.

Our data for job offers to candidates from an intermediate background (13.7% of total job offers were made to candidates from an intermediate background) is below 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 but sees 29.4% of job offers being made to applicants from a working class background.

From the data collected and as of the last reporting year, internal applicants from a professional background are the dominant socio-economic group with the percentage of applications, invites to interview and job offers (54.2%) exceeding the national benchmark of 37%. Candidates from working class backgrounds were offered 16.7% of total jobs offered compared with 12.5% for intermediate

backgrounds. Our workforce monitoring data shows that 55% of our workforce is 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 third 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 within the public sector.

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.

Promotion data by protected characteristic:

- The highest percentage of promotions went to people aged 41-45 (27.5% or 14 out of 51 posts). People aged 21-25 and people aged 56-60 each accounted for 5.9% of promotions (3 out of 51 posts). No one aged under 21 or over 60 achieved promotion during this reporting period.
- 5.9% of promotions went to disabled people (3 out of 51 posts). One was to Management Band 2 and the others were to Management Band 1. No one who declared a disability was promoted to an Executive or Senior level role.
- 2.0% of promotions went to people from an ethnic minority (1 out of 51 posts). This promotion was from Team Support to Management Band 3.

- 5.9% of promotions went to LGBTQ+ people (3 out of 51 posts). One was to Management Band 3 and the other two were at Executive and Senior level.
- 51% of promotions went to women
- 62.7% of promotions went to people who identified no religion / belief, 17.6% to people who follow a form of Christianity, and 9.8% went to people who identified as atheist. No promotions went to people who identified as any other religion / belief.

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.



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 496 staff (255 women and 241 men) who were employed by the Senedd Commission on 31 March 2025. 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

	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20
Mean Gender Pay Gap	-3.94%	-5.33%	-4.8%	-6.5%	-5.3%	-6.7%
Median Gender Pay Gap	0.0%	0.0%	0.0%	-9.75%	-9.8%	-15.2%

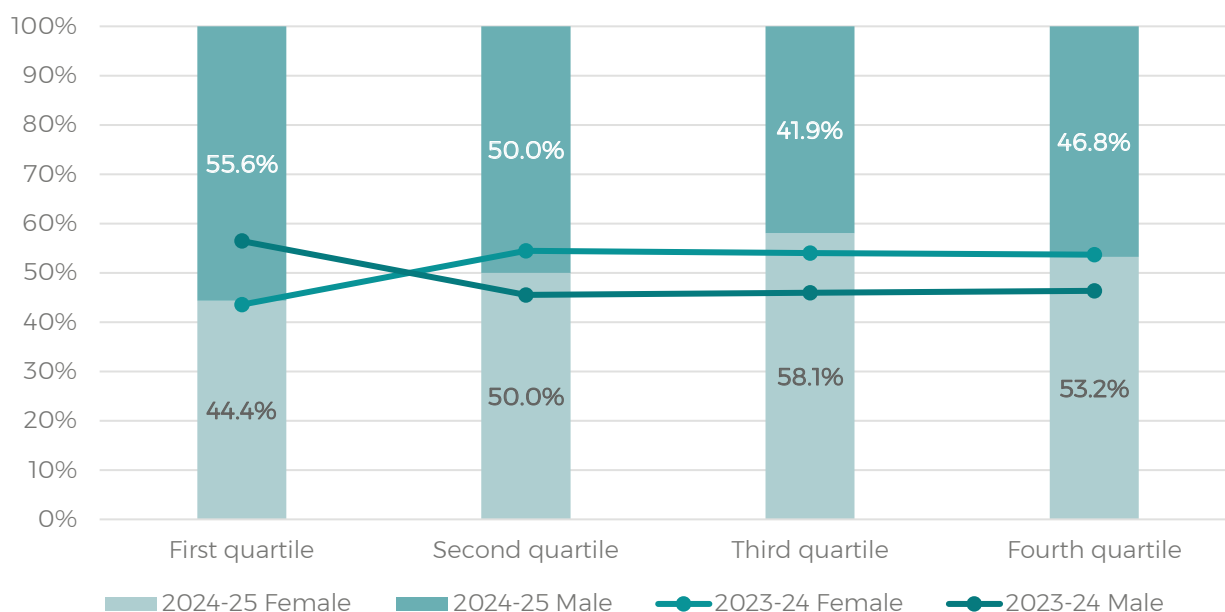
Bonus Pay

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 30: Proportion of Women and Men in Each Pay Quartile



Analysis

There is no median pay gap between men and women and while it's an achievement to maintain this 0% median pay gap, we have achieved this for three years in a row. When assessing the mean pay gap, there continues to be an inverse pay gap in favour of women, which has reduced to -3.94 and represents the smallest gender pay gap since the Commission began reporting this.

Compared to last year, the overall number of men and women has remained steady (255 women this year compared to 254 women last year; 241 men this year compared to 240 men last year).

The reduction in the pay gap this year can be seen most clearly when comparing the percentage of women and men across the different percentiles. Whilst the first and fourth quartiles have remained fairly consistent against last year, the second quartile now is a 50/50 split between men and women (last year there were more women than men in that quartile (54.5% / 45.5%)), and there has been an increase in the number of women at the third quartile, where women now account for 58.1% of that quartile (last year it was 54.0% women and 46.0% men).

According to the ONS, as at April 2024, the UK median gender pay gap for all employees (full time and part time) was 13.1%, down from 14.2% in April 2023-4. This demonstrates that the Commission compares very favourably to other UK organisations.

⁴ [Gender pay gap in the UK - Office for National Statistics](#)

Ethnicity Pay Gap Reporting

This analysis is based on the number of staff who declared their ethnicity as at 31 March 2025. 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 19 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: **449**

Ethnic minority: **28**

Not declared: **19**

We have voluntarily published our Ethnicity Pay Gap information since 2019. The Ethnicity Pay Gap measures the difference in pay between all employees who have identified as ethnic minority employees and those who employees who have identified as White in the 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 **Ethnicity pay reporting: guidance for employers - GOV.UK (www.gov.uk)**

Ethnicity Pay Gap – Hourly Pay

	2024-25	2023-24	2022-23	2021-22	2020-21	2019-20
Mean Ethnicity Pay Gap	18.2%	23.2%	23.5%	26.1%	28.1%	20.4%
Median Ethnicity Pay Gap	20.1%	26.44%	23.6%	35.8%	38.9%	21.7%

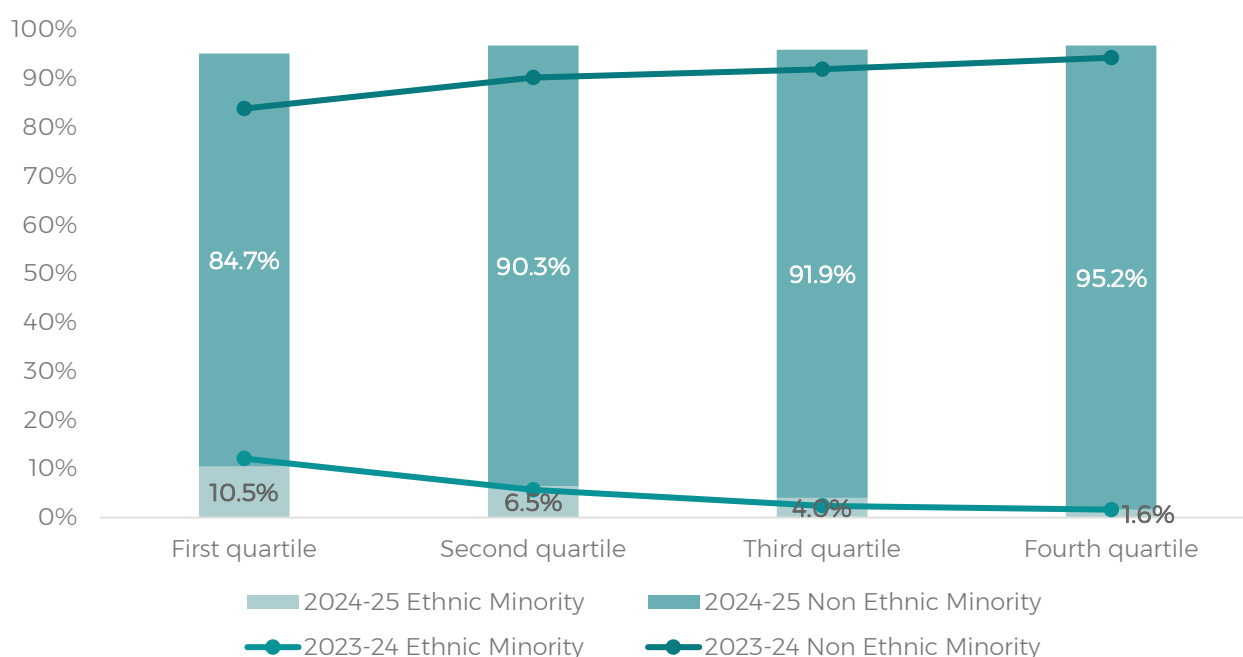
Bonus Pay

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 31: 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, however there has been a significant reduction in both the mean and median pay gap this year: a 5% reduction in the mean pay gap, from 23.2% last year to 18.2% this year, and a 5.3% reduction in the median pay gap, from 26.4% last year to 20.1% this year.

Caution is needed when reviewing this pay gap due to the small numbers of staff declaring themselves to be of an ethnic minority; consequently minor changes in this group can have a big impact. The number of staff declaring themselves to be of an ethnic minority this year has remained comparable with last year (27 this year, compared to 28 last year).

The main changes resulting in the reduction of the pay gap this year can be seen when assessing the representation of ethnic minorities at the different quartiles:

	2024-25	2023-24
	Ethnic Minority	Ethnic Minority
First quartile	10.5%	12.1%
Second quartile	6.5%	5.7%
Third quartile	4.0%	2.4%
Fourth quartile	1.6%	1.6%

There is now increased representation of ethnic minorities at both the second and third quartiles, and a reduced representation at the first quartile.

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. Work continues to address this and the change in representation across the quartiles demonstrates this is starting to have an impact.

Disability Pay Gap Reporting

This analysis is based on the number of staff who declared their disability status as at 31 March 2025. 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 91.7% of the workforce due to the need to exclude the 41 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: **41**

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

Not declared: **41**

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.

Disability Pay Gap – Hourly Pay

The Commission has been collecting and reporting on the disability pay gap for the last four years:

	2024-25	2023-24	2022-23	2021-22
Mean Disability Pay Gap	-6.34%	4.17%	1.28%	-2.87%
Median Disability Pay Gap	0.0%	0.0%	0.0%	0.0%

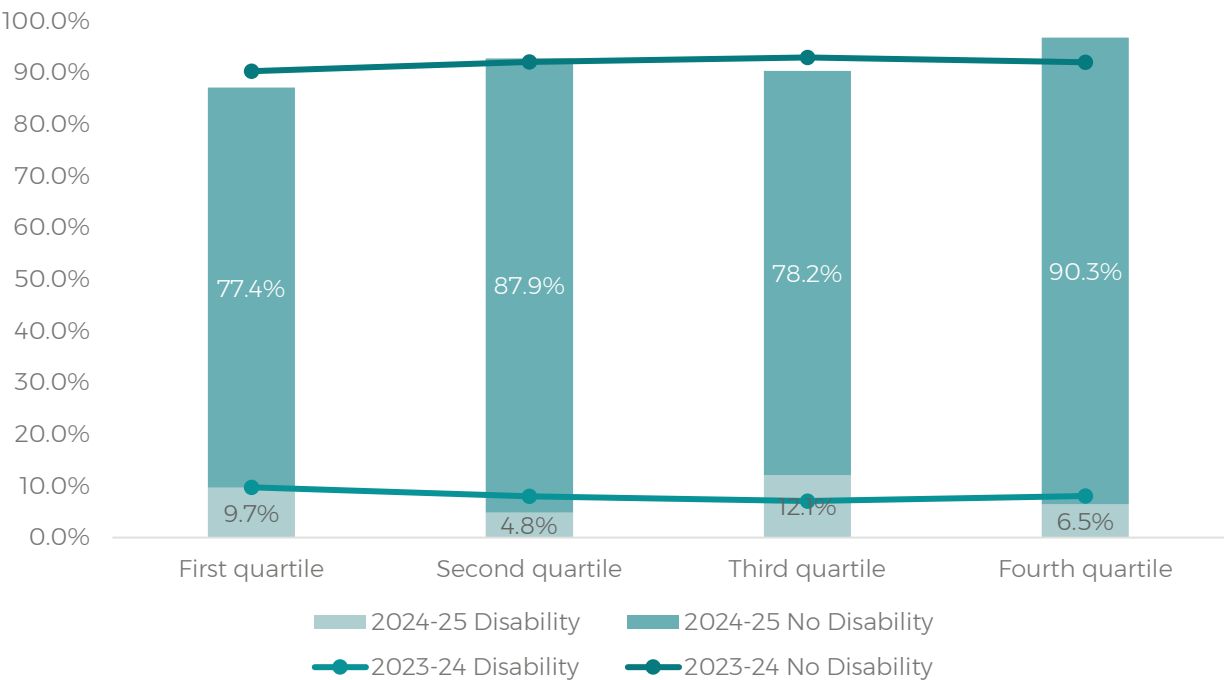
Bonus Pay

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 32: 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 fourth 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.

When assessing the mean pay gap, this year there is an inverse pay gap in favour of people with a disability.

Due to the small numbers of staff identifying as having a disability, even small changes to our staffing profile will have an impact on the pay gap. This year, four more staff than last year reported that they have a disability (41 compared to 37), where the numbers of staff reporting that they do not have a disability stayed the same (414 in both years). When comparing the representation across the percentiles we can see a stark difference in the third quartile, where last year 6.5% of staff with a disability were represented; this year it has nearly doubled to 12.1%.



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	2024-25- % more Group 1 are paid than Group 2 *	2023-24- % more Group 1 are paid than Group 2 *	Pay difference change since last year Δ
				FTE Total salary		
Sex	Women (51.9%)	Men (48.1%)	Median:	0.00%	0.00%	=
			Mean:	3.30%	5.10%	∨
Age	46-50 -12.40%	All other ages (87.6%%)	Median:	8.42%	8.36%	=
			Mean:	13.80%	10.74%	^
Disability†	Staff who don't identify with a disability (84.8%)	Staff who identify with a disability (8.5%)	Median:	0.00%	0.00%	=
			Mean:	-6.91%	3.50%	^
Sexual Orientation†	Non-LGBQ+ staff (80.3%)	LGBQ+ staff (6.1%)	Median:	0.00%	0.00%	=
			Mean:	4.58%	1.00%	^
Race/ Ethnicity†	Staff identifying as White (89.7%)	Ethnic Minority staff (5.9%)	Median:	25.27%	24.30%	^
			Mean:	23.94%	23.20%	=

Group	Group 1 (% of workforce)	Group 2 (% of workforce)	Median / Mean	2024-25- % more Group 1 are paid than Group 2 *	2023-24- % more Group 1 are paid than Group 2 *	Pay difference change since last year Δ
				FTE Total salary		
Religion/ Belief†	Agnostic/ Atheist/ Christian/ None/Other (77.3%)	Muslim (2.2%)	Median:	45.01%	38.90%	^
			Mean:	34.38%	28.70%	^

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

Δ 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 (5.9%), and b) lower representation at more senior levels of the organisation.

For Religion/Belief, again the overall low numbers of Muslim staff (2.2% of the workforce), 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.





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 from lower socio-economic backgrounds, for example with the appointment of a Social Mobility Champion from a member of the Executive Board.

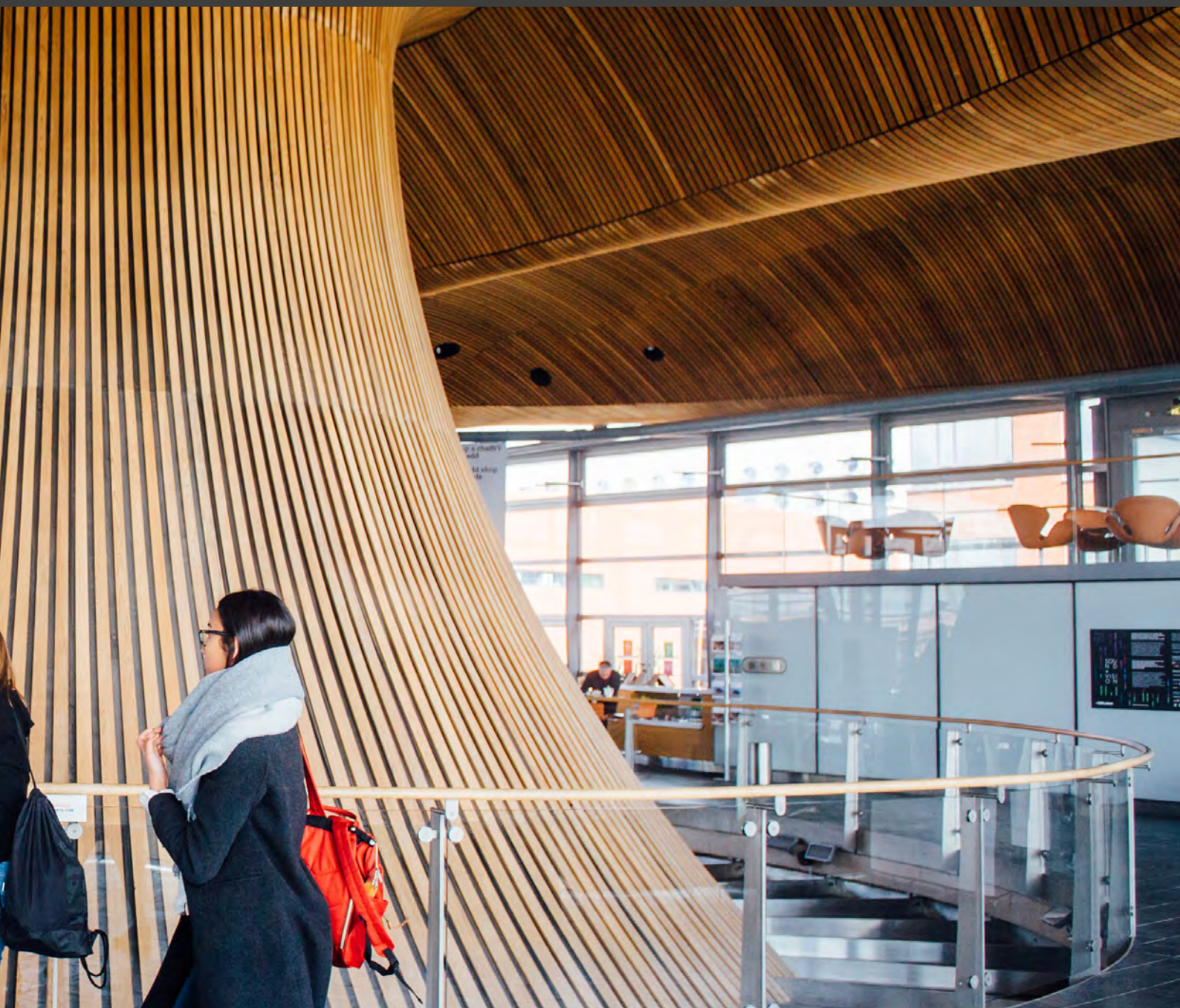
These actions align to and support those identified in the Diversity and Inclusion Strategy (2022-26) and are either planned or ongoing:

- 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 our 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;

- 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 2025. 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 2024 to 31 March 2025 for the last three years for comparison purposes. As such, this includes applications which were submitted during the 2024-25 reporting period where the appointment was not made until after 1 April 2025. This report reflects each application's progress on the 31 March 2025. 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 2025 only	1-31 March 2025
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	506	496
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

The gender pay gap regulations do not define the terms 'men' and 'women'⁵. In this report, gender has been reported based on information employees provided for payroll / HMRC purposes and cross checked against gender identity.

⁵ <https://www.gov.uk/government/publications/gender-pay-gap-reporting-guidance-for-employers/preparing-your-data>

Appendix C: Pay Scales by Grade

The pay scales in the table below show the pay scales applicable for 2024-25. It should be noted that during the 2024-25 year, as a result of pay negotiations, it was agreed that the Team Support and EO -M3 grade, and points 1-3 of the HEO-M2 grade, were increased (shown in the 2024-25 Amended column). These increases were applied and backdated in February 2025.

It should also 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 2026 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.

Pay scale	Pay point	2024-25 Original	2024-25 Amended
TS	1	£23,781	£24,500
	2	£24,922	£26,250
	3	£26,062	£28,000
EO - M3	1	£27,365	£29,400
	2	£28,294	£30,870
	3	£29,540	£32,414
	4	£32,841	£34,034
HEO - M2	1	£35,159	£35,736
	2	£37,015	£37,523
	3	£38,847	£39,600
	4	£42,634	
SEO - M1	1	£45,003	
	2	£46,939	
	3	£48,875	
	4	£53,935	
G7 - E2	1	£58,263	
	2	£60,778	
	3	£63,295	
	4	£69,858	
G6 - E1	1	£73,350	
	2	£74,860	
	3	£77,837	
	4	£85,779	

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Pay scale	Pay point	2024-25 Original	2024-25 Amended
EG6	1	£90,068	
S3	1	£89,966	
	2	£93,753	
	3	£97,651	
	4	£101,716	
	5	£105,950	
	6	£114,772	
S2	1	£112,303	
	2	£116,987	
	3	£121,871	
	4	£126,962	
	5	£132,268	
	6	£143,318	
S1	1	£143,564	
	2	£149,575	
	3	£155,840	
	4	£162,371	
	5	£175,970	

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