

**TO: EMPLOYMENT COMMITTEE**  
**13 December 2017**

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**MONITORING THE COUNCIL'S WORKFORCE – 2016/17**  
**(Director of Resources – Human Resources)**

**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 2017/18.

**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 ethnic minority pupils recorded over the past 12 years from 10.7% to 21.3%. The figure has increased by 0.7% in 2016/17.
- 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 2016 to 31 March 2017 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
  - (ii) workforce information as at 1 April 2017 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 59.55 Full Time Equivalents, so an increase or decrease of one full time equivalent would represent a change of 1.68%. 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 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. Last year 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 2016/17 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, 49.6% (50% last year) were women. This is virtually the same as 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 45%, which it has exceeded.
  - (ii) Of the top 5% of earners in the Council, 6.72% (3.22% 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 4.5%. As indicated in paragraph 3.6(i), 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 now stands at 4 compared to 2 last year.

- (iii) Of the top 5% of earners, 8.4% (4.84% 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 4% which it has exceeded.
- (iv) The voluntary turnover figure for 2016/17 was 13.8% compared to 14.3% in 2015/16. This figure has decreased compared to last year and it is very slightly higher than the target of 13% for 2016/17. The average for all councils in England is 13.5%. Analysis between leavers in schools and non schools shows both figures decreasing this year. Traditionally within schools there are always a high number of leavers as it is fairly easy to move between schools. It will be interesting to see the effect the current Transformation programme has on the non school figures going forward 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 19.4% compared to last year's 18.4%. 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 2016/17 is 19% as compared to 18% 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 55% female; 4.5% with a disability and 4% 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 15/16	Outturn 16/17	Target 16/17	Comments	Status
LO66	The percentage of top 5% of earners that are women	50%	49.6%	47%	Exceeded target	No change
LO67	The percentage of top 5% of earners from an ethnic minority	4.84%	8.4%	4%	Exceeded target	Positive
LO68	Top 5% of earners that are disabled	3.22%	6.72%	4.5%	Exceeded target.	Positive
LO70	The percentage of local authority employees who claim they meet the DDA definition	1.87%	2.2%	3.50%	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
LO71	The percentage of local authority employees from ethnic minority communities	5.76%	6.12%	6%	Exceeded target.	Positive
LO72	Gender Pay Gap inc Bracknell Forest Supplement	18.1%	16.3%	18.00%	A narrowing of this pay gap is a positive step forward.	Positive
LO74	Average amount spent on training per employee	£325	£355	£330	Exceeds target. Figures do not include the amount spent on e-learning	Positive
L130	Percentage staff turnover inc schools	14.3%	13.8%	13%	Reduced figure is positive	Positive trend
L131	Percentage staff leaving within one year of starting inc schools	18.39%	19.4%	18%	This figure includes those on fixed term contracts. 79% were within Schools	Negative
L174	Days lost to sickness per employee	5.9	6	5	This is still well below the average for local government	No Change

## WORKFORCE COMPOSITION

### 5. GENDER

5.1 The statistics for Gender are as follows. Please note the figures for Training places have come from the separate Learning Management System and Recruitment system where not all staff have a gender recorded, therefore the figures for training and recruitment will not always add up to 100%

	Whole Authority	Non School	School Only	Chief Execs & Resources	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
<b>Workforce</b>							
Male	19%	29%	13%	31%	44%	22%	17%
Female	81%	71%	87%	69%	56%	78%	83%
<b>Applicants*</b>							
Male	20%	27%	12%	38%	42%	26%	13%
Female	80%	72%	87%	62%	57%	73%	86%
<b>Recruitment*</b>							
Male	N/A	31%	16%	44%	48%	23%	16%
Female	N/A	67%	84%	56%	52%	75%	78%
<b>Leavers</b>							
Male	20%	29%	14%	55%	39%	14%	18%
Female	80%	71%	86%	45%	61%	86%	82%
<b>Training*</b>							
Male	17%	17%	19%	34%	33%	12%	11%
Female	67%	67%	72%	57%	44%	68%	77%

\*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 (81%) compared to male (19%), which is the same as 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) Figures show a larger percentage of male employees leaving in Resources and Chief Executive departments. This is a comparatively small department so 1 or 2 people will have a much greater effect on the figures than in other sections. Of the male leavers 14 out of 16 left for voluntary reasons 4 of which retired. As there is now no statutory retirement age these count towards the voluntary turnover figure but it should be remembered that these staff have not left to go to another employer.
- (iii) 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
<b>Workforce</b>							
Up to 29	13.6%	12%	14.5%	11.2%	16.9%	8.8%	9.3%
30 – 49	52.2%	46.7%	55.5%	45.8%	42.5%	47.9%	51.4%
50 & above	34.2%	41.3%	30%	43%	40.6%	43.3%	39.3%
<b>Applicants</b>							
Up to 29	30.2%	35.1%	26.6%	37.3%	41.1%	28.4%	33.8%
30 – 49	52.4%	45.5%	57.6%	43.3%	37%	49.6%	50.5%
50 & above	15.4%	17.6%	13.7%	17.8%	20.4%	19.8%	13.9%
<b>Recruitment</b>							
Up to 29	N/A	29%	29.2%	31.2%	53.6%	16.5%	15.6%
30 – 49		46.4%	56.6%	50%	28.6%	58.2%	46.9%
50 & above		22.4%	14.2%	18.8%	17.9%	22.8%	31.2%
<b>Leavers</b>							
Up to 29	19.8%	16%	22.1%	13.8%	26.3%	4.6%	12.9%
30 – 49	49.3%	41%	54.3%	41.4%	44.4%	34.8%	41.9%
50 & above	30.9%	43%	23.6%	44.8%	29.3%	60.6%	45.2%
<b>Training</b>							
Up to 29	11.9%	12.3%	7.9%	19.6%	9%	8.8%	16%
30 – 49	40.8%	39.6%	51.1%	46.5%	38.3%	34.9%	44.2%
50 & above	31.6%	31.6%	31.7%	25.1%	30.1%	36.7%	27.7%

- 7.2 The workforce figures are very similar to last years 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 52.2% of staff are aged between 30 to 49 (52.4% last year).
- 7.4 A lower number of applicants in Adult Social Care, Health & Housing and Children Young People & Learning in the Up to 29 age band are recruited than in other age bands. This may reflect their experience being insufficient to meet person specifications in particular in some of the more qualified social care roles. 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. There is a higher level of leavers from the Over 50s within Adult Social Care Health & Housing. In the Over 50 range there will be an increased number of staff that will be looking to take retirement. There were 40 leavers within ASCHH aged 50 or over, 6 of whom retired and 24 were made redundant when Heathlands closed in April 2016.

## 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	1.8%	3.4%	0.9%	5.6%	3.4%	2.8%	3.4%
Applicants	3.5%	4.1%	3.1%	4.4%	4.4%	3.9%	3.8%
Recruitment	N/A	1.6%	0.6%	6.2%	1.8%	0%	3.1%
Leavers	2.2%	4.3%	1%	3.4%	4%	6%	3.2%
Training	2.3%	2.5%	0.4%	1.8%	4.3%	1.5%	3.3%

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) 1.8% (1.7% 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 reflects 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) 1.6% (2.1% last year) of applicants who were successful in gaining employment with the Council this year were disabled, not including schools. This is once again lower than the percentage of applicants. 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, 2.2% (0.6% last year) had declared a disability. This figure has increased in the past year but still reflects the workforce figure which suggests the Authority is not treating disabled employees differently.
- (iv) 2.3% (2.2% 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 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
<b>Workforce</b>							
BME	9%	13.3%	6.5%	10.4%	9.6%	18.5%	14.7%
White British	72.6%	81.4%	67.5%	86.1%	81.5%	78.5%	81.1%
<b>Applicants</b>							
BME	25.2%	27.5%	22.6%	36%	23.6%	28.2%	29.4%
White British	73.4%	70.8%	75.4%	63.4%	75.2%	71.3%	68.9%
<b>Recruitment</b>							
BME	N/A	18%	12.6%	31.2%	10.7%	17.7%	25%
White British		80.3%	87.4%	68.7%	89.3%	79.8%	71.9%
<b>Leavers</b>							
BME	11.1%	12.8%	9.7%	15.4%	12.1%	9.7%	16.1%
White British	88.6%	87.2%	89.7%	84.6%	87.9%	90.3%	83.9%
<b>Training</b>							
BME	15.2%	16.6%	26.1%	16.3%	3.7%	16.3%	14.6%
White British	83.7%	82.7%	73%	78.5%	69.5%	62.6%	69.1%

- (i) Across the workforce, of those who declared their ethnicity, 24.1% said they are of a BME origin, and 75.9% declare they have a White ethnic origin. The figure within Non Schools is remarkably different to that of the whole authority with just 14.4% declaring to be of BME origin. This suggests that non schools staff are more ethnically diverse.
- (ii) The number of applicants (non school only) of a BME origin continues has plateaued over the last couple of years at around the 25 – 29% mark.. 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 13.3% continues to be lower than the percentage of applicants or indeed the local average, 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 now at a similar to level to those of the workforce. Last year 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
<b>Workforce</b>							
Buddhist	0.4%	0.7%	0.1%	0%	1.8%	0.6%	0%
Christian	60.9%	55.7%	65.6%	53.2%	53.3%	56.2%	59.4%
Hindu	0.7%	1.2%	0.2%	1.7%	1%	0.9%	1.2%
Jewish	0.2%	0.5%	0%	1.3%	0%	0.6%	0.3%
Muslim	0.9%	1.3%	0.6%	1.7%	1%	1.5%	1.2%
None	24.3%	30.5%	18.9%	33%	33.2%	27.7%	28.4%
Not specified	8.4%	5.8%	10.7%	5.6%	5.7%	6.2%	5.6%
Other	3.6%	3.5%	3.6%	2.1%	3.1%	5.4%	3.2%
Sikh	0.6%	0.9%	0.3%	1.3%	0.8%	0.9%	0.9%
<b>Applicants</b>							
Buddhist	0.9%	1.2%	0.7%	1.6%	1.2%	1.2%	1%
Christian	46.7%	44.6%	48.3%	43.9%	39.6%	47.2%	47.3%
Hindu	2.4%	2.4%	2.3%	5.7%	2.1%	1.6%	2.3%
Jewish	0.1%	0.1%	0.1%	0%	0.2%	0%	0.2%
Muslim	2.5%	2.5%	2.5%	3.8%	1.7%	2%	3%
None	38.4%	39.1%	37.8%	36.6%	42.1%	38.1%	37.8%
Not Declared	3.2%	1.5%	2.4%	2.5%	4.4%	3.2%	2.7%
Other	3.2%	3.3%	3.1%	4.1%	6.4%	3%	3.3%
Sikh	0.8%	1%	0.7%	0.6%	0.8%	1.2%	1%
<b>Recruitment</b>							
Buddhist		0%	0%	0%	0%	0%	0%
Christian		40.4%	58.7%	31.2%	33.9%	43%	50%
Hindu		1.6%	2.2%	0%	1.8%	1.3%	3.1%
Jewish		0.5%	0%	0%	1.8%	0%	0%
Muslim	N/A	2.2%	2.2%	12.5%	0%	2.5%	0%
None		44.3%	28.3%	56.2%	51.8%	40.5%	34.4%
Not Declared		3.8%	6.5%	0%	5.4%	3.8%	3.1%
Other		4.9%	2.2%	0%	5.4%	6.3%	3.1%
Sikh		0.5%	0%	0%	0%	0%	3.1%
<b>Leavers</b>							
Buddhist	1.3%	2.4%	0%	7.7%	3.7%	0%	0%
Christian	55.4%	51.7%	59.4%	61.5%	46.2%	53.6%	53.5%
Hindu	0.2%	0.5%	0%	0%	0%	1.8%	0%
Jewish	0%	0%	0%	0%	0%	0%	0%
Muslim	0%	0%	0%	0%	0%	0%	0%
None	29.7%	34.6%	24.5%	26.9%	37.5%	35.7%	32.6%
Not Declared	9.6%	6.9%	12.5%	0%	8.7%	7.1%	7%
Other	3.5%	3.4%	3.6%	3.8%	3.7%	1.8%	4.6%
Sikh	0.2%	0.5%	0%	0%	0%	0%	2.3%
<b>Training</b>							
Buddhist	0.4%	0.5%	0%	0.3%	1%	0.8%	0%
Christian	51.9%	51.2%	59.2%	47.1%	46.7%	49.6%	55.8%
Hindu	0.8%	0.8%	0%	0%	0.7%	0.1%	2%
Jewish	0.6%	0.7%	0%	1%	0%	1.1%	0.2%
Muslim	0.9%	0.9%	0.3%	3.2%	0.7%	1%	0.3%
None	10.3%	11.2%	1%	8.3%	10.3%	10.9%	12.6%
Not Declared	34.5%	34%	39.5%	39.2%	40.3%	35.7%	28.4%
Other	0%	0%	0%	0%	0%	0%	0%
Sikh	0.6%	0.7%	0%	1%	0.2%	0.8%	0.8%

- 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
<b>Workforce</b>		
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
<b>Workforce</b>							
Bisexual	0.3%	0.4%	0.2%	0%	0.7%	0.4%	0.4%
Gay Man	0.4%	0.9%	0.1%	1.5%	1.1%	1.1%	0%
Heterosexual/ Straight	79.9%	86.7%	74.2%	89.3%	86.2%	85.9%	86.2%
Lesbian/Gay							
Woman	0.7%	1.2%	0.3%	1.5%	0%	2.3%	1.1%
Prefer not to say	18.8%	10.8%	25.2%	7.8%	12%	10.3%	12.4%
<b>Applicants</b>							
Bisexual	1.3%	1.3%	1.2%	2.5%	1.8%	1.2%	0.7%
Gay Man	0.7%	1.2%	0.3%	1%	1.2%	1.6%	1%
Heterosexual/ Straight	91.7%	90.5%	92.5%	91.7%	89%	89.5%	92.2%
Lesbian/Gay		0.7%	0.4%	0.6%	0.3%	1.1%	0.7%
Woman	0.5%						
Prefer not to say	3.4%	4.3%	2.7%	2.5%	6%	4.3%	3.5%
<b>Recruitment</b>							
Bisexual		1.1%	0%	0%	1.8%	1.3%	0%
Gay Man		0.5%	0%	0%	0%	1.3%	0%
Heterosexual/ Straight	N/A	90.7%	95%	93.7%	91.1%	91.1%	87.5%
Lesbian/Gay							
Woman		0.5%	0%	6.2%	0%	0%	0%
Prefer not to say		4.9%	5%	0%	7.1%	3.8%	6.2%
<b>Leaver</b>							
Bisexual	0.6%	1.3%	0%	0%	1.8%	2.3%	0%
Gay Man	0.3%	0%	0.6%	0%	0%	0%	0%
Heterosexual/ Straight	78.7%	89.3%	69.1%	90%	85.2%	88.4%	97%
Lesbian/Gay	0.3%	0.7%	0%	0%	1.8%	0%	0%
Woman							
Prefer not to say	20%	8.7%	30.3%	10%	11.1%	9.3%	3%
<b>Training</b>							
Bisexual	0.6%	0.6%	0%	0%	0.3%	0.7%	0.8%
Gay Man	0.2%	0.2%	0.6%	0.3%	1.2%	0.1%	0%
Heterosexual/ Straight	61.4%	62.7%	48.2%	69.9%	61.7%	60.5%	63.8%
Lesbian/Gay							
Woman	1.3%	1.4%	0%	3.6%	0.6%	0.7%	1.9%
Prefer not to say	36.5%	35%	51.1%	26.1%	36.3%	38%	33.5%

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 2016/17 are very similar to the figures reported last year for 2015/16. The figure for non-schools as LGB is higher than that for schools standing at 2.5% compared with 0.6% which is higher than the estimated figure above.
- 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 (25%) . This figure is lower than last year. The introduction of iWork@BFC Employee Self Service is hoped to encourage more people to declare their sensitive information. A schools wide e-mail has not yet been sent out regarding updating personal details. Once this occurs it should lead to more accurate information.

## **12 DISCIPLINARIES**

- 12.1 In the period 1 April 2016 to 31 March 2017, there were 10 disciplinary cases. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 60%(6) of those disciplined were female and 40%(4) were male. 10%(1) were under 30, 50%(5) were 30-49 and 40%(4) were age 50 or over. 70%(7) had an ethnic origin that was not White British. None of them declared that they had a disability. 20%(2) of those disciplined were Christian, 40%(4) stated that they had no religion/belief, and 20%(2) did not wish to declare their religion/belief. 60%(6) of these employees preferred not to disclose their sexual orientation, 40%(4) stated that they were heterosexual.

## **13 REDUNDANCIES**

- 13.1 There were 79 redundancies in the period in question.

The sample size is small, so some percentages can be misleading - a single person represents 1.3% of the total numbers redundant, for example, and in groups where not every employee makes a declaration (eg ethnicity, sexuality) the percentage produced by one single individual can be an even larger percentage.

The statistics can also be affected by characteristics of work areas particularly affected. There are more people in the older age ranges redundant this year than might be expected because of the closure of Heathlands, where a lot of older people were employed. Apart from this, there are large percentages of staff in the ranges in the over 60 and 65+ bands (29%), as one might expect, because those who are closer to retirement and may also have longer service would tend to find volunteering from within a selection pool more attractive.

- 20% were male; this compares with 19% in the workforce.
  - Of those who declared ethnicity, 86.5% were White British; this compares with 89% in the workforce. Additionally there were 4% Asian , 4% were Black and 2.7% Mixed .
  - Of those who declared their sexuality, 95% declared themselves heterosexual. This compares with 80% in the non schools workforce.
  - Of those who declared their religion/belief, 70% were Christian, 24% had no religion and 3% "other".
- This compares well with workforce figures of 61% Christian, 24% no religion and 4% other.

- 3.8% 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 – 5% (13.5%)
  - 30 – 49 – 27% (52.2%)
  - 50 and Over – 68.3% (34.3%)

## **14 GENDER PAY GAP REPORTING**

- 14.1 In statistics published in November 2015, the Office for National Statistics the gender pay gap in the UK stands at 19.2% 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 has decreased since last year (18.1%), and is below the national figure.
- 14.2 Gender Pay Gap is now a national requirement. The calculation for the new Gender Pay Gap is slightly different to previously so care should be taken when comparing to last year.  
The National Regulations state that you must publish details on the difference between the mean and median hourly pay rate of men and women as well as proportion of men and women in pay quartiles. The quartiles are determined by the full spread of salaries divided into 4 equal quartile with quartile 1 being the lower salaries.
- 14.3 The full results on Gender Pay Gap are as follows:
- Difference in mean hourly rate of pay – 16.73%
  - Difference in median hourly rate of pay – 23.3%
  - Quartile 1 – Women – 90.8%, Men – 9.2%
  - Quartile 2 – Women – 79.1%, Men 20.9%
  - Quartile 3 – Women – 75.8%, Men – 24.2%
  - Quartile 4 – Women – 75.1%, Men – 24.9%

## **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. 168 members of staff completed this in 2016/17.

- (ii) Introduced 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) As a response to a statistic on BME Leavers last year, we carried out exit interviews for all leavers from a BME background to ascertain if there are any patterns in their reasons for leaving including any potential equality issues. None were found and BME leavers are no longer specifically targeted for exit interviews
- (iv) Produced the new Organisational Development and Workforce strategy including the development of new values and behaviours which can be linked to advancing equality, respect in the workforce etc.

## **16. STRATEGIES FOR 2017/18**

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.
- (iv) Continue to publish Gender Pay Gap information in line with the new regulations.
- (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) Launch the 2017 Staff Survey; this will be analysed fully by protected characteristics.
- (vii) Introduce a new set of Value and Behaviours for the Authority which include a R for Respect. This covers respect for colleagues and customers no matter what characteristics they may have. Work is being undertaken to embed these within the Council processes and the workforce as a whole.
- (viii) Continue to provide a range of e-learning packages on equality issues
- (ix) Revise the recruitment process as part of the transformation programme to include equality & diversity best practice.



- (x) Revise the recruitment pages and information on the Council Intranet for when the new intranet goes live.
- (xi) Further develop the Organisational Development Strategy in line with the needs of the Council.

## **17 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 17.1 The report contributes towards the Council's compliance with its general duty under Section 149 of the Equality Act 2010 to advance equality of opportunity, eliminate unlawful discrimination and promote good relations between people.

### Equalities Impact Assessment

- 17.2 Equalities issues are discussed in the report.

### Strategic Risk Management

- 17.3 No strategic risk issues identified.

### Background Papers

None.

### Contact for further information

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