

## **WORKFORCE MONITORING QUARTER 3 REPORT (OCTOBER TO DECEMBER 2009)**

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### **1. Executive Summary**

- 1.1 This report contains a summary of the monitoring and analysis of the Council's workforce for Quarter 3 (1<sup>st</sup> October to 31<sup>st</sup> December 2009) and the proposed outcomes and actions to be taken as a result. The summary report (Appendix A) fulfils the Council's specific employment duties in relation to employment for race, gender and disability.

### **2. Background**

- 2.1 The Council's Race Equality Scheme summarised our approach to race equality and set out our arrangements for consulting, monitoring, reporting and publishing information. As part of the process of reviewing and examining the information, it had previously been agreed at Committee that a report was to be brought to this Committee on a quarterly basis.

As members will be aware, the Council's Race Equality Scheme, Disability Equality Scheme and Gender Equality Scheme have all been replaced by a new Single Equality Scheme (approved by Cabinet, 3 June 2009). However, the Council is still obliged to fulfil the general and specific duties placed on public authorities to promote equality and prevent unlawful discrimination specifically in relation to race, gender and disability.

The Equality Watch Scheme is the Council's corporate single equality scheme, which includes an action plan for the period April 2009 to March 2012, and aims to mainstream all six equality strands in employment and service delivery: gender (including transgender), disability, race, sexual orientation, age and religion or belief.

The Equality Watch Scheme is critical to the delivery of the Council's aim to improve accountability, accessibility and openness and involve those who use the Council's services in their design and delivery, which is aligned to the strategic objective to create an excellent council.

### **1.2 Workforce Monitoring Arrangements - Employment Duty**

For organisations with more than 150 full time staff there are specific duties in relation to employment. Monitoring by racial group, disability and gender must be undertaken in regards to the numbers of staff, under the following employment aspects:

The number of staff/individuals who;

- Apply for employment
- End their service with the Authority/ Cease employment with the Authority
- Are in post
- Are involved in grievances
- Are subjected to disciplinary action
- Receive training
- Benefit or suffer from performance appraisals

Arrangements are in place to collect the required information to fulfil the employment duty. The summary of the monitoring and analysis of the Council's workforce for Quarter 3 (1<sup>st</sup> October to 31<sup>st</sup> December 2009) and the proposed outcomes and actions to be taken as a result are shown in Appendix A.

The purpose of the Quarterly report is to inform the Employment & Appointments Committee of the Council's performance in meeting the specific employment duties of the former Equality Schemes for Race, Disability and Gender which have now been replaced by the corporate single equality scheme (Equality Watch Scheme).

The workforce monitoring reports and summary do not include Schools. More detailed statistical breakdowns are published on the Council's Intranet.

### **1.3 Employee Data**

At present the Council maintains, monitors and publishes employee data in relation to the following:

- Employment Status (Permanent Full-Time, Permanent Part-Time, Permanent Job Share, Temporary Employees and Modern Apprentices)
- Length of Local Government Service
- Age
- Ethnic Origin
- Sexual Orientation
- Gender
- Transgender
- Disability
- Religion or Belief
- Country of Birth
- Nationality
- Starters
- Leavers and the reasons for leaving

### **1.4 Proposed Actions**

Workforce monitoring and analysis enables us to gain an accurate picture of the existing workforce and identify any potential inequalities and propose action to be taken if necessary. The purpose is to ensure that every employee has the same access to training, promotion and other opportunities whilst also complying with the current legislation in relation to race, disability and gender.

The Summary of Monitoring and Analysis of the Workforce Quarterly reports provide a framework against which the Council may visibly measure its performance regularly

and take appropriate actions. I propose to continue to report on a quarterly basis but in the new Summary format. The format of the report will continue to be developed further and the fourth quarterly report will show comparisons for the reporting periods for 2009/10.

The Corporate Equality and Inclusion Group together with Corporate Human Resources have revised and agreed the key equality and diversity performance indicators for 2010/11 and 2011/12. It has also been agreed that a sub-group be established to discuss the workforce statistics and look at them in more detail with a view to setting employment targets.

### **3. Financial implications**

3.1 There are none arising from this report.

### **4. Staffing implications**

4.1 There are none arising from this report.

### **5. Equal Opportunities implications**

5.1 By undertaking monitoring and analysis of workforce data this enables the Council to fulfil the specific duties in relation to employment for race, disability and gender. The Council also intends to monitor and analyse age, transgender, sexual orientation and religion or belief and has put plans in place to capture this data. This will assist with ensuring that the Council is promoting equality and diversity and is taking all necessary steps to prevent the possibility of unlawful discrimination.

### **6. Community Safety implications**

6.1 There are none arising from this report.

### **7. Local Agenda 21 implications**

7.1 There are none arising from this report.

### **8. Planning implications**

8.1 There are none arising from this report.

### **9. Anti-poverty implications**

9.1 There are none arising from this report.

### **10. Human Rights implications**

10.1 The Human Rights Act 1998 provides that no public authority may breach a person's human rights as provided in the European Convention on Human Rights and Fundamental Freedoms ("the Convention). The Convention protects key freedoms including the right to respect for a persons private and family life, their home and correspondence, freedom of thought, conscience, expression and religion and the right of freedom of assembly and to found and be a member of a trade union,

amongst others. Article 14 of the Convention provides that no person should be discriminated against on any grounds in relation to their rights under the Convention.

The Council's new Equality Watch Scheme aims to ensure that people who work for the Council or use its services are not discriminated against in their work or in their access to those services.

## **11. Social Inclusion implications**

11.1 There are none arising from this report.

## **12. Local Member Support implications**

12.1 There are none arising from this report.

## **13. Background Papers**

13.1 The following documents were used in the preparation of this report.

- Workforce Planning Statistics (Excluding Schools) December 2009 (V2.7)
- Recruitment Analysis Statistics 1 October to 31 December 2009
- Disciplinary and Grievance Statistics 1 October to 31 December 2009
- Training Statistics 1 October to 31 December 2009

## **14. Recommendations**

14.1 That members note the requirement for the Authority to comply with specific employment duties and report upon them has been fulfilled.

### **Bill Norman**

Director of Law, HR and Asset Management

## Appendix A

### Summary of Monitoring and Analysis of the Workforce Quarter 3 (1<sup>st</sup> October to 31<sup>st</sup> December 2009)

A summary of the workforce statistics for Quarter 3 excluding schools is as follows:

#### Recruitment/Apply for Appointment

During the period 1 October to 31 December 2009 the Authority recruited 27 new members of staff to advertised posts.

#### Gender

The Authority had overall (including 'non-whites' and disabled applicants):

- 247 male applicants and 398 female applicants
- 57 males and 77 females were shortlisted
- subsequently 11 males and 16 females were appointed to posts within the Authority

#### Ethnic Origin

##### 'Non-White' backgrounds

22 male applicants and 28 female applicants, which was 50 in total, were from 'Non-White' backgrounds (of these 1 male applicant was also disabled).

From these applicants 6 males and 2 females were shortlisted (8 in total).

None of the above candidates from 'Non-White' backgrounds were appointed to posts within the Authority.

Of those who applied, 43 'non-white' applicants in total were not shortlisted:

- 1 'non-white' applicant withdrew their application for domestic reasons
- 35 'non-white' applicants did not meet the essential criteria
- 4 'non-white' applicants met the essential longlist but did not score high enough on the desirable for shortlist
- 3 'non-white' applicants did not progress in the recruitment stages as the vacancies were withdrawn.

Of those who were shortlisted, 7 in total were not appointed:

- 2 'non-white' applicants did not attend interview/no reason was given
- 5 'non-white' applicants did not score the highest at interview

##### 'White' backgrounds

225 male applicants and 370 female applicants in total were from 'White' backgrounds (of these 7 male applicants and 10 female applicants were also disabled).

From these applicants 51 males and 72 females were shortlisted.

Of those shortlisted, 11 'White' males and 16 'White' females were subsequently appointed.

## **Disability**

8 disabled males and 10 disabled females, which was 18 in total, (1 disabled male was also from a 'Non-White' background) also made applications.

Of these applicants 3 disabled males and 5 female disabled applicants were shortlisted for interview (8 in total).

Subsequently 2 female disabled applicants were appointed to a post within the Authority.

Of those who applied, 7 disabled applicants in total were not shortlisted::

- 5 disabled applicants did not meet the essential criteria for the post
- 2 disabled applicants did not progress in the recruitment stages as the vacancies were withdrawn.

Of those who were shortlisted, 7 in total were not appointed:

- 1 disabled applicant did not attend the interview as they accepted another job offer
- 6 disabled applicants did not score the highest at interview.

## **Leavers**

In the period 1 October to 31 December 2009:

- Overall 96 (permanent and temporary) employees left the Authority.
- 98.12% of leavers were permanent employees.

The top three reasons for them leaving were:

- Voluntary Leaver (62.50%)
- Retirement (20.83%)
- Efficiency of Service and Non-Voluntary Leaver (both 7.29%)

Payroll regularly carry out data cleansing exercises on people recorded on the Human Resources Management System (HMRS) to ensure that those people who are no longer working for the Authority are made 'Leavers'.

## **Gender**

Of the total employees who left the Authority during this period:

- 72 were female
- 24 were male

## **Ethnic Origin**

Ethnic Origin data was available in relation to 95 (99.20%) of the employees who left.

- 74 employees were from a 'White' ethnic origin which represented 77.08% of total leavers.
- 3 employees were from a 'Non-White' ethnic origin which represented 3.13% of total leavers.
- 18 employees (18.75%) had chosen not to declare their ethnic origin
- 1 employee's (1.04%) ethnic origin was not recorded

## Disability

Disability data was available in relation to 95 (99.20%) of the employees who left.

Of those:

- 68 employees were recorded as not having a disability which represented 70.83% of total leavers.
- 2 employees were recorded as declaring a disability which represented 2.08% of total leavers.
- 25 employees (26.04%) chose not to declare whether they had a disability
- 1 employee (1.04%) chose not to disclose whether they considered themselves disabled

## In Post

As at 31 December the Authority employed:

- In total 6,104 employees
- The Full Time Equivalent (FTE) equated to 4,906.47 employees.

The employment status of those employed was:

- 55.67% were permanent full-time
- 39.09% were permanent part-time
- 3.16% were permanent job-share
- 1.88% were on temporary contracts
- 0.20% were Modern Apprentices.

## Gender

The third quarter shows that as at 31 December 2009, the Authority employed:

- 4,131 female employees (63.77% of the total workforce)
- 1,973 male employees (36.23% of the total workforce).

## Ethnic Origin

The third quarter shows that as at 31 December 2009, the Authority held:

- 99.20% of employee data in relation to ethnic origin (6,104 employees).
- 85.73% of employees overall had declared their ethnic origin (5,234)
- 13.45% of employees had chosen not to declare their ethnic origin (821)
- 0.80% do not have this data available/recorded (49).

The number of employees declaring that they were from a 'White' ethnic origin was:

- 5,123 which represented 83.93% of the current workforce who had declared their ethnic origin.

The number of employees declaring that they were from a 'Non-White' ethnic origin was:

- 111 which represented 1.80% of the current workforce who had declared their ethnic

origin.

#### **Performance Indicator – PI7017a**

The Council's Performance Indicator for the percentage of local authority employees from minority ethnic communities (PI7017a) has shown that:

- The target for quarter 3 was 1.49%
- The actual for quarter 3 was 1.55%.
- The end of year target (quarter 4) is 1.50%.

The Council was on target for the first quarter and performing above target for the second and third quarters.

It should be noted that the reporting criteria for PI7017a is different to the Workforce Planning Statistics above as the PI is inclusive of School Staff and permanent and temporary employees with more than 12 months service.

It also does not include employees who have chosen not to declare their ethnic origin and multi-jobbers are counted for each job they are employed to do.

#### **Disability**

The third quarter shows that as at 31 December 2009, the Authority held 99% of employee data in relation to disability (6,104 employees).

- 70.74% of employees did not consider themselves to be disabled (4,318)
- 3.18% of employees did consider themselves to be disabled under the definition of the Disability Discrimination Act (194).
- Just over a quarter (25.08%) of the workforce had declined to disclose this information (1,531).
- 1% do not have this data available/recorded (61).

#### **Performance Indicator – PI7016a**

The Council's Performance Indicator for the percentage of local authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition (PI7016a) has shown that:

- The target for quarter 3 was 2.50%
- The actual was 2.29%
- The end of year target (quarter 4) is 2.6%.

The Council was under target by 0.03% for the first quarter, under target by 0.05% for the second quarter and under target by 0.21% for the third quarter. However, the percentage has actually increased by 0.02% since the first quarter.

It should be noted that the reporting criteria for PI7016a is different to the Workforce Planning Statistics above as the PI is inclusive of School Staff and permanent and temporary employees with more than 12 months service.

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It also does not include employees who have chosen not to declare their ethnic origin and multi-jobbers are counted for each job they are employed to do.

### **Grievance**

There were no grievances reported during quarter 3.

### **Disciplinary**

There were 9 Disciplinary cases in total during quarter 3.

- There were 4 cases of Gross Misconduct
- 4 cases of Serious Misconduct
- 1 case of Misconduct.

### **Gender**

#### **Females:**

**4 female employees in total were subject to disciplinary;**

- 2 females were subject to Serious Misconduct.
- 2 females were subject to Gross Misconduct

#### **Males:**

**3 male employees in total were subject to disciplinary;**

- 2 males were subject to Serious Misconduct
- 1 male was subject to Misconduct.

Please note that 2 employees chose not to declare their gender.

### **Ethnic Origin**

- 5 employees were from a 'White' ethnic origin
- 4 employees had chosen not to declare their ethnic origin

### **Disability**

- 5 employees had declared themselves not disabled
- 4 employees had chosen not to declare whether they considered themselves to be disabled

### **Training**

In terms of training, 1,926 employees in total received training during this reporting period.

### **Gender**

Of the 1,926 employees who received training during this quarter:

- 507 were male
- 1,296 were female
- The gender breakdown of 123 employees who received training was unknown.

### **Ethnic Origin**

Of the 1,926 employees who received training during this quarter:

- 1,381 employees were from a 'White' background

- 33 employees were from a 'Non-White' background
- 512 employees ethnic origins were unknown

### **Disability**

Of the 1,926 employees who received training during this quarter:

- 55 were disabled employees
- 1271 were not disabled employees
- the disability status of 600 employees was unknown

### **Key Issues Exchange (KIE)**

35 KIE were recorded as having taken place during this period.

### **Gender**

The quarterly report for KIE was not disaggregated by gender during that period.

### **Ethnic Origin**

Of the 35 employees who received a KIE during this quarter:

- 2 employees were from a 'White' background
- There was 1 employee from a 'Non-White' ethnic minority background.
- 32 employees' ethnic origins were not known

### **Disability**

The quarterly report for KIE was not disaggregated by disability during that period.

### Outcomes and Actions – Quarter 3

Based upon the outcomes of Quarter 3 the Authority proposes to take the following action:

- Disaggregate Key Issue Exchange Recording by the Disability and Gender strands
- Produce Fourth quarter report to show comparisons with previous quarters during 2009/10 period
- Look at data collected on the newer strands and the relevance to the existing quarterly reporting requirements with a view to including in 2010/11 quarterly reports
- Publish quarterly Workforce Monitoring Statistics on Council's Internet site

### Progress on Outcomes and Actions – Quarter 1

The following action in column 1 was proposed for Quarter 1 and the second column details progress to date

1	2
Develop and implement a Workforce Monitoring Policy by September 2009.	Completed following approval for the Employment & Appointments Committee
Achieve a target of 99.99% employee data in relation to ethnic origin by the end of quarter 2 (September). (99.95% has been captured already).	Not achieved by Quarter 2 or 3, work in progress to ensure no further data gaps arise
Achieve a target of 99.99% employee data in relation to disability by the end of quarter 2 (September). (99.97% has been captured already).	Not achieved by Quarter 2 or 3, work in progress to ensure no further data gaps arise
Survey employees for whom there is no data (approx 30%) on the new strands during October 2009 and achieve the following targets: <ul style="list-style-type: none"> <li>• 80% by Q3</li> <li>• 99.9% by Q4</li> <li>• (employees not responding by 31 Jan 2010 will be recorded as not declared)</li> </ul>	Work is in progress, timescales have moved, intention now is to survey employees in early 2010 with endorsement from Chief Executive. Whilst we did not meet the 2009/10 quarterly targets, the overall target is still considered to be achievable by the 1 <sup>st</sup> quarter of the new reporting period for 2010/11.
Develop and implement reporting of the new strands for Quarter 3 and 4.	Work is in progress and will also be informed by the Corporate Equality Inclusion Sub-Group recommendations
Reduce the number of non-declarations in the following strands; ethnic origin, disability, sexual orientation, religion or belief and change of gender identity.	Corporate HR have attended the Employee Diversity Forums to request that they discuss the reasons why some employees choose not to declare and make some suggestions as to how we may change peoples perceptions and reduce the numbers. Work is ongoing in this area particularly with the Employees Disability Diversity Forum through policy review. Consideration will be given to undertaking a further data collection exercise in 2010 specifically targeting employees who have chosen not to declare.

Review and define the roles of Corporate Human Resources, Corporate Equality & Inclusion Group, Employee Diversity Forums and the Employment & Appointments Committee in relation to monitoring, analysis and proposed actions.	Work in progress/see Quarter 2 progress
Review the Exit Interview Policy and Procedure to ensure that the reasons for people leaving – specifically Resignations are captured in more significant detail and analysed effectively.	Work in progress
Disaggregate data for all strands for Training and Key Issue Exchange.	Work is in progress. Organisational Development are discussing with Training Co-ordinators Corporate HR and Organisational Development agreed to report only on the training received as per the employment duty requirement. It is not a requirement to report on the number of employees who have applied for training and as employees do not generally apply for and receive training in the same quarter the statistics are deemed to be confusing and not very meaningful.
<b>Progress on Outcomes and Actions – Quarter 2</b>	
The following action in column 1 was proposed for Quarter 2 and the second column details progress to date	
<b>1</b>	<b>2</b>
Establish a sub-group of the Corporate Equality & Inclusion Group to look at workforce data and set employment targets	A sub-group of Corporate Equality & Inclusion Group (CEIG) has revised the key equality and diversity performance areas for 2010/11 and 2011/12 which have been agreed by CEIG. CEIG agreed that a further sub-group be established in 2010 to discuss the workforce statistics and look at them in more detail with a view to setting employment targets. Nominations have been sought and meeting dates are due to be set (as at February 2010)
Improve recording and reporting of Disciplinary cases	Work in progress Departments have been reminded of the requirements to complete the M33 Form (Notification of Outcome of Disciplinary Interview)
Improve recording and reporting of Grievance cases	Work in progress Departments have been reminded of the requirements to complete the M35 Form (Formal Grievance Recording)

Improve recording and reporting of Key Issue Exchange (KIE)	Work in progress KIE Process has been updated and published on the HR Handbook. Refresher sessions have also been held for managers
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