



NOTICE OF MEETING

Employment Committee

Wednesday 13 February 2019, 7.30 pm

Council Chamber - Time Square, Market Street, Bracknell, RG12 1JD

To: Employment Committee

Councillor McLean (Chairman), Councillor Allen (Vice-Chairman), Councillors Angell, Mrs Birch, Leake, Ashman, Mrs Temperton, Virgo and Worrall

Non-Voting Co-optee

Councillor Heydon

cc: Substitute Members of the Committee

Councillors Brossard, Dudley, Mrs Hamilton, Dr Hill and Peacey

Gill Vickers
Executive Director: Delivery

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Council Chamber - Time Square, Market Street, Bracknell, RG12
1JD

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AGENDA

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1. Apologies

To receive apologies for absence and to note the attendance of any substitute members.

2. Declarations of Interest

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

3. Minutes from previous meeting

To approve as a correct record the minutes of the meeting of the Committee held on 12 December 2018.

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4. Urgent Items of Business

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. Update from the Chairman of the Local Joint Committee

A verbal update from the Chairman of the Local Joint Committee.

6. Minutes of Sub Groups

The Committee is asked to note the minutes of the Local Joint

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Committee held on 12 December 2018.

7. **Monitoring The Council's Workforce Report 2017/18**

To note the Monitoring the Council's Workforce Reports and endorse the strategies proposed for 2018/19. 9 - 24

8. **Exclusion of Public and Press**

To consider the following motion:

That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of items 9,10 and 11 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

 - (1) Information relating to any individual.

 - (3) Information relating to the financial or business affairs of any particular person (including the Authority holding that information).

9. **New to Bracknell Forest Council Apprentices**

To revise the current pay-scale for new to the council apprentices. 25 - 30

10. **Disciplinary / Capability Procedure for Assistant Directors / Officers paid on the Senior Salaries Scale**

To receive a report on Disciplinary / Capability Procedure for Assistant Directors and Officers paid on the Senior Salaries Scale. 31 - 36

11. **Use of Urgency Procedure to Establish a Members Appeal Panel**

To note the reasons for invoking the urgency procedure to establish a Members Appeal Panel. 37 - 38

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**EMPLOYMENT COMMITTEE
12 DECEMBER 2018
7.30 - 8.30 PM**



Present:

Councillors McLean (Chairman), Allen (Vice-Chairman), Angell, Mrs Temperton, Virgo and Worrall

Apologies for absence were received from:

Councillors Mrs Birch, Leake and Ashman

21. Declarations of Interest

There were no declarations of interest.

22. Minutes from previous meeting

RESOLVED that the minutes of the committee meeting held on 18 July 2018 by approved as a correct record and signed by the Chairman.

23. Urgent Items of Business

There were no urgent items of business.

24. Update from the Chairman of the Local Joint Committee

Councillor Allen reported that discussion had been held with UNISON and GMB regarding the National pay award and market premia. Prior to the meeting both UNISON and GMB had indicated that they needed to send off the proposal to their regional/national/legal office for review. However, GMB and UNISON both confirmed at the LJC that they had decided to reach a local collective agreement on the national pay award as proposed and set out in the report to be implemented by Bracknell Forest Council. The agreement included the caveat from UNISON that the pay grades should be reviewed to see if they could be changed to six steps (ie taking 5 years from bottom to top) to reach the top of the scale rather than seven. ACAS recommendations were that it should be no more than six, as it could be seen as age discriminatory and it was pointed out that it was not proposed to change this element of the pay structure. However if BFC were to implement the national award in full then as the report sets out this would increase the risk of two grades being considerably longer that six ie ie grade I to eight and grade H to ten spinal column points.

It was reported that both unions agreed with market premia payment.

25. Minutes of Sub Groups

The Committee noted the minutes of the Local Joint Committee held on 18 July 2018.

26. Transport Development Section- Recruitment Market Premia Payments

The Director: Place, Planning and Regeneration presented a report on the requirement for the Transport Development Section to have a market premia payment in place to attract applicants to vacant Senior Engineer posts.

The posts discussed were responsible for large scale projects within the borough and had been vacant for over 13 months..

The Committee questioned whether a joint agreement could be put in place and were advised that this option had already been considered with Ringway, one of the Council's contractors but they didn't have anyone available at this time.

The Committee queried whether a temporary contact at a higher salary might be a better option. It was noted that this had been considered but temporary positions were harder to recruit to as the pay was often better in the commercial sector.

It was confirmed that market premia payments were subject to regular review.

RESOLVED that a market premia payment with scope for up to 20% be added to the vacant senior engineer posts.

27. Exclusion of Public and Press

That pursuant to Regulation 21 of the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 13 which involves the likely disclosure of exempt information under the following category of Schedule 12A of the Local Government Act 1972:

- (3) Information relating to the financial or business affairs of any particular person.

28. Bracknell Grades - National Pay Award

The Committee received a report from the Director: Human Resources on the Bracknell grades – National Pay Award.

The Committee discussed the options proposed.

RESOLVED that:

- 2.1 Option two is approved as it is the model to provide the least impact on staff, and most cost effective for the Council.**
- 2.2 At the request of Unison, the Employment Committee agree to review and explore to seek to reduce the number of spinal column points to 6 in groups I and H.**

CHAIRMAN



**LOCAL JOINT COMMITTEE
12 DECEMBER 2018
4.00 - 4.35 PM**

Present:

Councillors Allen, Angell and Worrall
David Allais, UNISON
Keith Roberts, GMB

Apologies for absence were received from:

Councillors Leake

11. Declarations of Interests

There were no declarations of interest.

12. Minutes from Previous Meeting

The minutes from the meeting held on 18 July 2018 were approved as a correct record.

13. Urgent Items of Business

There were no urgent items of business.

14. Employment Committee: Agenda and Related Matters

i) Bracknell grades – National Pay Awards

The Director: Organisational development, Transformation and HR presented a report to UNISON and GMB on the National Pay Award. Prior to the meeting both UNISON and GMB had indicated that they needed to send off the proposal to their regional/national/legal office for review.

However, GMB and UNISON both confirmed that they had decided to reach a local collective agreement on the national pay award as proposed and set out in the report to be implemented by Bracknell Forest Council. The agreement included the caveat from UNISON that the pay grades should be reviewed to see if they could be changed to six steps (ie taking 5 years from bottom to top) to reach the top of the scale rather than seven. ACAS recommendations were that it should be no more than six, as it could be seen as age discriminatory and it was pointed out that it was not proposed to change this element of the pay structure. However if BFC were to implement the national award in full then as the report sets out this would increase the risk of two grades being considerably longer than six ie grade I to eight and grade H to ten spinal column points.

It was noted following questions that staff would have their increment added to their salary before changing to the nearest scale point when the policy was implemented.

GMB have confirmed they were happy to accept the changes proposed.

- ii) The Director: Organisational Development, Transformation and HR presented a report regarding allowing scope to add a market premia to two senior engineering posts within the team due to the posts being vacant for 13 months.

It was noted that 20% would not be offered initially but the scope would be available if necessary. It was acknowledged that market premia payments were used sparingly but it was acknowledged that they were often necessary.

UNISON and GMB agreed to the proposal.

15. **Matters to be Raised by Trade Unions**

No matters were raised by the Trade Unions.

CHAIRMAN

**TO: EMPLOYMENT COMMITTEE
13 FEBRUARY 2019**

**MONITORING THE COUNCIL'S WORKFORCE – 2017/18
Director – OD, Transformation & HR**

1. INTRODUCTION/PURPOSE OF REPORT

- 1.1 The Council has a legal duty to advance equality of opportunity, eliminate unlawful discrimination and promote good relations between people. Part of this legal duty is to report annually on its workforce composition. The Council has an action plan to deliver on its equality objectives and has already twice met the 'Achieving' level of the Equality Framework for Local Government. There are 3 levels of achievement within the framework 'Developing', 'Achieving' and 'Excellent'. Maintaining the 'Achieving' level helps the Council manage its reputation as a Council that ensures fair treatment and access to services. It also helps it to monitor its progress, recognise areas of strength and identify areas for improvement. Understanding the workforce and how it relates to the community it serves is an important part of ensuring that the Council identifies and removes any potential barriers to employment for all sections of the community.

2. RECOMMENDATIONS

- 2.1 **Committee notes the Reports and endorses the strategies proposed for 2018/19 set out at 16.1 of this report.**

3. THE COMMUNITY BACKGROUND

- 3.1 As a major local employer it is important to work towards a situation where the Council's workforce broadly reflects the make up of its local community. The demographic make-up of Bracknell Forest is changing; the 2011 Census showed 15.1% of the Borough's population belonging to minority ethnic groups, (including White Irish and White Other). The previous Census in 2001 showed 9.5% of residents belonged to minority ethnic groups.
- 3.2 The latest schools censuses shows that the number of ethnic minority pupils continues to grow, and that the percentage of minority ethnic pupils is higher than that in the general population. There has been an increase in the proportion of ethnic minority pupils recorded over the past 12 years from 10.7% to 21.9%. The proportion has increased continuously in the last 10 years and was 0.6% higher in 2018 than in 2017.
- 3.3 The population of the Borough is ageing. Based on 2011 Census data the ONS estimate for the number of people aged 65+ in 2016 is 13.9% of the Borough's population. This is expected to steadily increase from its current level to an estimated 20.1% by 2032 (15.34%). This figure is based on the Census 2011 figures and is estimated by the Office for National Statistics. These figures are lower than the average for the South East and nationally.
- 3.4 2011 Census data shows a dramatic change in the religion/beliefs of the Borough with an increase from 19.4% in 2001 to 30.4% in 2011 stating they have no religion. This corresponds to a similar sized reduction in the number of people who recorded their

religion as Christian. The Bracknell Forest area would seem to be less diverse in terms of major declared faiths than the national picture. The main difference with 2011 national patterns was in the relatively small size of the Borough's Muslim population; 1.2% compared with 5.2% nationally.

4. THE COUNCIL'S STATISTICAL INFORMATION

- 4.1 This annual report contains statistical information on employees and applicants for jobs at the Council in terms of gender, disability, age, religion or belief, ethnicity and sexual orientation. This is to ensure that the Council has a full understanding of the composition of its workforce and the people who apply for jobs. This helps identify what further action needs to be taken to ensure it better represents the local community.
- 4.2 The Equality Act 2010's Public Sector Equality Duty requires information on the composition of the workforce in terms of its protected characteristics to be made available to the public. This information is therefore published on the Council's website and updated annually. The Council also has a duty to ensure that it does not discriminate on the basis of any protected characteristic and the Equality Act 2010 includes a duty that public bodies advance equality of opportunity in relation to these characteristics.
- 4.3 Human Resources collect a range of statistics on applicants and current employees. Tables of these figures are throughout the report and indicate the following;
- (i) recruitment information from 1 April 2017 to 31 March 2018 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
 - (ii) workforce information as at 1 April 2018 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
- 4.4 The Committee should note that the following important caveats apply to the information;
- (i) For some indicators, because of the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. For example, the top 5% of earners totals 58.55 Full Time Equivalents, so an increase or decrease of one full time equivalent would represent a change of 1.71%. Where numbers are very small, the actual numbers are sometimes quoted as the percentages can be deceptive when applied to small groups.
 - (ii) In relation to the recruitment statistics only, the schools use the same recruitment software as the rest of the Council, however, not all of the schools have decided to use the software in its entirety. Therefore we are able to report on the number of applicants including schools but the total numbers of successful candidates have not been recorded for schools from the recruitment system. Schools have responsibility for their own recruitment and therefore the collection of statistics, so are required to separately undertake the recording of this information. Monitoring of their compliance, including reporting annually to their Governing Body, is required to be undertaken as part of the routine audit programme of schools. Previously we were asked to investigate if we could get information for schools. After consideration it was decided to use schools figures based on the new starters information for the

year. As this is from a different source to the remaining information for successful candidates it is still not possible to obtain figures for the Authority as a whole.

- (iii) Information on disability, ethnicity, religion/belief and sexual orientation is collected by self declared returns from employees and candidates and, as there is no compulsion to return this information, some choose not to (or return selected information only). During 2017 the Authority introduced iWork@BFC Employee Self Service module which enables staff to record their own personal data. Staff are still getting used to this new system and it is hoped that over the next year more staff will feel comfortable enough to record their sensitive data on the system leading to a more accurate picture overall. As part of the new recruitment process all new starters will be asked to review their information when they start.
- (iv) The Training course information relates to internal courses booked through the Organisational Development team. However there are a number of other types of learning which are open to all staff which are not included within these figures. It is assumed that managers and staff access these where required. The statistics relate solely to the training places taken up on Council run courses and it should be noted that the same person undertaking more than one training event will therefore appear in the statistics more than once. The level of attendance at directly booked “off the job” training courses tends to reduce with the popularity of other types of learning – for example e-learning and other learning interventions. The information for this year is provided from a stand alone learning management system which was not linked to the main HR system, this will inevitably lead to less equal opportunity data being held on the system as it was a manual process to update it. However we have now started using the learning & development module of the current HR system so there will be a consistent level of declarations.

5. KEY PERFORMANCE INDICATORS

- 5.1 The Council continues to monitor a number of equality statistics in its Performance Indicators and to make it part of this report in order to set and monitor some of the standards. These key indicators are also recorded on PARIS. The key Performance Indicators are as follows:
- (i) Of the top 5% of earners in the organisation, 53.2% (49.6% last year) were women. This is similar to last year and overall we continue to show a generally upward trend over the last five years and higher than the average of all councils in England, which is 45%. The Council’s aim last year was to achieve a level of 49.6%, which it has exceeded.
 - (ii) Of the top 5% of earners in the Council, 6.83% (6.72% last year) were disabled, which is higher than the figure from last year. The average for all councils in England is 3.6% so the Council is higher than the national average. The Council’s aim last year was 6.72% due to the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. The number of employees with a disability in this group stands at 4 which is the same as last year

- (iii) Of the top 5% of earners, 9.9% (8.4% last year) were from a BME background, this shows quite a large increase from last year. This is higher than the average for all councils in England, which stands at 6.1%. The Council's aim last year was 8.4% which it has exceeded.
- (iv) The voluntary turnover figure for 2017/18 was 16.1% compared to 13.8% in 2016/17 This figure has increase compared to last year and it is higher than the target of 13.9% for 2017/18. The average for all councils in England is 14.5%. Traditionally within schools there are always a high number of leavers as it is fairly easy to move between schools. The figure for Non Schools stands at 16% this is higher than in previous years. This is most likely explained by the current Transformation programme as typically the trend is for turnover to increase during a period of change and uncertainty.

The figure for this year's percentage of staff voluntarily leaving within 1 year is 24.0% compared to last year's 19.4%. This shows a slight increase on last year figure's and is also slightly above the target of 18%. The majority of these leavers are within schools with 79% of the staff that left within their first year being from a schools environment.

Voluntary leavers of this type include a number of temporary staff, and it is to be expected that if a member of staff is on a Fixed Term Contract rather than a permanent contract they will be more likely to be looking for a job before the end of their Council contract. Therefore we now also record the percentage of permanent staff who leave within their first 12 months of employment. The figure for 2017/18 is 22% as compared to 19% last year and therefore shows a similar number of permanent staff are leaving within their first year.

5.2 Although the required national data set for the BVPI's has been reduced and therefore no national targets are set for the Council, it is important to continue to monitor the relevant ones at a local level. Looking forward, the expectations for the top 5% of earners for 2017/18 have been set at 51% female; 7% with a disability and 8.5% who are from a BME background. These are set and agreed by the Council in the Annual Plan.

5.3 Below is a summary table showing the results of all KPIs compared to last year along with some explanatory comments on each one.

No of PI	Description of PI	Outturn 16/17	Outturn 17/18	Target 17/18	Comments	Status
LO66	The percentage of top 5% of earners that are women	49.6%	53.2%	51%	Exceeded target	Positive
LO67	The percentage of top 5% of earners from an ethnic minority	8.4%	9.9%	8.5%	Exceeded target	Positive
LO68	Top 5% of earners that are disabled	6.72%	6.83%	7%	Exceeded target.	Positive
LO70	The percentage of local authority employees who claim they meet the DDA definition	2.2%	2.4%	2.4%	The no of staff who declared a disability has gone down from 71 to 70. Total No of Employees who declared their status went up by approx. 380.	No change

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No of PI	Description of PI	Outturn 16/17	Outturn 17/18	Target 17/18	Comments	Status
LO71	The percentage of local authority employees from ethnic minority communities	6.12%	7.3%	6.2%	Exceeded target.	Positive
LO72	Gender Pay Gap inc Bracknell Forest Supplement	16.3%	16.2%	17.0%	A narrowing of this pay gap is a positive step forward.	Positive
LO74	Average amount spent on training per employee	£355	£538	£330	Exceeds target. Seen as a positive as it about developing staff. Figures do not include the amount spent on e-learning	Positive
L130	Percentage staff turnover inc schools	13.8%	17.1%	13.9%	The average for Councils in England is 14.5% therefore we will seek to reduce this figure in future.	Negative
L131	Percentage staff leaving within one year of starting inc schools	19.4%	24.0%	19.0%	This figure includes those on fixed term contracts. 79% were within Schools	Negative
L174	Days lost to sickness per employee	6	6.7	6.2	This is still well below the average for local government	Negative

WORKFORCE COMPOSITION

6. GENDER

6.1 The statistics for Gender are as follows.

	Whole Authority	Non School	School Only	Chief Execs & Resources	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
Workforce							
Male	17.6%	23.9%	12.9%	12.5%	40.8%	20.5%	14.4%
Female	82.4%	76.1%	87.1%	87.5%	59.2%	79.5%	85.6%
Applicants*							
Male	23.1%	34.6%	19.5%	46.1%	39.1%	28.2%	11.6%
Female	76.9%	64.7%	78.1%	53.2%	60.3%	71.3%	87.4%
Recruitment*							
Male	N/A	32%	11.3%	50%	38.6%	11.8%	7.1%
Female	N/A	68%	88.7%	50%	61.4%	88.2%	92.9%
Leavers							
Male	22.9%	23.3%	15.1%	35.3%	47.5%	23.3%	25.5%
Female	77.1%	76.7%	84.9%	64.7%	52.5%	76.7%	74.5%
Training*							
Male	26.6%	27.7%	17.7%	33.8%	58.5%	19.1%	18.7%
Female	73.2%	72.3%	82.3%	66.1%	41.5%	79.9%	81.3%

*denotes where figures may not add up to 100% due to level of declarations on the system

- (i) A significant majority of the whole authority's employees are female (82.4%) compared to male (17.6%), which is similar to last year. The Quarterly Public Sector Employee Survey shows that as at 30 September 2017, in English Authorities 76% of employees were female, compared with 24% male, which is comparable with the Council's figures. Occupational Segregation (i.e. traditionally male or female job roles) is a large factor in departmental variations shown above.
- (ii) Of the 242 leavers in ECC 147 were TUPE transfers 73 female and 74 male.
- (iii) The number of male leavers in Chief Exec & resources and CYPL were significantly higher than the percentage in the workforce. On further investigation there was no particular reason for this that could be found from leaver questionnaires or exit interviews.
- (iv) During the past year, there has been no indication of employment issues for any transgender staff.

7. AGE

7.1 The statistics for age are as follows. Please note that the statistics for Training come from the separate Learning Management System and Recruitment System where not all ages are recorded, therefore the totals for training will not add up to 100%

	Whole Authority	Non School	Schools Only	Chief Execs & Resources	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
Workforce							
Up to 29	12.9%	10.1%	14.3%	5%	15.9%	9.3%	12.6%
30 – 49	49.8%	48.9%	54.2%	57.5%	44.9%	47.5%	51.5%
50 & above	39.4%	40.9%	31.5%	37.5%	39.2%	43.2%	35.8%
Applicants							
Up to 29	31.4%	37.9%	33.5%	30.5%	44.1%	27%	35.7%
30 – 49	53.3%	46.3%	47.9%	46.1%	40.8%	58.61%	50%
50 & above	15.3%	14.1%	15.8%	20.7%	13.6%	13.6%	14.3%
Recruitment							
Up to 29	N/A	47.4%	25.7%	50%	54.1%	29.4%	35.7%
30 – 49		34.4%	49.1%	25%	29.6%	47.1%	50%
50 & above		17.1%	16.0%	25%	14.3%	23.5%	14.3%
Leavers							
Up to 29	19%	23.5%	17%	15.7%	32.2%	8.2%	11.9%
30 – 49	48.4%	34.6%	55%	33.3%	31.4%	42.5%	39%
50 & above	32.5%	42.1%	28%	51%	36.4%	49.3%	49.1%
Training							
Up to 29	9.9%	9%	0.9%	1.2%	2.1%	2.81%	0.3%
30 – 49	48.4%	40.8%	7.6%	7.6%	6.4%	13.9%	13%
50 & above	41.6%	37%	4.6%	7.9%	5%	14.4%	9.8%

7.2 The workforce figures are very similar to last year's figures. There has been a decrease in the number of non schools leavers aged up to 29 across the board compared to last year, this takes the figures much closer to the workforce figures. Overall the Council's Age Profile seems to be staying relatively steady.

7.3 The workforce figures show that 49.8% of staff are aged between 30 to 49 (52.2% last year).

7.4 The higher number of applicants in the Up to 29 age band were recruited across the Council, 47.7% compare to 29% last year. This reflects the increase in apprentices being recruited. A regular review of recruitment activities is carried out throughout the year and no evidence of inappropriate discrimination due to age bias has been found.

7.5 There is a higher proportion of leavers under the age of 29 compared to the workforce in Environment, Culture and Communities. Leisure are included within this figure which inherently attracts a higher number of younger members of staff. It is common for employees at an earlier stage of their careers such as these to move jobs more frequently, so the larger percentage of young leavers is likely to be a reflection of this national trend.

8. DISABILITY

8.1 The statistics for disability are as follows:

	Whole Authority	Non School	Schools Only	Chief Execs & Resources	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
Workforce	2.9%	3.4%	0.8%	5%	2.9%	3.3%	2.3%
Applicants	3.8%	3,6%	4.7%	1.9%	3.3%	5.74%	4.7%
Recruitment	N/A	3.4%	2.9%	0%	7.7%	5.9%	0%
Leavers	2.1%	4.46%	1.01%	3.92%	3.7%	5.5%	6.8%
Training	2.6%	3%	0%	2.2%	7.6%	2%	1.8%

8.2 The 2011 Census information indicates that 3% of the population of Bracknell Forest aged 16-65 are either permanently sick or disabled, and are not considered part of the economically active population. No census figure is available for disabled people who are part of the working population in the Bracknell Forest area.

- (i) 2.9% (1.8% last year) of the Council's workforce declared themselves as having a disability. The percentage is higher in Non Schools than schools. The Non Schools figures have all increased over the past year and reflect the population generally. The new employee self service on iWorks enables all staff including those working in schools to amend their own personal details. The increase in staff declaring a disability is likely to be more accurate due to this functionality.
- (ii) 3.4% (1.6% last year) of applicants who were successful in gaining employment with the Council this year were disabled, not including schools. This is again lower than the percentage of applicants but only marginally. Resources and CYPL did not recruit anyone that was disabled within 17-18. Reviews of recruitment activities are carried out through the year and this year no evidence of unfair discrimination was found. We still have a policy that disabled applicants who meet essential criteria for a role should be given an interview.
- (iii) Of leavers, 2.1% (2.2% last year) had declared a disability. This figure has not changed a great deal in the past year and suggests the Authority is treating disabled employees fairly. There was a higher percentage leaving within some areas but again no evidence of unfair discrimination was found.
- (iv) 2.6% (2.3% last year) of training places were taken by those who declared a disability, which is a higher proportion than the workforce composition.

9. ETHNICITY

9.1 For the purpose of this part of the report, "Black and Ethnic Minority" (BME) means all the categories excluding White British. For the purposes of comparison, the population of the Bracknell Forest area as described in the 2011 Census had 84.9% White British

Unrestricted

and 15.1% of BME origin. The workforce statistics for ethnicity are as follows – please note included in some of the totals are those staff that preferred not declare their ethnicity and therefore not all groups will add up to the full 100%:

	Whole Authority	Non School	School Only	Chief Execs & Resources	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
Workforce							
BME	9.3%	8.1%	6.68%	5%	5.73%	13.9%	7%
White British	82.5%	84.8%	70.7%	90%	84.1%	81.69%	83.76%
Applicants							
BME	24.9%	20.9%	21.5%	27.3%	14.8%	22%	22.6%
White British	73.1%	61%	76.5%	63%	73%	63.8%	65.4%
Recruitment							
BME	N/A	14.1%	11.8%	10.7%	4.35%	35.3%	10.7%
White British		82.9%	84.9%	62.5%	82.6%	58.8%	82.1%
Leavers							
BME	3.8%	6.6%	2.4%	9.8%	1.6%	12.3%	10.1%
White British	62.4%	70.9%	57.6%	76.5%	66.9%	76.7%	76.3%
Training							
BME	9.3%	10.1%	13.1%	10%	2.5%	14.1%	8.6%
White British	93.5%	82.8%	85.4%	78.4%	90.7%	75.8%	77.2%

- (i) Across the workforce, of those who declared their ethnicity, 9.3% said they are of a BME origin, and 82.5% declare they have a White ethnic origin. The figure within Non Schools is not remarkably different to that of the whole authority with just 8.1% declaring to be of BME origin.
- (ii) The number of applicants (non school only) of a BME origin continues has dropped to 20.9%. The number of successful applicants of a BME origin is lower than the number that applied across all areas but the results of recruitment spot checks have found no evidence of bias. Although the current workforce figure (non school only) of 14.1% continues to be lower than the percentage of applicants, it does indicate that the Council continues to provide opportunities for the population as a whole and the figures are growing year on year.
- (iii) Leavers within BME are at lower level to those of the workforce. Previously these statistics seem to show an issue and we introduced a policy to conduct exit interviews for anyone that left from a BME background. These interviews and the latest statistics show that this was just an outlier last year and is not a trend we should be concerned about.

10. RELIGION/BELIEF

10.1 The statistics for religion/belief are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Resources	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
Workforce							
Buddhist	0.2%	0.8%	0.1%	0%	0.6%	0.3%	0%
Christian	45%	47.1%	44.3%	46.4%	43.9%	48.6%	51.3%
Hindu	1%	1.2%	0.4%	2.7%	1.37%	1.1%	0.8%
Jewish	0.8%	0.8%	0%	2.89%	0.3%	0.5%	0.3%
Muslim	1.04%	1.2%	0.4%	0.3%	1.9%	1.4%	1.3%
None	25.5%	28.6%	19.8%	13.2%	25.5%	25.4%	25.8%
Not specified	4.2%	4.0%	5.1%	5.8%	4.8%	4.9%	4.6%
Other	3.1%	3.2%	2.9%	3.5%	2.2%	4.1%	3.1%
Sikh	0.75%	0.87%	0.2%	1.56%	1.0%	1.1%	0.8%
Applicants							
Buddhist	0.9%	0.1%	0.08%	0%	0.1%	0.5%	0%
Christian	45.1%	45.7%	52.32%	39%	46.6%	47.1%	47.7%
Hindu	2.2%	2.6%	1.04%	4.5%	2.3%	2.6%	1.9%
Jewish	0.1%	0.2%	0.2%	0%	0.1%	0%	0%
Muslim	2.3%	3.5%	4.1%	7.8%	2%	3.6%	5%
None	35%	37.6%	33.3%	40%	38%	36.6%	34.7%
Not Declared	4.1%	2.2%	2.5%	1.3%	4.3%	3.4%	4.4%
Other	2.9%	2.6%	2.36%	1.3%	2.8%	2.6%	3.2%
Sikh	0.5%	1.3%	0.4%	5.2%	0.5%	1.2%	1.1%
Recruitment							
Buddhist		0%	0%	0%	0%	0%	0%
Christian		52.7%	60.1%	62.5%	50.1%	70.6%	35.7%
Hindu		0.6%	1.6%	0%	4.4%	0%	0%
Jewish		0%	0%	0%	0%	0%	0%
Muslim	N/A	2.3%	1.9%	12.5%	0%	0%	3.6%
None		35%	22.2%	12.5%	41.7%	23.5%	42.9%
Not Declared		3.2%	5.8%	0%	13.4%	5.88%	0%
Other		1%	2.2%	0%	0%	0%	7.1%
Sikh		1.8%	0%	12.5%	0%	0%	0%
Leavers							
Buddhist	0.4%	1.2%	0%	0%	1.6%	1.4%	0%
Christian	32.3%	38.5%	29.4%	50.1%	33%	43.8%	44%
Hindu	0.1%	0.2%	0.11%	1.9%	0%	0%	0%
Jewish	0%	0%	0%	0%	0%	0%	0%
Muslim	0.1%	0.2%	0%	1.9%	0%	0%	0%
None	15.4%	0.3%	10.3%	27.4%	25.6%	26%	27.1%
Not Declared	4.6%	4.2%	4.7%	1.9%	3.3%	6.8%	6.7%
Other	2%	3.3%	1.3%	1.9%	2.1%	5.5%	6.7%
Sikh	0.2%	0%	0.2%	0%	0%	0%	0%
Training							
Buddhist	0.2%	0.3%	0%	0%	0.8%	0.3%	0%
Christian	47.1%	47%	50%	48.2%	42.4%	47.3%	47.5%
Hindu	1.2%	1.3%	0%	2.2%	0.8%	1%	1.4%
Jewish	0.5%	0.5%	0%	1.44%	0%	0.3%	0.5%
Muslim	1%	1.2%	0%	2.2%	0%	1.7%	0.5%
None	26.6%	28%	15.6%	24.5%	30.5%	26.5%	30.2%
Not Declared	5%	5.1%	5.2%	5.8%	6.8%	4%	5%
Other	3%	3.1%	2.1%	2.2%	1.7%	4.4%	2.3%
Sikh	0.7%	0.8%	0%	2.2%	0%	0.3%	0.9%

10.2 The 2011 Census information is the basis for comparison with the religion/beliefs of the local community. The figures in brackets show the figures for last year (workforce only).

	Bracknell Forest Workforce	Bracknell Forest UA Census 2011
Workforce		
Buddhist	0.4% (0.6%)	0.8%
Christian	60.9% (61.1%)	64.8%
Hindu	0.7% (0.5%)	1.7%
Jewish	0.2% (0.1%)	0.2%
Muslim	0.9% (0.7%)	1.2%
None	24.3% (23.4%)	30.4%
Other	3.6% (3.9%)	0.5%
Sikh	0.6% (0.6%)	0.4%

The Council should reasonably expect its workforce to reflect the profile of the community it serves. The recently collected information from employees is broadly comparable to the 2011 Census figures for Bracknell Forest.

11. SEXUAL ORIENTATION

11.1 The statistics for sexual orientation are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Resources	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
Workforce							
Bisexual	0.7%	0.8%	0.1%	2.5%	0.3%	0.8%	0.3%
Gay Man	0.9%	1%	0.1%	2.5%	0.6%	0.8%	0.5%
Heterosexual/ Straight	58.3%	63.2%	33.8%	67.5%	56%	57.9%	63.1%
Lesbian/Gay Woman	1.0%	1.2%	0.1%	2.5%	0%	1.6%	1%
Prefer not to say	39.1%	33.7%	65.9%	25%	43%	38.8%	35%
Applicants							
Bisexual	1.2%	0.8%	1%	0%	0.9%	1%	1.1%
Gay Man	0.6%	0.6%	0.9%	1.3%	1%	1.7%	0.3%
Heterosexual/ Straight	89.2%	93.5%	87.1%	94.8%	94.3%	92.8%	91.4%
Lesbian/Gay Woman	0.7%	0.9%	0.7%	0%	1%	1%	1.1%
Prefer not to say	3.5%	2.1%	3.1%	2.60%	1.8%	1%	4%
Recruitment							
Bisexual		0%	0%	0%	0%	0%	0%
Gay Man		0%	0.1%	0%	0%	0%	0%
Heterosexual/ Straight	N/A	90.8%	93.4%	100%	90.7%	94.1%	78.6%
Lesbian/Gay Woman		0.4%	0.2%	0%	6.2%	0%	3.6%
Prefer not to say		5.1%	5%	0%	3%	5.9%	17.9%
Leaver							
Bisexual	0.2%	0.2%	0.2%	0%	0.4%	0%	0%
Gay Man	0.1%	0.2%	0%	0%	0.4%	0%	0%
Heterosexual/ Straight	37.9%	51.9%	31.1%	64.7%	43%	63%	64.4%
Lesbian/Gay Woman	0.2%	0.2%	0.2%	2.2%	0%	0%	0%
Prefer not to say	7.4%	6.1%	8%	0%	5.4%	9.5%	6.8%
Training							
Bisexual	0.3%	0.4%	%	0%	0%	0.7%	0.5%
Gay Man	0.8%	0.8%	1%	1.4%	0.8%	7%	0.5%
Heterosexual/ Straight	59.3%	60.8%	49%	70.5%	58.5%	54.7%	63%
Lesbian/Gay Woman	1.3%	1.4%	0%	1.4%	0%	1.7%	1.8%
Prefer not to say	7.36%	6.5%	14.6%	6.5%	3.4%	7%	7.3%

11.2 Data from the Office for National Statistics in 2014 estimated that 1.6% of the national population (Aged 16 +) defined themselves as being lesbian, gay or bisexual (LGB). More younger people defined themselves as LGB (2.6% of 16 to 24 year olds). This dropped steadily to 0.6% for people aged over 65.

- 11.3 The Council's figures for 2017/18 are very similar to the figures reported last year for 2016/17. The percentage across the Council who preferred not to give their sexual orientation increased to 39.1% (18.8% last year) this is likely to be because we have not had a push in the last year for staff to complete their personal details on the iWorks system – a e-mail push is planned for 2018-19.
- 11.4 Sexual orientation is a sensitive area which is difficult to monitor comprehensively, and a relatively high proportion of employees in schools have chosen not to state their sexual orientation (65%). This figure is significantly higher than last year. The introduction of iWork@BFC Employee Self Service is hoped to encourage more people to declare their sensitive information.

12. DISCIPLINARIES

- 12.1 In the period 1 April 2016 to 31 March 2018, there were 8 disciplinary cases. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 62.5(5) of those disciplined were male and 37.5%(3) were female. 12.5%(1) were under 29, 37.5%(3) were 30-49 and 50%(4) were age 50 or over. 100%(8) had an ethnic origin of White British. 25%(2) declared that they had a disability. 37.5%(3) of those disciplined were Christian, the other 62.5%(4) stated that they had none, other or did not wish to declare their religion/belief. 62.5%(5) of these employees preferred not to disclose their sexual orientation, 37.5%(3) stated that they were heterosexual.

13. REDUNDANCIES

- 13.1 There were 60 redundancies in the period in question.
- 22.9% were male; this compares with 17.6% in the workforce.
 - Of those who declared ethnicity, 10% were from a BME background which compares to 9.3% of the Authority's workforce.
 - Of those who declared their sexuality, 37.9% declared themselves heterosexual and 62.1% did not declare. This compares with 58.3% heterosexual and 39.1% did not declare in the authority's workforce.
 - Of those who declared their religion/belief, 32.4% were Christian, 15.4% had no religion and 2% "other" and 4.6% preferred not to declare. This compares well with workforce figures of 45% Christian, 25.5% no religion, 3.1% other and 4.2% preferred not to declare.
 - 2.1% of the group declared a disability. This compares with 2.9% in the workforce.
 - The group's ages were as follows (workforce in brackets):
 - Under 29 – 1.7% (12.9%)
 - 30 – 49 – 25% (49.8%)
 - 50 and Over – 71.6% (39.4%)

14. GENDER PAY GAP REPORTING

- 14.1 In statistics published in November 2017, the Office for National Statistics the gender pay gap in the UK stands at 18.4% based on an average hourly rate this is unchanged from the previous year. The gender gap reflects the difference between the average normal pay for men and the average normal pay for women in an organisation - it does not imply any inequality of pay for work of like value, it reflects whether men or women tend to be in more highly paid jobs. The Council's gender pay gap for this year is 16.3% which is the same as last year (16.3%), and is below

the national figure.

14.2 The full results on Gender Pay Gap for 2017/18 are as follows:

Difference in mean hourly rate of pay – 16.3%
Difference in median hourly rate of pay – 27.1%
Quartile 1 – Women – 94%, Men – 6%
Quartile 2 – Women – 80.1%, Men 19.9%
Quartile 3 – Women – 75.8%, Men – 24.2%
Quartile 4 – Women – 75.8%, Men – 24.2%

15. REVIEW OF LAST YEARS STRATEGIES

15.1 The Council put in place a number of strategies to progress its equality work in relation to workforce matters and to move towards achieving its aim of its workforce being representative of the population it serves. Looking back progress made in respect of the strategies agreed for that year, the Council has:

- (i) Continued to place significant emphasis on equalities and diversity as part of induction training and within a wide range of courses. All new starters are required to complete the “Equality in the Workplace” e-learning module within 4 weeks of joining.
- (ii) Enhanced Self Service within iTrent the HR/Payroll system which allows staff to update their own personal details. Once staff become more used to this it is hoped that more will feel confident to declare their sensitive information.
- (iii) The Gender Pay gap figures have been uploaded to the government website and on our website as part of this report.
- (iv) The Staff Survey was fully analysed by protective characteristics and any investigations needed were carried out.
- (v) Introduced a new set of Values and behaviours for the Authority including Respect for colleagues and customers no matter what characteristics they may have.

16. STRATEGIES FOR 2018/19

16.1 The following strategies for workforce matters will be put in place to ensure equalities are subject to continuous improvement:

- (i) Continue to ensure all Council employees and potential employees have fair and equal access to available opportunities and enjoy fair treatment.
- (ii) Continue to conduct annual workforce monitoring broken down by protected characteristics; schools and non schools; and by department.
- (iii) Encourage staff to update their personal details on iWork@BFC Employee Self Service to get a wider coverage across the Authority as part of arrangements needed for Brexit.

- (iv) Continue to publish Gender Pay Gap information in line with the new regulations on the government website.
- (v) Continue to ensure that there is an appropriate equality and diversity training programme in place for colleagues and elected members including local context especially relating to cultural awareness.
- (vi) Continue to provide a range of e-learning packages on equality issues
- (vii) Revise the recruitment process as part of the Employee Branding programme to include equality & diversity best practice.
- (viii) Revise the recruitment pages and information on the Council Intranet for when the new branding goes live
- (ix) Look at the format of this report to make it more user friendly

17. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

17.1

Borough Treasurer

17.2

Equalities Impact Assessment

17.3 Equalities issues are discussed in the report.

Strategic Risk Management

17.4 No strategic risk issues identified.

Background Papers

None

Contact for further information

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