

**TO: EMPLOYMENT COMMITTEE  
4 DECEMBER 2013**

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**MONITORING THE COUNCIL'S WORKFORCE  
(Director of Corporate Services – Human Resources)**

**1. INTRODUCTION**

- 1.1 The Council has a legal duty to advance equality of opportunity, eliminate unlawful discrimination and promote good relations between people. It has an action plan to deliver on its equality objectives and has already met the 'Achieving' level of the Equality Framework for Local Government. There are 4 levels of achievement within the framework with the top two being 'Achieving' and 'Excellent'. This achievement 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; recognize areas of strength and identify areas for improvement. The Council also has a responsibility to promote equality and recognise diversity; understanding its own workforce and how it relates to the community it serves is an important part of the process to help to ensure that it identifies and removes any potential barriers to employment for all sections of the community.
- 1.2 It is important to work towards a situation where the Council's workforce reflects the make up of its local community to ensure that appropriate services are provided to all citizens. The demographic make up of Bracknell Forest is changing, the 2011 Census showed that 9.4% of the Borough's population was of Black or Minority ethnic (BME) - this excludes all those who declare themselves as White. The previous Census in 2001 showed only 5% BME residents.
- 1.3 The Bracknell Forest 2013 Schools Census shows that there has been an increase in ethnic minority pupils recorded over the past 12 years from 4% to 13.2%. This has gone up by 0.6% since the previous year and the trend shows this increase is not unusual over the last 5 years. The largest increase over the last 12 years has been in pupils of Asian ethnicity from 1.4% to 5.7%. There has also been a steady increase in pupils with a White Other origin, which has risen from 2.1% in 2001 to 4.3% in 2013. This has been borne out in the 2011 Census results which show an Asian population of 4.34% and a White Other population of 4.75%.
- 1.4 The population of the Borough is ageing. Based on 2011 Census data the estimate for the number of people aged 65+ is 15,570 for 2013 (this equates to 13.34% of the Borough's population). This is expected to steadily increase from its current level to an estimated 19,673 by 2021 (15.34%). This figure is based on the Census 2011 figures and is estimated by the Office for National Statistics.
- 1.5 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.

- 1.6 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 with it. This helps identify what further action needs to be taken to ensure it represents the local community.
- 1.6 To ensure that the Council complies with the Equality Act 2010, there is a need to ensure that accurate workforce information is available to help plan actions and monitor progress. The Equality and Human Rights Commission (EHRC) provides guidance on what monitoring it expects to see and what it believes would be proportionate for large public sector bodies to collect and publish. The information given in this report is completely consistent with that guidance.
- 1.7 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.

## **2 THE COUNCIL'S STATISTICAL INFORMATION**

- 2.1 The Council has had a monitoring system in place for 12 years to collect figures in relation to its existing workforce (with the exception of the "Promotion" category) and applicants for jobs. Information on promotion is not relevant because all posts are filled by open advertisements, so is therefore covered under the general recruitment category for monitoring purposes.
- 2.2 With regard to "Performance Assessment Monitoring", the EHRC suggests information is published only where a benefit or disadvantage results from the performance assessment. As there is no financial benefit or penalty arising from the Council's appraisal system, there is no requirement to monitor it by age, gender, disability, ethnicity, religion or belief or sexual orientation. Should the system change in the future, such that a benefit or disadvantage might arise from the appraisal, an appropriate monitoring system would be put in place.
- 2.3 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 2012 to 31 March 2013 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
  - (ii) workforce information as at 1 April 2012 to 31 March 2013 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
- 2.4 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 seem to have a disproportionate effect. For example, the top 5% of earners

totals 66.6 Full Time Equivalents, so an increase or decrease of 1 full time equivalent would represent a change of 1.5%.

- (ii) In relation to the recruitment statistics only, the schools can now use the same recruitment software as the rest of the Council, so recruitment figures are collected for all school applicants. However, not all of the schools have decided to use the software in its entirety, therefore, the total number of successful candidates have not been recorded and cannot be reported on. Schools have delegated 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). The regular updating of these characteristics for the current workforce is due to take place later this year and it is hoped a high proportion of staff will choose to provide this information. At the time of collection there is no information on 25% of schools staff and 3% of non schools staff. Information on gender and age are automatically collected as basic employee data from the monitoring forms of successful applicants and therefore information on these characteristics covers 100% of the workforce.
- (iv) The information relating to the economically active Bracknell Forest population by ethnicity is from the 2011 Census. "Economically active" means the population aged between 16 and 65 who are working, self employed, registered unemployed or full time students, but excludes those who are permanently sick and disabled, those who are looking after the home or family members, or those who have retired. This should make a comparison with the Council's workforce reasonably appropriate.
- (v) The recruitment statistics show the activity level over the year from 1 April 2012 to 31 March 2013.
- (vi) Training course information relates to internal courses booked through the Corporate Learning and Development team. It does not therefore include, for example, external courses, courses booked directly by departments, longer courses such as a degree in Social Work, staff carrying out e-learning (which is being promoted by the authority) or other courses undertaken through day release arrangements. The statistics relate to the training places taken up and it should be noted that the same person undertaking more than one training event will therefore appear in the statistics more than once.

### 3 KEY PERFORMANCE INDICATORS

3.1 Central government no longer monitors all of the information previously provided as Best Value Performance Indicators (BVPIs). The Council has however decided to continue to monitor these statistics but to make it part of this report in order to set and monitor some of the standards. The key Performance Indicators are as follows:

- (i) Of the top 5% of earners in the organisation, 39.04% (35.6% last year) were women. This is higher than the previous year but lower than the average of all councils in England, which is 43% (42% last year). The Council's aim last year was to achieve a return of 32%, which it has exceeded.
- (ii) Of the top 5% of earners in the Council, 4.5% (4.6% last year) were disabled, which is very similar to the figure from last year. The average for all councils in England is 3% (3% last year) so the Council exceeds the national average in this area. The Council's aim last year was 6%. As indicated in paragraph 2.4(i), due to the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. Whilst there has been a change in the denominator (the total number of Council Staff) there has been no change to the number of employees in the top 5% of earners with a disability which explains why the figure has stayed fairly steady.
- (iii) Of the top 5% of earners, 3% (4.6% last year) were from a BME background. This is lower than the average for all councils in England, which is 4% (2% last year). The Council's aim last year was 4.5%. As indicated in paragraph 2.4(i), due to the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. Therefore the reason for the reduction this year, and why the target of 4.5% was not achieved, is that 1 employee in this category from a BME background left, leaving 2 employees from a BME background in the top 5% of earners this year.
- (iv) Since last year as indicated to the Committee in the previous report, the performance indicators regarding turnover have been redefined to only take voluntary reasons for leaving into account, percentage of staff leaving within 1 year and the overall turnover figure.

This provides a more useful indicator because by eliminating those staff who have been made redundant it allows general trends over which the Council has some control to be more clearly seen and therefore enable it to take actions necessary to reduce any detrimental effect.

The overall turnover for 2012/13 was 12.5% compared to 12.7% in 2011/12. this shows a very slight improvement from last year but is slightly above the target set at 12%.

The figure for this year percentage of voluntary staff leaving within 1 year is 23% compared to last year's 31.4%. This shows a big improvement but still above the very ambitious target of 20%.

- (v) Further analysis of the leavers within 1 year by department shows that the percentages in each department are very similar. In comparison with last year however there has been a large drop in the number of staff leaving within one year from both Schools and Environment, Culture & Communities. A comparison of the records from these two departments does not however show any particular pattern as to why this occurred.

However voluntary leavers of this type will also 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. Temporary contracts are used for a range of reasons, including for jobs which are subject to limited funding; for jobs in schools which relate to the specific needs of named children, reassessed each school year; as cover for maternity leave; and for apprenticeships. Of the early leavers in 2012/13, 35% were on a temporary contract. If these staff were removed from the calculation the indicator would go down to 14.9% which is much closer to the Council's overall average turnover of 12.5%.

Another thing to take into account is that national statistics show that across the UK younger workers are more transient in nature. This reflects the fact that they are at an earlier stage in their careers and tend to change jobs more readily. Overall within the Council 39% of the leavers with 1 year were under the age of 30. A report from the Office for National Statistics in 2011 found that people in younger age groups were more likely to leave their main job than those in older groups i.e 19% for 16 – 24 year olds down to 7.5% for staff aged 50 or over. Furthermore in a Work Foundation study it was shown that in the UK 33% of workers stayed in their job for less than two years.

The HR function does target skills shortage areas (e.g. Children's Social Workers) if it appears vacancy levels or turnover is creeping up and take remedial actions, as necessary. All employees who leave the are offered an exit interview to ensure their reasons for leaving are monitored.

Therefore although this indicator will continue to be monitored, it does not appear to currently indicate a significant problem for the Council.

Therefore to reflect more accurately the information which the Council requires to manage its workforce a new indicator will show percentage of permanent staff who leave within their first 12 months of employment.

- 3.2 Although the required national data set for the BVPI's has been reduced and therefore no official aims are set for the Council, it is important to continue to monitor the relevant ones on a local level. Looking forward, the expectations for the top 5% of earners for 2013/14 have been set at 32% female; 6% with a disability and 4.5% who are from a BME background.

- 3.3 (i) In a report published in October 2012, the Office for National Statistics quotes the gender gap in pay for public sector employees as 18.5%. 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 18.4%, which is almost exactly in line with the national picture.
- (ii) Further analysis on the Council's gender pay gap was carried out this year. In particular the pay gap for part and full time employees was examined. Analysis showed that the full time gender pay gap was 5% which is half the national average at 10%. The part time gender pay gap is 1.4% but in favour of women rather than men.
- (iii) A report was produced for consideration by Community Cohesion and Equalities Group on the results indicating that it indicates no underlying problems.

3.4 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 11/12	Outturn 12/13	Target 12/13	Comments
LO66	The percentage of top 5% of earners that are women	35.60%	39%	32%	Above target
LO67	The percentage of top 5% of earners from an ethnic minority	4.64%	3.00%	4.5%	The low numbers used in this figure means an addition of one extra member of staff would lead to this indicator meeting target. Numbers of Ethnic Minority staff has gone down from 3 to 2
LO68	Top 5% of earners that are disabled	4.64%	4.50%	6%	The small numbers used in this indicator means an extra member of staff would lead to this indicator meeting target
LO70	The percentage of local authority employers who claim they meet the DDA definition	1.55%	1.42%	2%	The number of staff with protected characteristics declared has fallen. A review exercise is due next year so these figures should increase then. The number declared disabled has gone down from 58 to 52

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LO71	The percentage of local authority employees from ethnic minority communities	3.89%	4.25%	4.5%	On target
LO72	Gender Pay Gap	18.25%	18.38%	18%	Below the national average
LO73	Average number of off the job training days per employee	3.4	3.3	3.5	An increase in e-learning has led to the decrease in this figure
LO74	Average amount spent on training per employee	£375	£337	£375	This has decreased as e-learning is free at point of contact and therefore is a less expensive means accessing of training
L130	Percentage voluntary staff turnover	19.09%	12.48%		No target set for 2012/13. Target of 13% has been set for 2013/14
L131a	Percentage of staff leaving voluntarily within one year of starting	34.57%	22.99%	20%	Below target. See para 3.1 (v)
L131b	Percentage of permanent staff leaving voluntarily within one year of starting	n/a	14.9%	20%	New indicator so no outturn for 2011/12.
L174	Days lost to sickness per employee	5.74	5.64		New Indicator so no target set for 2012/13 however below the national average of 7.5 days.

## 4. GENDER

4.1 The statistics for Gender are as follows:

	Whole Authority	Non School	School Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
<b>Workforce</b>							
Male	21%	30%	14%	34%	46%	19%	15%
Female	79%	70%	86%	66%	54%	81%	85%
<b>Applicants</b>							
Male	24%	34%	15%	43%	46%	27%	16%
Female	76%	66%	85%	57%	54%	73%	84%
<b>Recruitment</b>							
Male	N/A	34%	N/A	48%	57%	17%	22%
Female	N/A	66%	N/A	52%	43%	83%	78%
<b>Leavers</b>							
Male	24%	29 %	22 %	50 %	45 %	12 %	18 %
Female	76 %	71 %	78 %	50 %	55 %	88 %	82 %
<b>Training</b>							
Male	21%	22%	18%	25%	40%	17%	12%
Female	79%	78%	82%	75%	60%	83.0%	88%

- (i) A significant majority of the whole authority's employees are female (79%) compared to male (21%), which is the same as the last 2 years' figures. The Local Government Employment Survey shows that on average, in English Unitary Authorities 76% of employees are female, compared with 24% male, which is comparable with the Council's figures. As shown in the table above, the gender split continues to vary greatly from department to department and is often job related eg. the majority of teachers are female.
- (ii) During the past year, there has been no indication of employment issues for any transgender staff.



## 5. AGE

5.1 The statistics for age are as follows:

	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
<b>Workforce</b>							
Up to 29	15.2%	11.8%	17.6%	7.7%	17%	8.6%	10.1%
30 – 49	51.7%	47.5%	54.5%	51.8%	43.3%	47.0%	51.1%
50 & above	33.1%	40.7%	27.9%	40.5%	39.7%	44.2%	38.8%
<b>Applicants</b>							
Up to 29	36.9%	38.9%	35.1%	24.2%	50.0%	31.5%	33.7%
30 – 49	51.5%	46.9%	55.9%	53.7%	36.1%	54.4%	54.9%
50 & above	11.5%	14.2%	9.0%	22.1%	13.9%	14.1%	11.4%
<b>Recruitment</b>							
Up to 29	N/A	36.4%	N/A	14.3%	57.9%	29.1%	26.7%
30 – 49		46.2%		57.1%	31.6%	49.4%	56.7%
50 & above		17.4%		28.6%	10.5%	21.5%	16.7%
<b>Leavers</b>							
Up to 29	27.5%	30.7%	25.6%	16.7%	45.3%	26.5%	23.7%
30 – 49	44.6%	40.6%	46.9%	38.9%	25%	32.4%	57.9%
50 & above	27.9%	28.7%	27.5%	44.4%	29.7%	41.2%	18.4%
<b>Training</b>							
Up to 29	15.1%	15.9%	12.1%	6.3%	33.0%	11.3%	11.0%
30 – 49	48.8%	47.7%	53.1%	48.1%	41.2%	45.8%	56.8%
50 & above	36.1%	36.4%	34.8%	45.6%	25.8%	42.8%	32.3%

5.2 Whilst the workforce figures are similar to last years figures they do show a reduction in the number of staff that are aged 50 or over across the Authority (33.1% compared to 37.8% last year) this is especially in Adult Social Care, Health & Housing and Schools. However there has been an increase in the percentage of non schools employees recruited aged 50 or over at 17.4% (11.4% last year). As stated last year, this may be due to the change in composition of jobs advertised ie. more social care, lower graded roles, which tend to attract older job applicants. Overall the Council's Age Profile seems to be staying relatively steady with a slight slant to a younger workforce.

5.3 The workforce figures show that 51.7% of staff are aged between 30 to 49 (48.6% last year).

## 6. DISABILITY

6.1 The statistics for disability are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
Workforce	1.3%	2.5%	0.4%	2.8%	2.5%	2.9%	2.0%
Applicants	3.0%	3.8%	2.2%	4.0%	3.8%	4.3%	3.5%
Recruitment	N/A	1.3%	N/A	6.0%	1.3%	0%	1.7%
Leavers	1.0%	2.1%	0.3%	0%	1.6%	*5.9%	1.3%
Training	1.7%	2.1%	0.1%	3.4%	2.7%	1.7%	1.9%

6.2 The published 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) 1.3% (1.7% last year) of the Council's workforce declared themselves as having a disability.
- (ii) 1.3% (1% last year) of disabled applicants were successful in gaining employment with the Council this year, not including schools.
- (iii) Of leavers, 1% (2.3% last year) had declared a disability. This figure has decreased significantly in the past year, partly due to a smaller total number of redundancies this year. The figure is still comparatively high in Adult Social Care, Health and Housing, because 3 leavers declared themselves as having a disability, all left for voluntary reasons.
- (iv) 1.7% (2.8% last year) of training places were taken by those who declared a disability, which is higher than the workforce composition.

## 7. ETHNICITY

7.1 For the purpose of this report, “Black and Ethnic Minority” (BME) includes all the categories except “White British”, “White Irish” and “White Other”. For the purposes of comparison, the economically active population of the Bracknell Forest area as described in the 2011 Census had 90.6% White and 9.4% of BME origin. The workforce statistics for ethnicity are as follows – please note included in the totals are those staff that preferred not to say and therefore not all groups will add up to the full 100%:

Calculations based on self declarations	Whole Authority	Non School	School Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
<b>Workforce</b>							
BME	4.6%	6.5%	2.8%	8.1%	3.1%	10.7%	6.5%
White British	91.1%	89.1%	92.8%	89.9%	91.6%	85.9%	87.7%
White Irish	1.0%	1.0%	1.0%	0.8%	1.1%	0.8%	1.3%
White Other	2.9%	3.1%	2.8%	1.2%	3.5%	2.4%	4.5%
<b>Applicants</b>							
BME	14.9%	18.8%	11.2%	19.4%	13.8%	27.6%	10.2%
White British	76.5%	72.9%	79.8%	73.1%	76.3%	66.3%	81.4%
White Irish	0.9%	1.0%	0.9%	0.8%	1.0%	0.6%	3.4%
White Other	7.7%	7.3%	8.1%	6.7%	8.9%	5.6%	5.1%
<b>Recruitment</b>							
BME	N/A	12.3%	N/A	9.5%	7.9%	19.0%	10.2%
White British		82.6%		85.7%	86.8%	78.5%	81.4%
White Irish		0.8%		0%	0%	0%	3.4%
White Other		4.3%		4.8%	5.3%	2.5%	5.1%
<b>Leavers</b>							
BME	4.9%	6.1%	4.1%	6.7%	3.2%	5.9%	8.6%
White British	90.1%	90.6%	89.8%	93.3%	90.3%	91.2%	90.0%
White Irish	0.5%	0%	0.8%	0%	0%	0%	0%
White Other	3.8%	2.8%	4.5%	0%	4.8%	2.9%	1.4%
<b>Training</b>							
BME	7.6%	8.7%	2.4%	6.9%	1.9%	12.6%	7.8%
White British	88.2%	87.1%	93.1%	91.2%	93.3%	83.8%	86.6%
White Irish	1.2%	1.1%	1.9%	1.2%	0.4%	1.0%	2.0%
White Other	2.8%	2.9%	2.4%	0.8%	3.6%	2.7%	3.6%

- (i) Across the workforce, of those who declared their ethnicity, 4.6% said they are of a BME origin, slightly higher than last year at 4.3%; 3.9% (4% last year) declare they have a white ethnic origin other than White British and 91.1% (91.7% last year) declare they have a White British ethnic origin.
- (ii) The number of applicants (non school only) of a BME origin has risen this year to 18.8%, compared to 17.3% last year, however the the number of successful applicants of a BME origin has gone down slightly to 12.3% from 12.8% last year. Although the current workforce figure (non school only) of 6.5% continues to be lower than the percentage of applicants or indeed the local average, it does indicate that the Council remains an attractive employer to applicants from those communities and that this is increasing year on year. It is also worth noting at this point that the number of leavers of a BME origin is on the decline.

- (iii) The statistics continue to show that there are a higher percentage of BME applicants than are recruited. This is a pattern that has been noted before and in 2009/10 a large scale in depth audit was undertaken to explore whether the discrepancy between those who applied and those who were successfully recruited was for valid objective reasons. Having examined the report in detail, the officers Equality Sub Group decided that no further action was required and the recruitment decisions made on who was interviewed and appointed were found to be justified.

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8. RELIGION/BELIEF

8.1 The statistics for religion/belief are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
<b>Workforce</b>							
Buddhist	0.4%	0.7%	0.2%	0.4%	0.9%	1.4%	0%
Christian	61.1%	58.8%	63.3%	56.5%	58.6%	58.4%	61.1%
Hindu	0.4%	0.9%	0%	1.7%	0.4%	0.7%	0.9%
Jewish	0.2%	0.4%	0%	1.3%	0%	0.3%	0.3%
Muslim	0.8%	0.8%	0.8%	0.9%	0.7%	0.7%	1%
None	20.8%	28.2%	14.0%	30.4%	29.1%	25.3%	27.9%
Not declared	11.8%	5.0%	18.0%	3.0%	6.1%	5.5%	4.4%
Other	4.0%	4.7%	3.4%	3.9%	4.1%	7.2%	3.8%
Sikh	0.5%	0.7%	0.4%	1.7%	0.2%	0.7%	0.6%
<b>Applicants</b>							
Buddhist	0.5%	0.7%	0.3%	1.0%	0.9%	0.4%	0.5%
Christian	51.8%	47%	56.4%	47.3%	41.8%	52.7%	50.5%
Hindu	3.0%	3%	2.9%	2%	3%	3.7%	2.8%
Jewish	0.2%	0.2%	0.2%	0.8%	0.1%	0.1%	0.2%
Muslim	2.4%	3.3%	1.6%	4.3%	2.4%	3.5%	4%
None	34.2%	36.5%	32.1%	34.6%	42%	30.7%	33.4%
Not Declared	4%	4.9%	3.1%	5.9%	5.4%	4.7%	3.9%
Other	2.9%	3.1%	2.6%	2.7%	3.5%	3%	2.9%
Sikh	1.1%	1.3%	1%	1.4%	1%	1.3%	1.8%
<b>Recruitment</b>							
Buddhist		0.8%		0%	1.3%	0%	0%
Christian		49%		52.5%	37.7%	57.3%	52.5%
Hindu		1.7%		0%	2.6%	2.4%	0%
Jewish		0.8%		0%	0%	0%	0%
Muslim	N/A	1.3%	N/A	1.7%	1.3%	1.2%	1.7%
None		36.8%		35.6%	48.1%	28.1%	35.6%
Not Declared		5.4%		8.5%	3.9%	4.9%	8.5%
Other		2.9%		1.7%	2.6%	4.9%	1.7%
Sikh		1.3%		0%	2.6%	1.2%	0%
<b>Leavers</b>							
Buddhist	0.3%	0.7%	0%	0%	0%	4%	0%
Christian	58%	53.6%	61.5%	50%	58%	52%	50.9%
Hindu	0.3%	0.7%	0%	0%	2%	0%	0%
Jewish	0.6%	0.7%	0.6%	8.3%	0%	0%	0%
Muslim	1.3%	2.9%	0%	0%	0%	8%	3.8%
None	23.3%	34.3%	14.4%	33.3%	34%	36%	34%
Not Declared	11.8%	3.6%	18.4%	8.3%	4%	0%	3.8%
Other	3.8%	2.9%	4.6%	0%	2%	0%	5.7%
Sikh	0.6%	0.7%	0.6%	0%	0%	0%	1.9%
<b>Training</b>							
Buddhist	0.5%	0.6%	0.2%	0%	0.6%	1%	0%
Christian	63%	61%	71.4%	59.8%	59.3%	59.9%	65.5%
Hindu	0.2%	0.2%	0%	0.8%	0%	0.2%	0.2%
Jewish	0.3%	0.4%	0%	2.9%	0%	0%	0.4%
Muslim	0.8%	0.8%	1%	0.4%	0.4%	1%	0.8%
None	23.9%	26.2%	13.6%	29.3%	26.8%	25.9%	24.8%
Not Declared	6%	4.6%	12.2%	1.6%	6.9%	4.7%	3.8%
Other	4.7%	5.4%	1.4%	4.1%	5.9%	6.7%	3.2%
Sikh	0.6%	0.7%	0.2%	1.2%	0%	0.6%	1.2%

8.2 The Council has a duty to ensure that it does not discriminate on the basis of religion and belief and the Equality Act 2010 includes a duty that public bodies advance equality of opportunity in relation to religion and belief.

8.3 Now the 2011 Census information has come out it is felt that this is the best basis for comparison. 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% (0.5%)	0.8%
Christian	61.1% (61.4%)	64.8%
Hindu	0.4% (0.3%)	1.7%
Jewish	0.2% (0.2%)	0.2%
Muslim	0.8% (0.7%)	1.2%
None	20.8% (20.4%)	30.4%
Other	4% (3.8%)	0.5%
Sikh	0.5% (0.5%)	0.4%

8.4

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

## 9 SEXUAL ORIENTATION

9.1 The statistics for sexual orientation are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
<b>Workforce</b>							
Bisexual	0.2%	0.5%	0%	0%	0%	1.2%	1.0%
Gay Man	0.3%	0.4%	0.2%	0.6%	0.4%	0.6%	0%
Heterosexual/ Straight	63.6%	84.9%	48%	88.6%	88.3%	80.9%	80.8%
Lesbian/Gay Woman	0.6%	1.0%	0.3%	0.6%	0.4%	1.7%	1.4%
Prefer not to say	35.3%	13.3%	51.6%	10.1%	11 %	15.6%	16.8%
<b>Applicants</b>							
Bisexual	0.6%	0.9%	0.4%	1.0%	1.2%	0.6%	0.5%
Gay Man	0.6%	0.7%	0.4%	0.8%	0.7%	1.0%	0.6%
Heterosexual/ Straight	94.4%	92.9%	95.7%	91.7%	92.4%	92.6%	94.6%
Lesbian/Gay Woman	0.6%	0.5%	0.6%	0.4%	0.4%	0.7%	0.6%
Prefer not to say	3.9%	4.9%	2.9%	6.1%	5.3%	5.2%	3.6%
<b>Recruitment</b>							
Bisexual		0.8%		0%	0%	2.4%	0%
Gay Man		1.3%		0%	1.3%	0%	3.4%
Heterosexual/ Straight	N/A	92.1%	N/A	100%	89.6%	91.5%	93.2%
Lesbian/Gay Woman		0.8%		0%	1.3%	0%	1.7%
Prefer not to say		5.0%		0%	7.8%	6.1%	1.7%
<b>Leaver</b>							
Bisexual	0.5%	1.8%	0%	0%	0%	0%	6.3%
Gay Man	1.0%	1.8%	0.6%	0%	4.6%	0%	0%
Heterosexual/ Straight	53.4%	85.5%	41.8%	85.7%	86.4%	100%	75.0%
Lesbian/Gay Woman	0.5%	1.8%	0%	0%	0%	0%	6.3%
Prefer not to say	44.7%	9.1%	57.5%	14.3%	9.1%	0%	12.5%
<b>Training</b>							
Bisexual	0.3%	0.4%	0%	0%	0%	0.7%	0.4%
Gay Man	0.3%	0.3%	0.5%	0%	1.1%	0%	0%
Heterosexual/ Straight	72.7%	81.6%	48.3%	88.3%	85.8%	80.6%	74.8%
Lesbian/Gay Woman	1.2%	1.6%	0%	0.7%	0%	1.1%	4.7%
Prefer not to say	25.5%	16.2%	51.2%	11.1%	13.1%	17.7%	20.2%

9.2 The 2011 Census did not ask any questions regarding Sexual Orientation and therefore it is difficult to compare our workforce to that of the local area. The Office for National Statistics estimate is that 1.5% of the population are lesbian, gay or bisexual. If this figure is accurate, the Council's workforce is broadly representative at 1.1%. Stonewall, a charitable organisation that lobbies on behalf of the lesbian, gay and bisexual (LGB) population, states that no-one knows how many LGB people there are but that government actuaries estimate it to be around 6% of the population.

- 9.2.1 The Council's figures for 2012/13 are very similar to the figures reported last year for 2011/12.
- 9.3 Sexual orientation is a sensitive area which is difficult to monitor comprehensively, and a high proportion of employees have chosen not to state their sexual orientation (51.6% of staff in schools preferred to not to say). However, it is hoped that over time, staff will increase their confidence to report on their sexuality and that in the upcoming personal details exercise this will prove to be the case. In order to encourage this, the Council needs to continue to ensure that the culture of the organisation is inclusive and welcoming to all.

## **10 GRIEVANCES AND DISCIPLINARIES**

- 10.1 In the period 1 April 2012 to 31 March 2013, there were 8 disciplinary cases. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 25% of those disciplined were female. 12.5% of employees were age 29 or under, 50% were 30-49 and 37.5% were age 50 or over. None those were of a BME origin, whilst all of them were White British. None declared that they were disabled. 25% of those disciplined were Christian, 12.5% stated that they had no religion/belief, 12.5% had stated that they had another religion and 50% did not wish to declare their religion/belief. 75% of these employees preferred not to disclose their sexual orientation, 25% stated that they were heterosexual/straight.
- 10.2 In the period 1 April 2012 to 31 March 2013 there were no grievances lodged.

## **11. REVIEW OF LAST YEARS STRATEGIES**

- 11.1 The number of leavers this year, 516 has decreased compared to the previous years of 741 and is now back to the equivalent figures reported in 2010/11 (557) and 2009/10 (482).
- 11.2 In 2012/13, the Council put in place a number of strategies to progress it's 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) Completed a significant equalities training programme at all levels throughout the Council. All Chief Officers, managers, team managers, team leaders and supervisors have attended appropriate workshops on equalities and diversity issues. There have also been awareness sessions for staff on faith and belief, cultural awareness and sexual orientation and sessions on the Equality Act 2010.
  - (ii) Placed a greater emphasis on equalities and diversity as part of induction training.
  - (iii) Included equalities issues as part of the training programme delivered to all staff engaged in face to face or other direct contact with the public.



- (iv) Ensure the corporate training programme covers equality and diversity training for supervisors/team leaders, in order to ensure that recruitment processes are free from bias.
- (v) Produced a sixth Pay and Workforce Strategy which included a strong equalities thread.
- (vi) Continued to promote the use of the internet to publicise vacancies, to reach the widest possible audience.

## 12. STRATEGIES FOR 2014/15

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

- (i) Ensuring all Council employees and potential employees have fair and equal access to available opportunities and enjoy fair treatment.
- (ii) Follow up with an agreed action plan arising from the last staff survey response regarding discrimination to address the issues identified.
- (iii) Continue to conduct annual workforce monitoring broken down by protected characteristics; schools and non schools; and by department.
- (iv) Conduct a Council wide exercise to collect personal details for all all staff to inform (iii) above.
- (v) Increase staff confidence in disclosing their personal information to increase the accuracy of workforce monitoring by ensuring confidentiality and anonymity is paramount.
- (vi) Continue to ensure that there is an appropriate equality and diversity training programme in place including local context especially relating to cultural awareness.
- (vii) Ensure that appropriate managers have attended fair recruitment training and attend refresher training sessions as required, updating course content regularly.
- (viii) Provide a range of e-learning packages on specific disabilities eg autism, learning disability, mental capacity, etc.
- (ix) Continue to support and promote the “Two Ticks” positive about disability recruitment initiative.
- (x) Further develop the programme of support to encourage improved representation in the workforce from all parts of the community, learning from other local authorities approaches to appraise the options for doing this.

Unrestricted

Equalities Impact Assessment

Equalities issues are discussed in the report.

Strategic Risk Management Issues

No strategic risk issues identified.

Background Papers

Departmental returns figures.

Contact for further information

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