

Notice of Meeting

Employment Committee

Councillor Leake (Chairman),
Councillor Allen (Vice-Chairman),
Councillors Angell, Bhandari, Dudley, Neil, Porter, Tullett and Wade
Councillor Heydon (Non-Voting Co-Optee)

Wednesday 18 December 2019, 7.30 - 9.30 pm
Council Chamber - Time Square, Market Street, Bracknell, RG12 1JD



Agenda

Item	Description	Page
1.	Apologies	
	To receive apologies for absence and to note the attendance of any substitute members.	
2.	Declarations of Interest	
	<p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>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.</p> <p>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.</p>	
3.	Minutes from previous meeting	3 - 6
	To approve as a correct record the minutes of the meeting of the Committee held on 16 October 2019.	
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	7 - 8

EMERGENCY EVACUATION INSTRUCTIONS

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	The Committee is asked to note the minutes of the Local Joint Committee held on 16 October 2019.	
7.	Monitoring The Council's Workforce Report 2018/19	9 - 24
	To note the Monitoring the Council's Workforce Reports and endorse the strategies proposed for 2019/20.	
8.	Exclusion of Public and Press	
	To consider the following motion: That pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act: (3) Information relating to the financial or business affairs of any particular person.	
9.	Pay Policy Statement	25 - 56
	Annual statement of policy in relation to remuneration of senior employees, remuneration of lowest employees and the relationship between the remuneration of senior employees and other staff.	

Sound recording, photographing, filming and use of social media is permitted. Please contact Hannah Stevenson, 01344 352308, hannah.stevenson@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 9 December 2019

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**EMPLOYMENT COMMITTEE
16 OCTOBER 2019
7.30 - 7.57 PM**

Present:

Councillors Leake (Chairman), Allen (Vice-Chairman), Angell, Bhandari, Neil, Porter, Tullett and Wade

Non-Voting Co-optee Present:

Councillor Heydon

13. Declarations of Interest

There were no declarations of interest.

14. Minutes from previous meeting

RESOLVED that the minutes of the meeting held on 10 July 2019 be approved as a correct record and signed by the Chairman.

15. Urgent Items of Business

There were no urgent items of business.

16. Update from the Chairman of the Local Joint Committee

The Chairman advised that they had met with Trade Union colleagues earlier to discuss tonight's meeting.

UNISON had reported that they were happy with the amended Social Media Policy, however they were not content with the working within the Sickness Policy regarding phased return to work. Their comments would be reported in detail when the item was discussed.

17. Minutes of Sub Groups

The Committee noted the minutes of the Local Joint Committee held on 10 July 2019.

18. Social Media Policy

The Committee received a report on the Council's Social Media Policy.

Tris Barnard, Head of HR and Employee Experience reported that the previous Social Media Policy had been brought to the last Employment Committee in July 2017 and had not been approved as the original document was very long. It had since been rewritten and stripped back to a more simplified document alongside a guidance document.

It was clarified that the local press had contacted the Council regarding highlighted sections that had appeared in the final version uploaded to the internet. This did not

highlight a specific issue and had simply not been removed from the final version and this had been relayed back to the press. This version had since been removed and replaced with a non-highlighted version.

RESOLVED that the Social Media Policy be approved.

19. **Exclusion of Public and Press**

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (3) Information relating to the financial or business affairs of any particular person. (Item 9).

20. **HR Policies Review**

The Committee received a Report on the Policy Review – Managing Sickness Absence. Following the Council Wide Support Service Review, the Council's Employment policies were all in the process of being reviewed and updated to reflect modern working practices, legislative changes and to ensure the policies are clear for managers to follow.

The sickness policy was one of seven policies/procedures in the process of being updated. They were originally due to come to the committee at the same time, however they required further work and revision and would be brought back to the Committee once the revision was completed thoroughly and, in a format, and content that officers were happy with and reflected the feedback from staff, managers and the Unions. It was expected that at least one or two policies or procedures would be brought to the Employment Committee over the next twelve months.

The updated sickness policy aimed to formalise working practices to supporting staff, such as the use of iWork and more details of staff phased return to work

It was reported that at the Local Joint Committee that UNISON were not happy with the wording around not paying full pay after a phased eight week return. The Head of HR and Employee Experience stated that the Council did not have a major issue beyond this time scale and that this was not a new timeline in the policy and as part of the consultation undertaken in the summer, managers and staff had requested that the timeline be clarified within the policy. This was the current practice and application of the pay subsidiary. However, UNISON had felt that there was no medical consideration within the policy surrounding the phased return issue, and that serious illnesses and accidents didn't seem to be taken into consideration. They also felt that the policy should not be related to finances as this could put individuals at risk therefore they were not in agreement with the policy and would inform their members accordingly.

As a result of the Members' comments and questions, the following points were made:

- Individuals were able to enter their own sickness absence onto iWork. It was the managers responsibility to ensure that this was completed. If an individual didn't enter their sickness themselves, managers could enter the information on their behalf.

- Members' of the committee were content with the phased return to work wording as it was and felt that even after UNISIONS comments that it did not need to be amended.
- Some Members' felt that the eight-week full pay was rather generous and covered a longer period than in the corporate world.
- This wasn't a change of policy, nor was it being assumed it was just clarifying the current practice.
- Benchmarking data could be sought if Members' required it.
- Sickness data was reported in the QSRs.
- Employees didn't have a statutory right to bring a representative or colleague at Stage one of the disciplinary process, but it was often granted at stages two and three. In certain situations, it would be granted that a family member could attend with the employee.

RESOLVED that

- i) the Employment Committee note and approve the updates to the Managing Sickness Absence Policy.
- ii) the Employment Committee note the wider full policy review of main employment policies
- iii) the Employment Committee note the requirement to continually review policies in paragraph 5.4 and delegate minor policy updates to HR and CMT.

CHAIRMAN

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**LOCAL JOINT COMMITTEE
16 OCTOBER 2019
4.00 - 4.53 PM**

Present:

Councillors Leake (Chairman), Allen, Angell and Wade

Non-Voting Co-optees Present:

David Allais, UNISON

Lorna Cameron, UNISON

6. Declarations of Interests

There were no declarations of interest.

7. Minutes from Previous Meeting

The minutes of the meeting held on the 10 July 2019, were approved as a correct record.

8. Urgent Items of Business

There were no urgent items of business.

9. Employment Committee: Agenda and Related Matters

i) Social Media Policy

The Head of HR and Employee Experience reported that the previous Social Media Policy, that had been brought to the last meeting in July 2019, had not been approved by the Employment Committee as the original document was very long. It had since been rewritten and stripped back to a more simplified document alongside a guidance document. The guidance document was a supporting document and explained and broke down responsibilities for those using social media for business purposes. UNISON requested that a copy of the guidance document be sent to them.

It was clarified that the local press had contacted the Council regarding highlighted sections that had appeared in the final version uploaded to the internet. This did not related to unspecific issue and had not been removed from the final version and this had been relayed back to the press. The version had since been removed and replaced with a non-highlighted version.

The Head of HR and Employee Experience informed the Committee that the policy was not yet detailed within the disciplinary policy but could be if members wished to have something specific included. It was important to note that not every scenario could be covered within the policy.

The Head of HR and Employee Experience also reported that all HR policies and procedures were in the process of being reviewed, the draft disciplinary policy had been out for comment but was still in review phase and not a final draft format yet. There would be appropriate links and cross references throughout the policies and a

review period added which was very important within the Social Media Policy given the movement and advancements of Social Media.

i) Policy Review – Managing Sickness Absence

The Head of HR and Employee Experience reported that following the Council Wide Support Service Review, the Council's Employment policies were in the process of being reviewed and updated to reflect modern working practices, legislative changes and to ensure the policies are clear for managers to follow.

The sickness policy was one of seven policies/procedures being updated which were originally due to come to the committee at the same time, however they required further work and revision and would only come back once the revision was completed thoroughly and in a format and content we were happy with and reflected the feedback from staff, managers and the Unions. This particular updated policy would formalise working practices to supporting staff, such as the use of iWork and details of staff phased return to work. The policy had been circulated for review and comment to staff, managers and UNISON.

UNISON commented that there was one element that they were not happy with and felt that further discussion was required around not paying full pay after a phased eight week return. The Head of HR and Employee Experience stated that the Council did not have a major issue beyond this time scale. UNISON stated that the specific wording included within the updated policy had not been included within the version that they had provided comments on earlier in Summer 2019. The Head of HR and Employee Experience commented that this was not a new timeline in the policy and as part of the consultation undertaken in the summer, managers and staff had requested that the timeline be clarified within the policy. This was the current practice and application of the pay subsidiary.

UNISON felt that there was no medical consideration within the policy surrounding the phased return issue, and that serious illnesses and accidents didn't seem to be taken into consideration. UNISON also felt that the policy should not be related to finances as this could put individuals at risk.

UNISON stated that they were not in agreement with the policy and would inform their members accordingly. The Chairman confirmed their non agreement and comments would be noted for the Employment Committee.

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

UNISON stated that last year there had been an outstanding issue relating to the pay consultation and the review of scale points within a couple of the grades. The Head of HR and Employee Experience said that she would look into the issue.

11. **AOB**

The Head of HR and Employee Experience gave a brief overview to the Committee of the Council's current budget position at the request of CMT.

CHAIRMAN

To: **Employment Committee**
18 December 2019

Monitoring The Council's Workforce – 2018/19
Acting Head of HR & Organisational Development

1. 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 previously met the 'Achieving' level of the Equality Framework for Local Government on two occasions. There are 3 levels of achievement within the framework 'Developing', 'Achieving' and 'Excellent'. Maintaining the 'Achieving' level helped the Council manage its reputation as a Council that ensures fair treatment and access to services. It also helped us to monitor 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 report contents and endorses the actions and initiatives proposed for 2019/20 at 3.3.**
- 2.2 **Committee to agree future reports will be amalgamated into an annual Workforce Report.**

3. Equality Act Duty

3.1 Equality Objectives

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. The Council put in place a number of strategies to progress its equality work in relation to workforce matters and to advance equality of opportunity for all.

- (i) Ensure all Council employees and potential employees have fair and equal access to available opportunities and enjoy fair treatment.
- (ii) Conduct annual workforce monitoring broken down by protected characteristics; schools and non schools; and by department
- (iii) 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
- (iv) Provide a range of e-learning packages on equality issues

- (v) Complete EIAs as part of any reports concerning changes affecting the workforce, including the annual budget setting process, to ensure no detrimental effect on any groups with protected characteristics.

3.2 Monitoring

- (i) All Applicants can declare their personal information for monitoring purposes via the equal opportunities form as part of the recruitment process. This is not seen by the manager to ensure no unconscious bias nor discrimination occur within the shortlisting stage. These details are then added to the HR system.
- (ii) Staff are periodically asked to update their personal details on the system in order to try to get as large a set of data as possible.
- (iii) HR records 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
- (iv) 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.

3.3 Equalities Actions/initiatives

- (i) Continue to place significant emphasis on equalities, diversity and inclusivity as part of induction training and ongoing training and development delivered to staff. All new starters required to complete the "Equality in the Workplace" e-learning module within 4 weeks of joining.
- (ii) Publish The Gender Pay gap figures to the government website and on our website as part of this report. Enhance the information produced on Gender pay gap figures by including calculations on Non Schools and considering calculations based on other protected characteristics as well as gender.
- (iii) Revise exit questionnaires for all staff with specific encouragement given to requesting a face to face exit interview if there is specific concerns of an equality nature which have prompted exit.
- (iv) Increase in frequency of Equality Group Meetings with refreshed terms of reference to bring more focus and commitment to equality, diversity and inclusion inward and external facing.
- (v) Equality Impact Assessment refresher and induction training programme reestablished for managers and staff involved in policy updates, service revisions, projects and change programmes.

4. The Community Background

- 4.1 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.
- 4.2 The latest schools' censuses show 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 22.6%. The proportion has increased continuously in the last 10 years and was 1.3% higher in 2019 than in 2018.
- 4.3 The population of the Borough is ageing. Based on 2011 Census data the ONS estimate for the number of people aged 65+ in 2026 is 16.3% of the Borough's population. This is expected to steadily increase from its current level to an estimated 19.8% by 2032. 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.
- 4.4 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.

5. The Council's Statistical Information

- 5.1 Human Resources collect a range of statistics on applicants and current employees. A table of the full results can be found at the end of this report in Appendix A
- (i) recruitment information from 1 April 2018 to 31 March 2019 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
 - (ii) workforce information as at 1 April 2019 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
- 5.2 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 52.55 Full Time Equivalents, so an increase or decrease of one full time equivalent would represent a change of 1.9%. 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 use the software to record successful candidates. Therefore, we are able to report on the number of applicants including schools, but the total number 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.
- (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). This data is recorded on iWorks which staff are periodically asked to check and update it. During 2018-19 staff were asked to check this information whilst entering their nationality that is required for BREXIT purposes.
- (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.
- (v) During 2018-19 the Authority underwent a major re-organisation forming a new Senior Management Team. Therefore, for this year only it is not possible to compare the Directorate data to previous years.

6. Key Performance Indicators

6.1 The Council continues to monitor several 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 InPhase. Please see below for a summary table of our Key Performance Indicators for 2018-19.

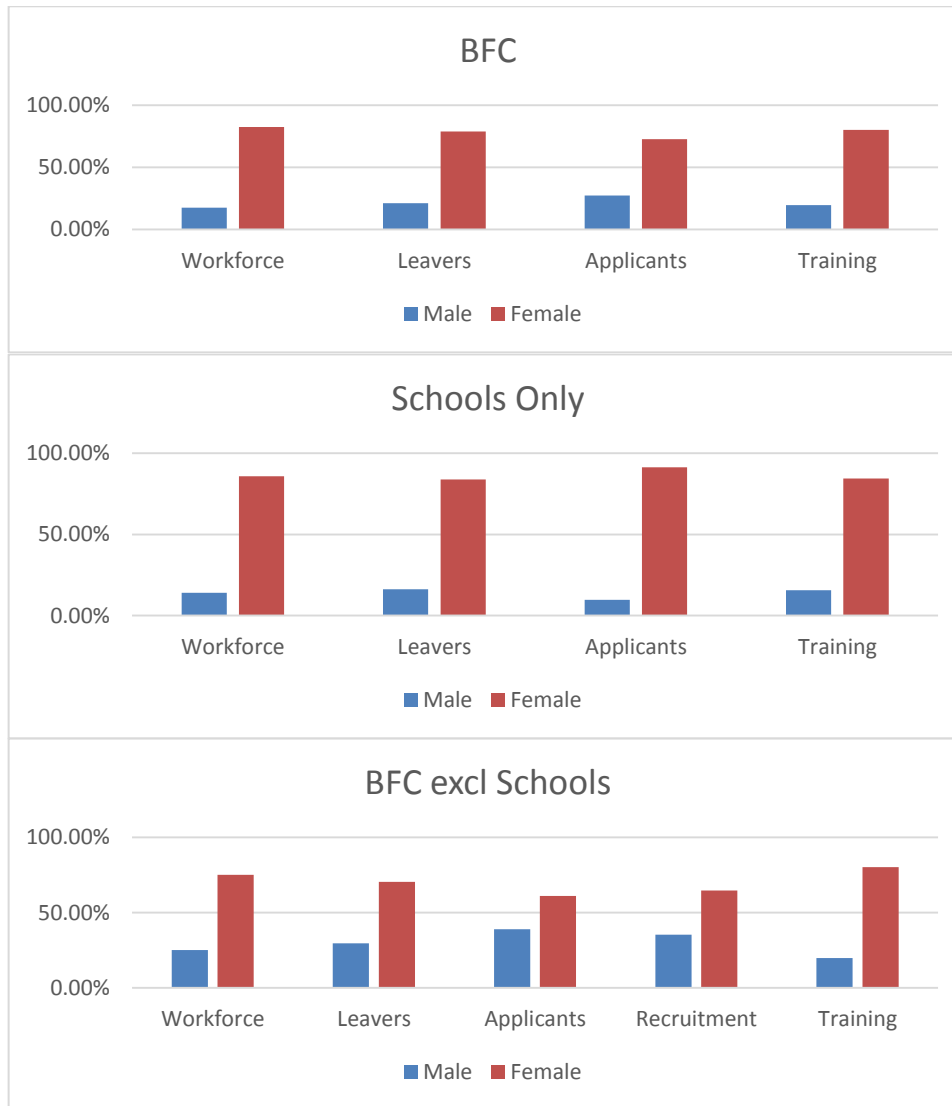
No of PI	Description of PI	Outturn 17/18	Outturn 18/19	Status
LO66	The percentage of top 5% of earners that are women	53.2%	49.8%	Negative reduction
LO67	The percentage of top 5% of earners from an ethnic minority	9.9%	12.9%	Positive increase
LO68	Top 5% of earners that are disabled	6.83%	7.6%	Positive increase
LO70	The percentage of local authority employees who disclosed they meet the DDA definition	2.4%	2.3%	Neutral Reduction
LO71	The percentage of local authority employees from ethnic minority communities	7.3%	7.5%	Positive increase
LO72	Gender Pay Gap inc Bracknell Forest Supplement	16.3%	18.2%	Negative increase
LO74	Average amount spent on training per employee	£538	£299	Negative reduction
L131	Percentage staff leaving within one year of starting inc schools	24.0%	19.9%	Positive reduction

- (i) Of the top 5% of earners in the organisation, 49.8% (53.2% last year) were women. This is slightly lower than last year but overall we continue to show a trend higher than the average of all councils in England, which is 45%.
- (ii) Of the top 5% of earners in the Council, 7.6% (6.8% 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 considerably higher than the national average.
- (iii) Of the top 5% of earners, 12.9% (9.9% 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%.
- (iv) The figure for this year's percentage of staff voluntarily leaving within 1 year is 19.9% compared to last year's 24%. This shows a decrease on last year figures. 78% of these staff were within Schools.
- (v) 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.

Workforce Composition

7. Gender

7.1 The full results for gender can be found at appendix A. The charts below summarise the results showing comparisons against the data for the whole authority

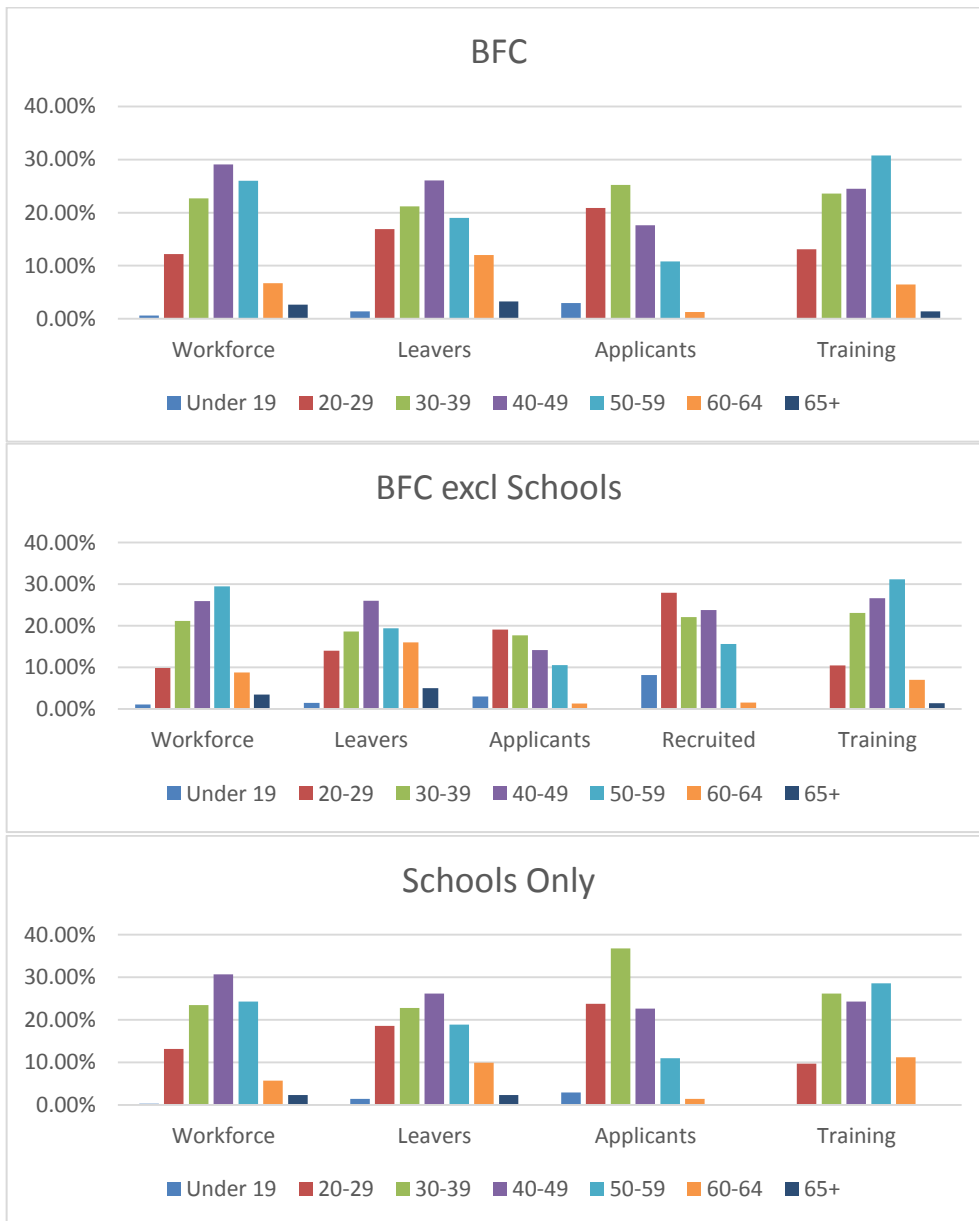


- (i) A significant majority of the whole authority's employees are female (82.4%) compared to male (17.6%), which is the same as last year. The number of females in Schools stands at 85.9% while Non Schools stands at 75%.
- (ii) The number of male leavers in Delivery was significantly higher than the percentage in the workforce. On further investigation there was no particular reason for this that could be found from leaver questionnaires or exit interviews.
- (iii) During the past year, there has been no indication of employment issues for any transgender staff.
- (iv) Within the full list of results, we have also included a table showing Part Time and Full Time Working by Gender. This shows that across the whole authority

most men are full time. For non-schools Service Delivery and Central Directorates have a higher proportion of full time males than the overall figure. Within Schools three quarters of females are part time however when you look at Non Schools it is just under 40%.

8. Age

8.1 The full results for age can be found at appendix A. The charts below summarise the results showing comparisons against the data for the whole authority. 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 may not add up to 100%.

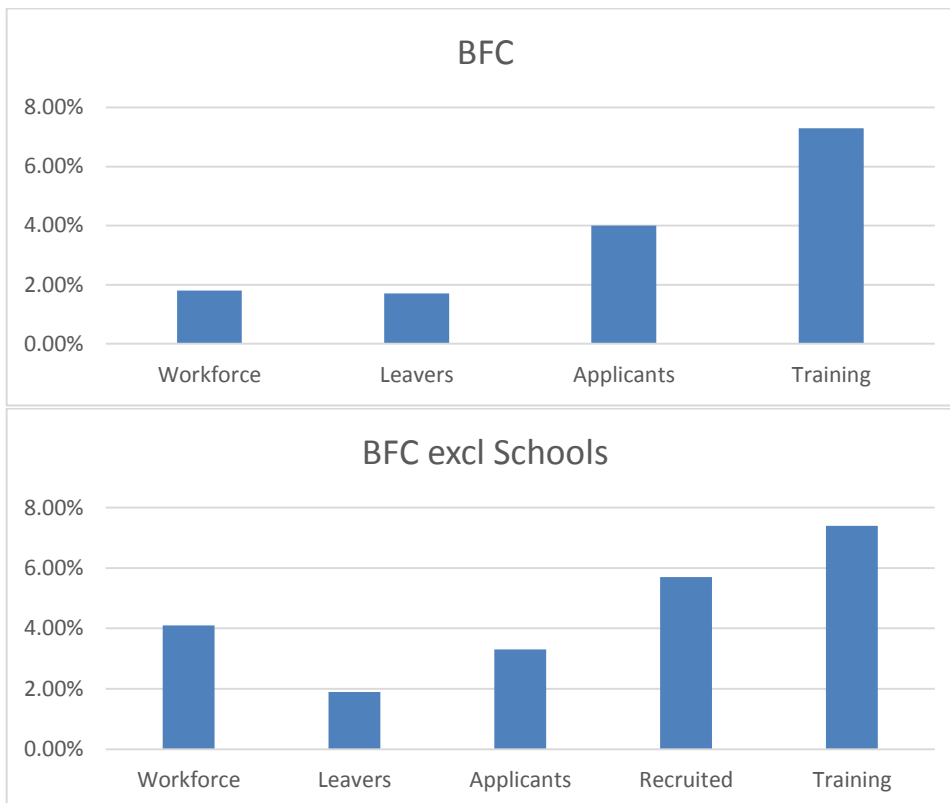


8.2 We have expanded the age groups this year to show a better profile of ages across the Authority. As can be seen from the charts above BFC has a fairly wide spread of ages which is replicated across schools. 9.4% of BFC are over 60. Delivery has a higher percentage than BFC, it currently stands at 15.8%

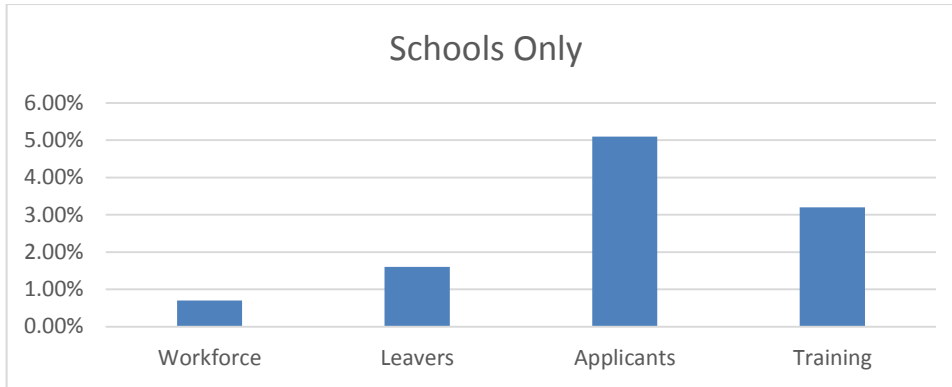
- 8.3 There is a higher percentage of leavers in the over 60 age group however this should be expected as employees choose to retire. Overall Bracknell Forest's age profile has stayed fairly steady over the years. With the large amount of transformation being undertaken at the present time it will be interesting to see if this has an effect in the next report as older people generally are more opposed to change than their younger counterparts.
- 8.4 A higher number of applicants in the lower age bands were recruited across the Council, 36.1% of recruited applicants were under 30 compared to 22.1% of applicants. This is a like trend to last year except the figures are lower. In 2017-18 47.4% of recruited applicants were under 30. This shows that recruitment this year more closely reflects the current workforce of Bracknell Forest Council.
- 8.5 There is a slightly higher proportion of leavers under the age of 29 compared to the workforce in People and Delivery but the figures are much lower compared to last year. This reflects the fact that most Leisure services have now been TUPEED across to Everyone Active. Leisure 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.

9. Disability

9.1 The statistics for disability are as follows:



Unrestricted



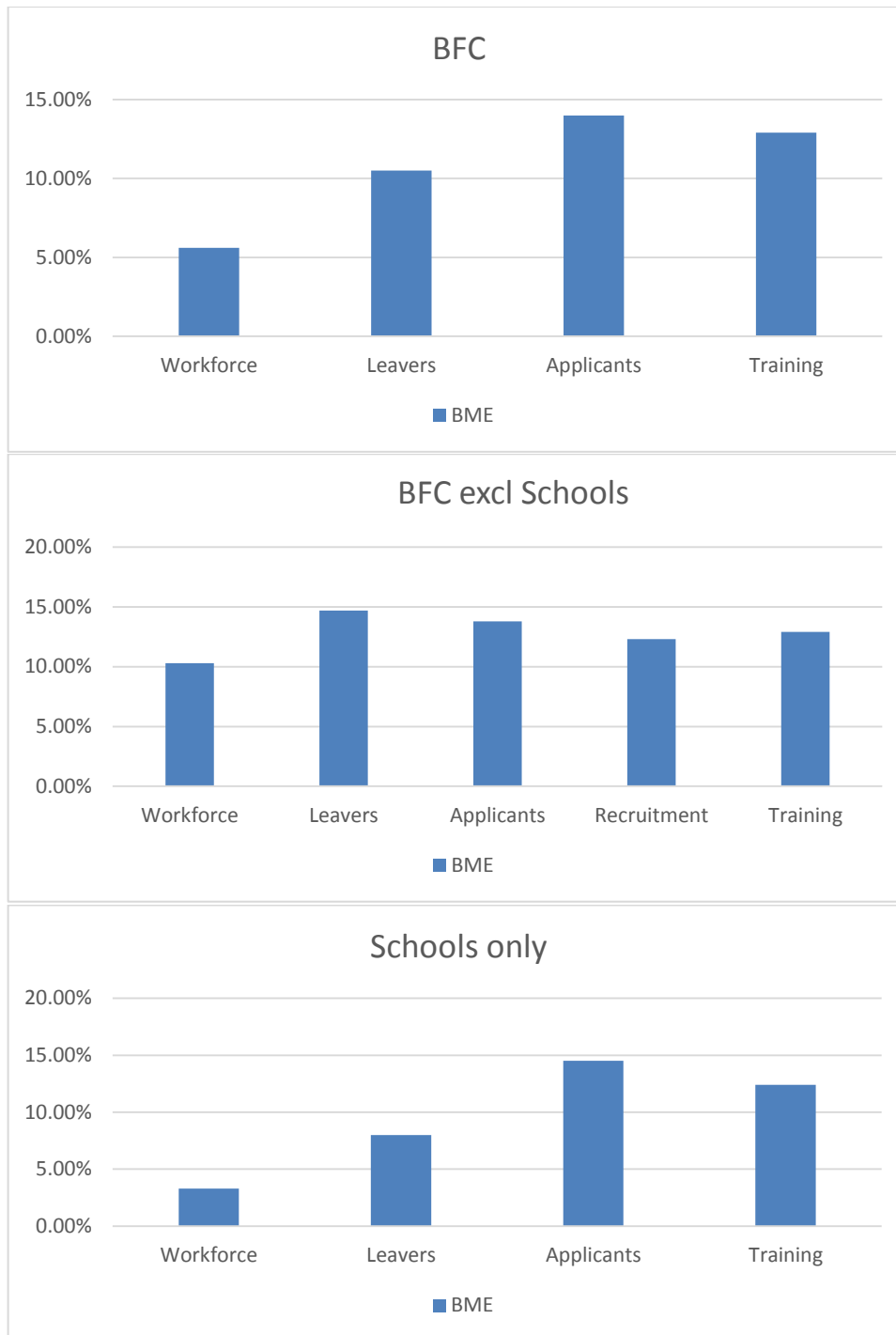
9.2 The 2011 Census information indicates that 3% of the population of Bracknell Forest aged 16-65 are either permanently sick or disabled, and are not considered part of the economically active population. No census figure is available for disabled people who are part of the working population in the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

- (i) 1.8% (2.9% last year) of the Council's workforce declared themselves as having a disability. The percentage is higher in Non Schools than schools. The percentage of disabled staff employed in Non Schools has gone up year on year over the last 3-4 years and more generally reflects the population generally.
- (ii) 5.7% (3.4% last year) of applicants who were successful in gaining employment with the Council this year were disabled, not including schools. This is higher than the percentage of applicants showing there is no bias against disabled applicants. Delivery are the only area to recruit less disabled staff than there were applicants however the number recruited was commensurate with the Authority as a whole. 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% (same as last year) had declared a disability. The number of leavers with a disability is lower than workforce figures in all areas except for schools where 1.6% left compared to 0.7% in the workforce.
- (iv) A higher proportion of training places were taken by those who declared a disability compared to the overall workforce composition in all areas.

10. Ethnicity

10.1 The population of the Bracknell Forest area as described in the 2011 Census had 9.4% of BME origin.

Unrestricted



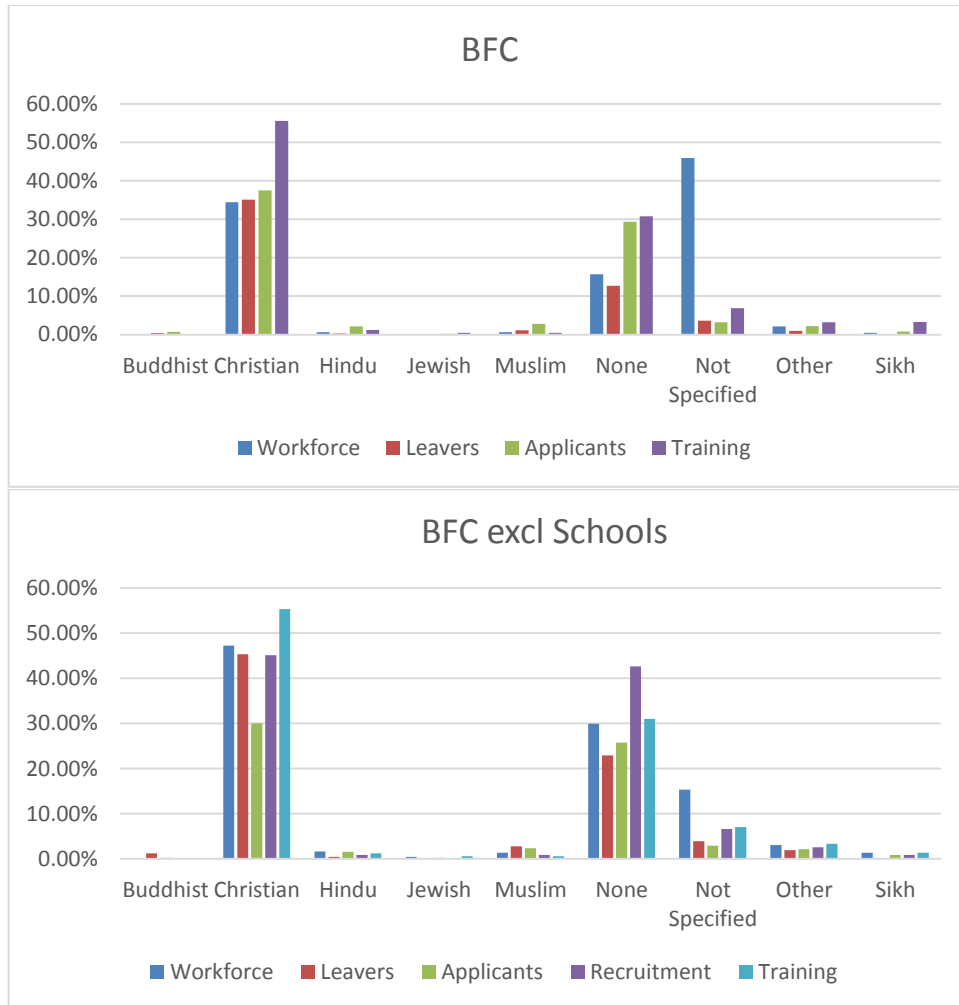
- (i) Across the workforce, of those who declared their ethnicity, 5.6% said they were of a BME origin. The figure within Non Schools is higher than the authority figure at 10.3% which is higher than the figure for Bracknell Forest from the census figure.
- (ii) The number of applicants (non school only) of a BME origin stands at 13.8%. The number of successful applicants of a BME origin is lower than the number that applied across all areas except People Directorate but they are all at a higher level than the census figures. Recruitment spot checks have found no evidence of bias. Although the current workforce figure (non school only) of 10.3% 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.

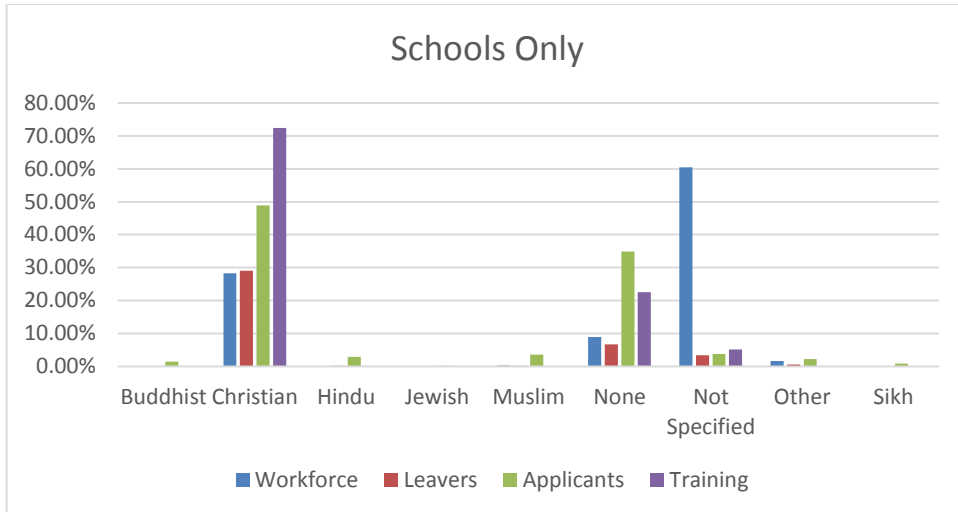
- (iii) There does seem to be a higher proportion of leavers within BME compared to the workforce across the board. The current policy is for exit interviews to be carried out only on request.

11. Religion/Belief

11.1 The statistics for religion/belief are as follows:



Unrestricted



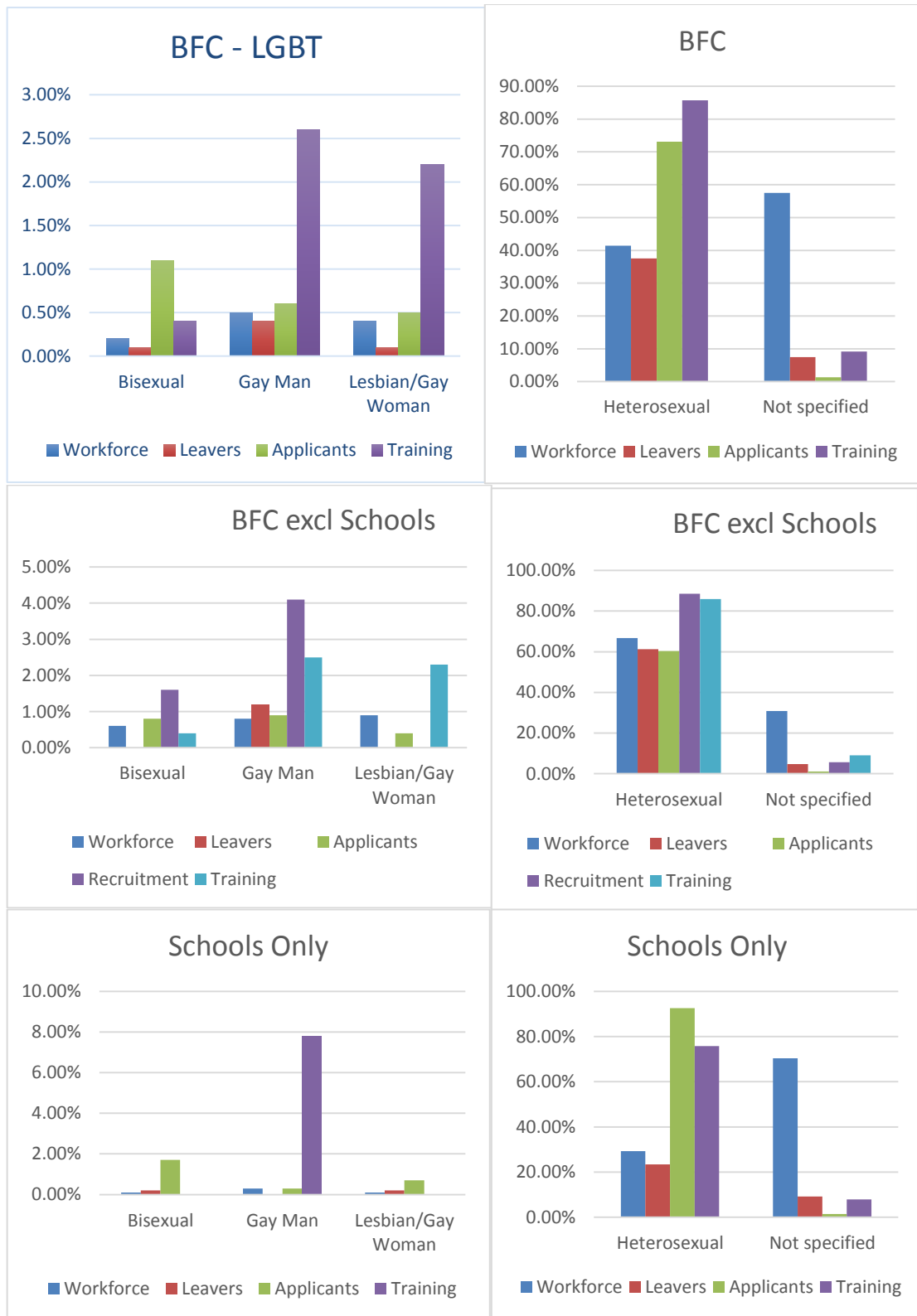
11.2 The 2011 Census information is the basis for comparison with the religion/beliefs of the local community. The figures in brackets show the figures for last year (workforce only).

	Bracknell Forest Workforce	Bracknell Forest UA Census 2011
Workforce		
Buddhist	0.1% (0.4%)	0.8%
Christian	34.4% (60.9%)	64.8%
Hindu	0.6% (0.7%)	1.7%
Jewish	0.1% (0.2%)	0.2%
Muslim	0.6% (0.9%)	1.2%
None	15.7% (24.3%)	30.4%
Other	2.1% (3.6%)	0.5%
Sikh	0.5% (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. Figures for the number of Christians is lower than expected but there is a much higher proportion of staff who have not declared a religion. It has been 8 years since the last census, and it is likely that less people will state they have a religion if asked now.

12. Sexual Orientation

12.1 The statistics for sexual orientation are as follows:



12.2 Data from the Office for National Statistics in 2017 estimated that 2% of the national population (Aged 16 +) defined themselves as being lesbian, gay or bisexual (LGB). More younger people defined themselves as LGB (4.2% of 16 to 24 year olds).

- 12.3 The Council's figures for 2018/19 are like the figures reported last year for 2017/18. This reflects the national picture especially within Non Schools. Schools have a smaller profile than the national average however there are a higher number of staff within schools who have either not responded or prefer not to state their sexuality (70.4% compared to 30.*% in Non Schools). this is likely to be because we have not had a push in the last year for staff within schools to complete their personal details on the iWorks system.

13. Disciplinary

- 13.1 In the period 1 April 2018 to 31 March 2019, there were 8 disciplinary cases. None of these cited diversity issues, e.g. racist or sexist behaviour as the basis of the case. 37.5%(3) of those disciplined were male and 62.5%(5) were female. 12.5%(1) were under 29, 50%(4) were 30-49 and 37.5%(3) were age 50 or over. 12.5%(1) were from BME category. 12.5%(1) declared that they had a disability. 12.5%(1) of those disciplined were Christian, the other 87.5%(7) stated that they had none, other or did not wish to declare their religion/belief. 25%(2) of these employees preferred not to disclose their sexual orientation, the other 75%(6) stated that they were heterosexual.

14. Redundancies

- 14.1 There were 32 redundancies in the period in question.
- 28.1% were male; this compares with 17.6% in the workforce.
 - Of those who declared ethnicity, 3% were from a BME background which compares to 5.6% of the Authority's workforce.
 - Of those who declared their sexuality, 46.9% declared themselves heterosexual and 53.1% did not declare. This compares with 41.4% heterosexual and 57.5% did not declare in the authority's workforce.
 - Of those who declared their religion/belief, 53.1% were Christian, 12.5% had no religion and 34.3% preferred not to declare.
- This compares with workforce figures of 34.4% Christian, 15.7% no religion, and 45.9% preferred not to declare.
- 3.1% of the group declared a disability. This compares with 1.8% in the workforce.
 - The group's ages were as follows (workforce in brackets):
 - Under 29 – 6.25% (12.8%)
 - 30 – 49 – 18.75% (51.8%)
 - 50 and Over – 75% (35.4%)

15. Gender Pay Gap Reporting

- 15.1 In statistics published in October 2018, the Office for National Statistics the gender pay gap in the UK across sectors stands at 17.9% based on an average hourly rate. 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 18.3% which is slightly higher than last year (16.3%) and is higher than the national figure.

15.2 The full results on Gender Pay Gap for 2018/19 are as follows:

Difference in mean hourly rate of pay – 18.3%

Difference in median hourly rate of pay – 22.6%

Quartile 1 – Women – 91%, Men – 9%

Quartile 2 – Women – 87%, Men 13%

Quartile 3 – Women – 75%, Men – 25%

Quartile 4 – Women –76%, Men – 24%

15.3 This year we also calculated the gender pay gap excluding schools. The results were as follows

Difference in mean hourly rate of pay – 16.1%

Difference in median hourly rate of pay – 12.6%

Quartile 1 – Women – 83%, Men – 17%

Quartile 2 – Women – 82%, Men 18%

Quartile 3 – Women – 71%, Men – 29%

Quartile 4 – Women –68%, Men – 32%

16. Consultation and Other Considerations

Legal Advice

16.1 The relevant legal issues are addressed within the main body of the report.

Financial Advice

16.2 There are no financial implications arising directly from this report.

Other Consultation Responses

16.3 This was discussed at the Equalities Sub Group.

Equalities Impact Assessment

16.4 N/A and discussed within paper contents.

Strategic Risk Management Issues

16.5 Recruitment and Retention: Ensuring equality, diversity and inclusivity is considered across the lifecycle of employees and informs policy, procedure and organisational change.

Background Papers

None

Contact for further information

Trish Barnard, Organisational Development, Transformation & HR – 01344 351904

Trish.Barnard@bracknell-forest.gov.uk

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