

Notice of Meeting

Employment Committee

Councillor Pickering (Chair),
Councillor Gillbe (Vice-Chair),
Councillors Allen, M Forster, Frost, McLean, O'Regan, P Thompson
and Watts

Monday 18 December 2023, 7.30 pm

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



Agenda

*All councillors at this meeting have adopted the Mayor's Charter
which fosters constructive and respectful debate.*

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 5 July 2023.	
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.	

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6.	Minutes of Sub Groups	7 - 8
	The Committee is asked to note the minutes of the Local Joint Committee held on July 5.	
7.	Monitoring the Council's Workforce - 2022/23	9 - 52
	To review and agree the Workforce Monitoring Report for publishing. Reporting: Paul Young, Assistant Director: Human Resources and Organisational Development	

Sound recording, photographing, filming and use of social media is permitted. Please contact Jamie Beardsmore, 01344 325000, jamie.beardsmore@bracknell-forest.gov.uk, so that any special arrangements can be made.

Published: 29 November 2023

EMERGENCY EVACUATION INSTRUCTIONS

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EMPLOYMENT COMMITTEE
5 JULY 2023
7.30 - 7.53 PM

Present:

Councillors Pickering (Chair), Gillbe (Vice-Chair), Allen, Frost, McLean, P Thompson and Watts

Present Virtually:

Councillor O'Regan

4. Declarations of Interest

There were no declarations of interest.

5. Minutes from previous meeting

RESOLVED that the minutes of the meeting of the Committee held on 08 February 2023 were approved

It was noted that Councillor Gillbe was Vice Chair of the Committee and not Councillor Frost as detailed in the minutes of the Annual Meeting of the Employment Committee held on 24 May 2023. These would be amended accordingly.

RESOLVED, with the addition of the above amendment, the minutes of the meeting of the Annual Meeting of the Committee held on 24 May 2023 were approved.

6. Urgent Items of Business

There were no urgent items of business.

7. Update from the Chairman of the Local Joint Committee

The Committee was advised that the Local Joint Committee had discussed item 8 on the agenda. There had been complimentary comments on the HR Policy Review and Unison was supportive of the proposed changes.

The Committee was also advised that Unison had made a formal request that the Council looked at reconstituting the Health and Safety meetings, Paul Young had advised that work on this was already underway.

Unison had also informed the Local Joint Committee that their ballot on strike action had closed on 03 July 2023. Paul Young would inform the Employment Committee of the results once they had become available which was expected in the coming days.

8. Minutes of Sub Groups

The Committee received and noted the minutes of the Local Joint Committee held on 08 February 2023.

9. **Employment Committee Overview Presentation**

The Committee was informed that in place of this presentation a separate Employment Committee training session had been taken place on 29 June 2023. The training session was recorded for any member who had been unable to attend to watch back.

10. **HR Policy Review**

The Committee received four HR policies – three which have been revised plus the introduction of one new policy. This was part of an ongoing rolling review of HR policies by the Human Resources team. The process for reviewing the policies had included engagement with stakeholders across the Council and Trade Unions.

The four policies which had been revised were:

- Adoption Leave Policy
- Shared Parental Leave Policy
- Flexible Working Policy
- Trans and Non-Binary Policy – this being a newly created policy.

The following amendments had been made to the Adoption Leave Policy (detailed within section 5.4 of the policy):

- The policy had been moved to new template.
- An equality statement had been added.
- Changes had been made to wording for clarity and the use of more inclusive language.

The policy had been moved to new template. An equality statement had been added, changes had been made to wording for clarity and the use of more inclusive language. The following amendments had been made to the Shared Parental Leave Policy (detailed within section 5.5 of the policy):

- The policy had been moved to new template.
- An equality statement had been added.
- Changes had been made to wording for clarity and the use of more inclusive language.
- Terminology had been updated from mother/adopter to birth parent/primary adopter.
- A link to flexible working policy had been added.

The Following Amendments had been made to the Flexible Working Policy (detailed within section 5.6 of the policy):

- The policy had been moved to new template.
- An equality statement had been added.
- Changes had been made to wording for clarity.
- The appeals procedure had been updated and appeals would now be heard by a different manager to the line manager who had originally made the decision if refused.

Furthermore, the Committee was informed of the following amendments to the Flexible Working Policy had been brought forward from later in 2023:

- Employees would be allowed to request flexible working from day 1 of their employment as currently flexible working requests could only be made after 26 weeks of employment.
- The requirement for employees to explain in their applications what effect they thought it would have on their employer would be removed
- Employees would be able to make two flexible working requests per 12 months instead of the one currently allowed.
- The deadline for an employer decision on flexible working requests would be reduced from three months to two months.

Finally, the new Trans and Non-Binary Policy had been created to demonstrate Bracknell Forest Council's commitment to openness and equality. The policy was intended to help any trans employees through any transitioning process and ensure that they would be treated with dignity and respect in the workplace. The Committee was also informed that an eLearning training course had been created for all staff members.

Arising from the Committees comments and questions the following points were made:

- It was confirmed that there were already several family friendly policies in place for new parents and dependants including access to additional leave.
- It was confirmed that parental leave is in place of the former maternity leave schemes.
- It was noted that the legal requirements on the Flexible Working Policy were largely insignificant for Bracknell Forest Council as the recommendations choose to go beyond the minimum requirements.
- It was noted that as neighbouring authorities were working to statute, the changes to the Flexible Working Policy could have helped Bracknell Forest Council's attractiveness to current and potential employees.
- Schools were exempt from the Trans and Non-Binary Policy as the school governing bodies were responsible for their own policies. The Education-Employment Sub-Committee would however be able to make a recommended policy for schools governing bodies to adopt in future

RESOLVED that the Employment Committee review and agree:

- i) The newly created Trans and Non-Binary Policy
- ii) The revisions to the Adoption, Shared Parental Leave and Flexible working policies had included engagement with stakeholders across the Council and Trade Unions.

CHAIRMAN

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LOCAL JOINT COMMITTEE
5 JULY 2023
4.00 - 4.21 PM

Present:

Councillors Allen, Gillbe, Pickering and P Thompson
David Allais, UNISON
Pat Kenny, UNISON
David McMullen, GMB

1. Declarations of Interests

There were no Declarations of Interests.

2. Minutes from Previous Meeting

The minutes of the meeting held on 08 February 2023, were approved as a correct record.

3. Urgent Items of Business

Unison had made a formal request that the Council looked at reconstituting the Health and Safety meetings at the Council.

The Assistant Director: Human Resources & Organisational Development, Paul Young informed the Sub-Committee that work to reconstitute these meetings was already underway and it was agreed that Paul Young would confirm the new arrangements at the next meeting of the Local Joint Committee on 11 October 2023.

4. Employment Committee: Agenda and Related Matters

i. Employment Committee Overview Presentation

The Assistant Director: Human Resources & Organisational Development, Paul Young, advised members of the Local Joint Committee to refer to the Employment Committee training session that had occurred on 29 June 2023 and had been made available to watch back.

ii. HR Policy Review

The Assistant Director: Human Resources & Organisational Development, Paul Young, briefed members on proposals to revise policies in 4 areas:

- Adoption Leave
- Shared Parental Leave
- Right to Request Flexible Working updated policies
- Trans and Non-Binary

Paul Young advised that there had been only minimal amendments to the Adoption Leave Policy, these were detailed in section 5.4 of the policy.

Paul Young advised there had been relatively few changes to the Shared Parental Leave Policy, as detailed in section 5.5 of the policy. These changes included the adoption of more inclusive language and linking the policy to the flexible working policy.

Paul Young advised that the changes to the Flexible Working Policy included an update to the appeals procedure, ensuring any appeals would no longer be heard by the Line Manager who had initially rejected the request. Paul also informed the Local Joint Committee that proposed changes to the Flexible Working Policy, as detailed in section 5.6.1 of the policy, had been brought forward to show Bracknell Forest Council's commitment to flexible working.

These Proposals included:

- Allowing employees to request flexible working from Day 1.
- Removing the requirement for employees to explain the effect it would have on their employer.
- Allowing employees to make two flexible working requests per 12 months instead of just one which was previously allowed.

Paul Young also advised the introduction of a Trans and Non-Binary Policy alongside eLearning training for managers.

Unison were supportive off the proposals and wanted to place on record their appreciation for reducing response time on flexible working requests.

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

Unison informed the Local Joint Committee that their ballot on strike action had closed on 03 July 2023.

It was agreed Paul Young would inform the Employment Committee of the results once they had become available.

CHAIRMAN

To: **Employment Committee**
18 December 2023

Monitoring the Council's Workforce – 2022/23 **Executive Director: Resources**

1 Purpose of Report

- 1.1 Bracknell Forest Council aspires to be an Employer of Choice and live its values of Inclusive, Ambitious and Always Learning. Under the Equality Act 2010 Bracknell Forest Council (BFC) also 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. This report fulfils that responsibility and is a first draft for CMT to consider.

2 Recommendation(s)

For Employment Committee to review and agree the Workforce Monitoring Report for publishing.

3 Reasons for Recommendation(S)

- 3.1 To comply with the Council's and to ensure the Council has a clear aim to ensure equality across all services and through our workforce

4 Alternative Options Considered

- 4.1 N/A

5 Supporting Information

- 5.1 The Council are required to publish a workforce monitoring report which provides a equality data for the Bracknell Forest workforce to 31 March 2023. This report ensures the Council meets that responsibility which requires Employment Committee sign off.
- 5.2 Aside from the statutory duties, the Council has a clear aim to ensure equality across all services and through our workforce. This report should provide information and data to recognise areas of strength and identify areas for improvement. This should then lead to work with relevant Officers, Equalities Groups, and staff around the Authority to develop necessary actions and monitor performance.
- 5.3 The aim for the Council's workforce to reflect the composition of the local population to ensure it is representative of the community we serve, thereby helping to ensure that appropriate services are provided to all our citizens. We wish to celebrate diversity and ensure everyone is treated fairly and with dignity and respect. A programme of activity is underway and progressing well, progress is noted here as well as recommendations to keep improving.

5.4 Bracknell Forest Council 'All of Us' Equality Scheme

The Council's Equality Objectives are important as they guide the work undertaken and show the commitment to challenging inequality and promoting a fair and inclusive borough. The Council has identified the following Equality objectives:

1. Inclusive in all we do

Continue to make our services more inclusive and culturally competent in a borough where everyone is made to feel included and valued.

2. Accessible for all

Ensure that we provide information, engage and communicate in ways that are easy to understand for all.

3. Accountable and Fair

We will treat all people fairly without favouritism or discrimination while recognising some people will need additional support.

4. Diverse and inclusive workforce

We will strive to have a workforce who have the right skills, behaviours and mindsets supported by high quality people managers and inspiring leaders.

5. Recovering from the Covid-19 pandemic

Address the increased inequalities and disproportionate impact of the pandemic on people and communities.

The All of us equality schemes available at: Equality Scheme for web 2022-25 (bracknell-forest.gov.uk)

5.5 Headlines

The Council monitors equalities data and forms part of our published service plans. They are recorded and monitored on InPhase. Below is 2022-23 data showing; our target; whether our target was met, the trend over past 5 years and percentage annual change.

Green denotes target is met / change is positive. Red target is not met / change not positive. White no real change.

Ref:	Description of PI	Target / Met 22/23	Outturn 18/19	Outturn 19/20	Outturn 20/21	Outturn 21/22	Outturn 22/23	Change one year
L066	Top 5% of earners that are women	50%	49.8%	53.2%	52.5%	56%	57.4%	1.4%
L067	Top 5% of earners from an ethnic minority	15%	12.9%	14.8%	17.6%	13.2%	12.9%	-0.3%
L068	Top 5% of earners that are disabled	8.1-8.3%	7.6%	7.6%	7.9%	9.2%	7.5%	-1.7%
L070	The % of local authority employees who disclosed	5-6.5%	2.3%	2.7%	3.2%	3.4%	4%	0.6%

	they meet the DDA definition							
L071	The % of local authority employees from ethnic minority groups	11%	7.5%	8.6%	8.4%	8.4%	9.1%	0.7%
L072	Gender Pay Gap inc. Bracknell Forest Supplement	13%-15%	18.2%	17.8%	19.7%	16.9%	13.7%	3.2%
L074	Average amount spent on training per employee	£315	£299	£429	£508	£443	£594	£151
L131	Percentage staff leaving within one year of starting	15-17%	19.9%	25.2%	19.7%	23%	18.6%	4.4%

Legal Advice

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

Financial Advice

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

Other Consultation Responses

6.3 The details have previously been shared with Equalities Group but further in depth analysis will be undertaken.

Equalities Impact Assessment

6.4 N/A and discussed within paper contents.

Strategic Risk Management Issues

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

Climate Change and Ecological Impacts

- 6.6 There are no climate change considerations arising from this report.

Health & Wellbeing Considerations

- 6.7 The health and wellbeing of staff is critical as part of their experience of working with Bracknell Forest. Central to this is ensuring a culture where staff feel safe, supported and have confidence that they will not experience any form of discrimination. The output of this report should provide evidence of the progress that is being made and identify areas where action is required.

Background Papers

Contact for further information

Paul Young, Assistant Director: HR and OD
Resources Department
Paul.young@bracknell-forest.gov.uk



Bracknell Forest Council

Annual Workforce Equality Report 2023



Introduction

Bracknell Forest Council aspires to be an Employer of Choice and live its values of Inclusive, Ambitious and Always Learning. Under the Equality Act 2010 Bracknell Forest Council (BFC) also 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.

To assist us in undertaking these duties, we review relevant information and data to recognise areas of strength and identify areas for improvement. We then work with relevant Officers, Equalities Groups, and staff around the Authority to develop necessary actions and monitor performance.

Our aim is for the Council's workforce to reflect the composition of the local population to ensure it is representative of the community we serve, thereby helping to ensure that appropriate services are provided to all our citizens.

We wish to celebrate diversity and ensure everyone is treated fairly and with dignity and respect. A programme of activity is underway and progressing well, progress is noted here as well as recommendations to keep improving.

Local Demographics

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 following tables provide a profile of Bracknell Forest following the 2021 Census.

Gender

Throughout this report gender will be categorised as; Male, Female, Unknown based on the sensitive information completed by the employee.

Female	Male
50.7%	49.3%

Age Profile

The 2021 Census information gives the following age profile for Bracknell Forest.

Age Band	% Of Population
Under 15	18.5%
16 -19	5.7%
20 - 29	11.7%
30 - 39	15%
40 - 49	14.4%
50 - 59	13.9%
60 - 64	5.5%
65 and over	15%

Registered Disability

Yes	No
13%	87%

Ethnic Origin

Throughout this report we will use the acronym of BAME for analysis purposes. However, we do recognise this group is made up of different ethnic groups and we analyse these in more detail later.

Ethnic Origin	2021 local population	2021 nationally (England)	BFC Staff 2023
White	86%	81.0%	79.1%
Black	2.4%	4.2%	3.8%
Asian	7.1%	9.6%	5.0%
Mixed	3.2%	3.0%	1.4%
Other	1.3%	2.2%	0.6%

The 2021 Census showed 13.7% of the South East's population belonging to minority ethnic groups within Bracknell Forest's population in 2021 this was 14%, which is slightly higher than the figure for the Southeast.

The current figure for Bracknell Forest Council is 10.8% from a BAME (Black Asian Minority Ethnic) background. It should be noted that Ethnicity is not known for 10.1% of staff so this figure is likely to be higher.

Religion

Religion	2021 % of local population	2021 nationally (England)	BFC Staff 2023
Not Known	5.6%	6.0%	20.1%
No religion	40.4%*	36.7%*	30.9%
Buddhist	0.8%	0.5%	0.2%
Christian	47.5%	46.3%	41.5%
Hindu	2.4%	1.8%	1.5%
Jewish	0.2%	0.5%	0.2%
Muslim	1.8%	6.7%	2.2%
Sikh	0.8%	0.9%	0.9%
Other	0.6%	0.6%	2.5%

Sexual Orientation

Sexual Orientation	2021 % of local population	2021 nationally (England)	BFC Staff 2023
Heterosexual/Straight	91.4%	89.4%	70.9%
Gay or Lesbian	1.3%*	1.5%*	2.3%
Bisexual	1.0%	1.3%	1.2%
Other	0.3%	0.3%	0%
Not Known	6.0%	7.5%	25.6%

Data Analytic Elements

Human Resources collect a range of data on the workforce. This report covers permanent and temporary staff employed by BFC excluding schools (1191 employees), with criteria: -

- Staff in post on 31st March 2023
- New Starters between 1st April 22 and 31st March 23
- Leavers between 1st April 22 and 31st March 23
- Staff who attended training events from 1st April 22 to 31st March 23
- BAME includes Black, Asian, Mixed and Other. We use this acronym for analysis purposes, but we recognise and evaluate each individual ethnic origin.

For some indicators, because of the small numbers in the comparator group, a slight increase or decrease in the head count can have a disproportionate effect. Where numbers are small, the actual numbers are sometimes quoted as the percentages can be deceptive when applied to small groups.

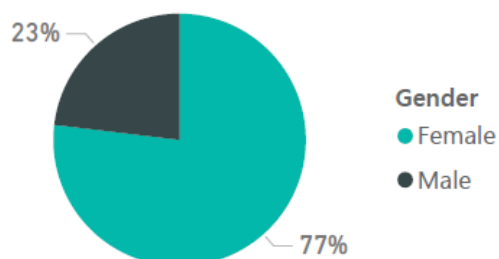
Information on disability, ethnicity, religion/belief, and sexual orientation is collected by self-declared returns from employees and candidates and, as there is no compulsion to return this information, some choose not to (or return selected information only). This data is recorded on iWorks which staff are periodically asked to check and update.

The Training course information relates to internal courses booked or recorded on iWorks. However, there are 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.

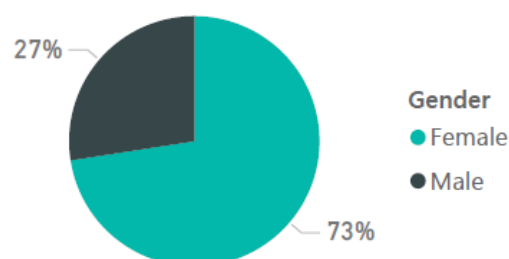
Gender

Staff in Post as at 31 March 2023 (1191 employees)

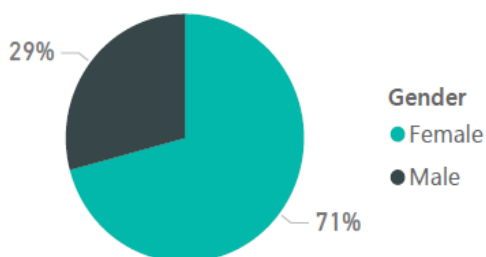
Staff Gender BFC



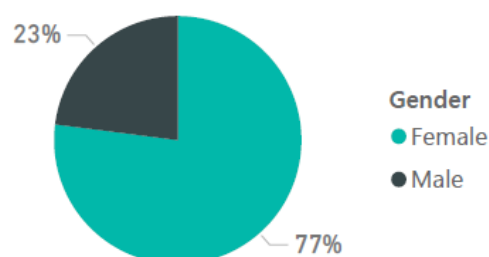
Starters Gender BFC



Leaver Gender BFC



Training Gender BFC



The gender split in the Council is 77% female 23% male.

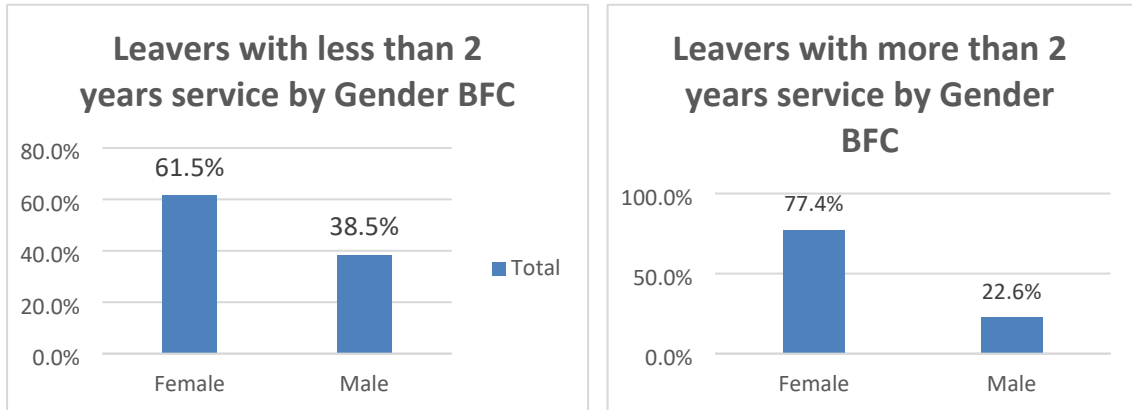
Reasons for this disparity between genders could be:

- Occupational segregation whereby roles which are traditionally carried out by males are in shorter supply within the Bracknell Forest workforce, especially with the outsourcing of some of our contracted services which are traditionally male dominated such as waste and recycling and the prevalence of roles which are traditionally occupied by females within the Council. For example, a Guardian report on the drive to get more men into social work in 2019 identified that males only make up 18% of social care workforce
- The flexible working practices which the council offer is likely to appeal to females who research shows are more likely to carry out caring responsibilities.
- Part-time working is undertaken by more females than males. Within Bracknell Forest currently 27% of females work part-time compared to 2.9% of males.

As an organisation we need to look at how we can encourage applications from males when carrying out recruitment advertising, especially in roles which are traditionally filled by

females such as social workers, care work and administration. This could include reviewing JDs so that the wording is more attractive to males in these areas and placing recruitment adverts in areas which are more male orientated. In addition, more analysis is needed on identifying the number of males v females applying for roles to identify if we are more likely to appoint males or females in general and in particular roles. Interview panels need to reflect diversity and be made up of a mixture of genders and ethnicity.

Staff with less than 2 years' service



Staff with less than 2 years' service more likely to be male.

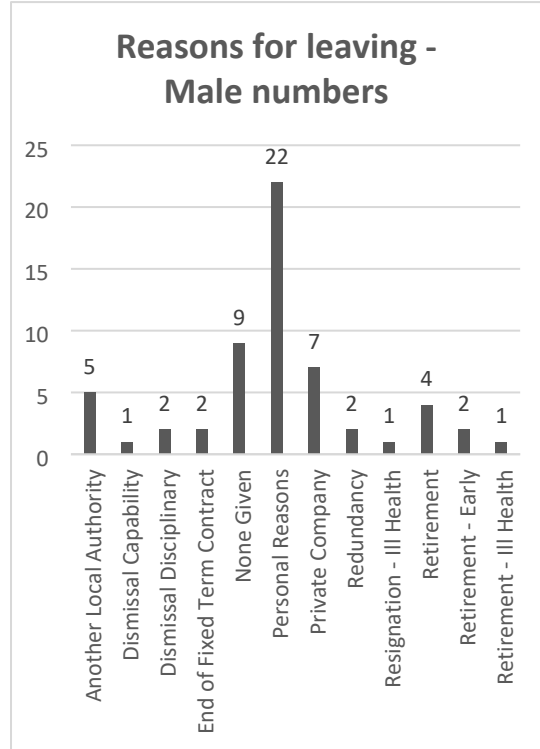
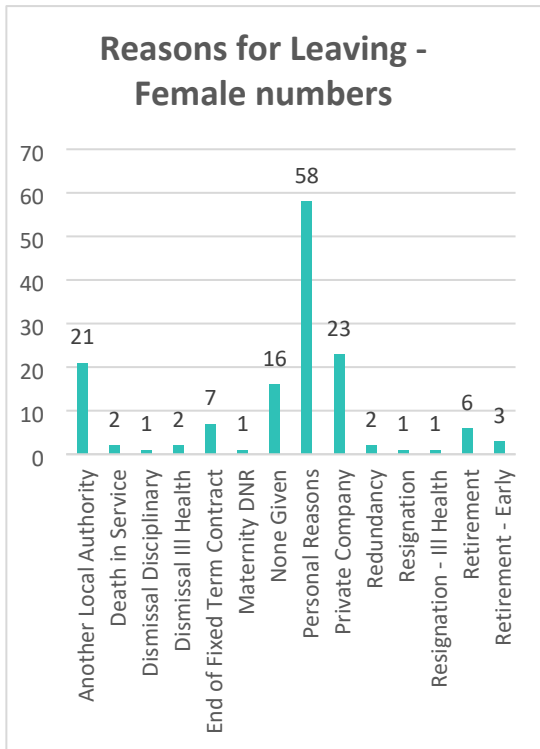
The top three reasons by gender are: -

Males	Females
Personal Reasons (37.9%)	Personal Reasons (40.3%)
None Given (15.5%)	Private Company (16%)
Private Company (12.1%)	Another Local Authority (14.6%)

For the senior graded females, the reasons for leaving were: "Private Company", "Personal Reasons" and "Retirement".

Overall Reasons for All Leavers by Gender

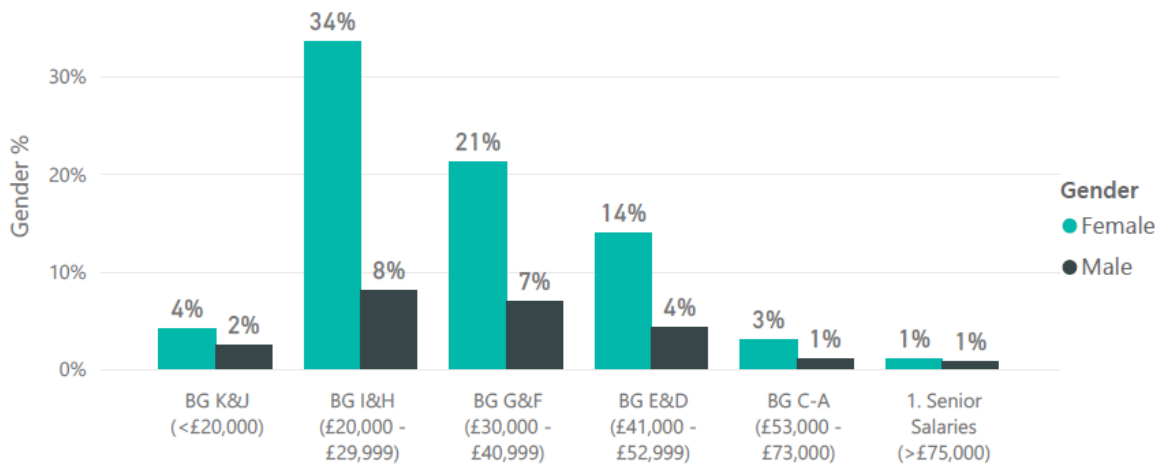
An analysis of leaving reasons shows that 86% of the males that left through the year did so voluntary compared to 90% of females.



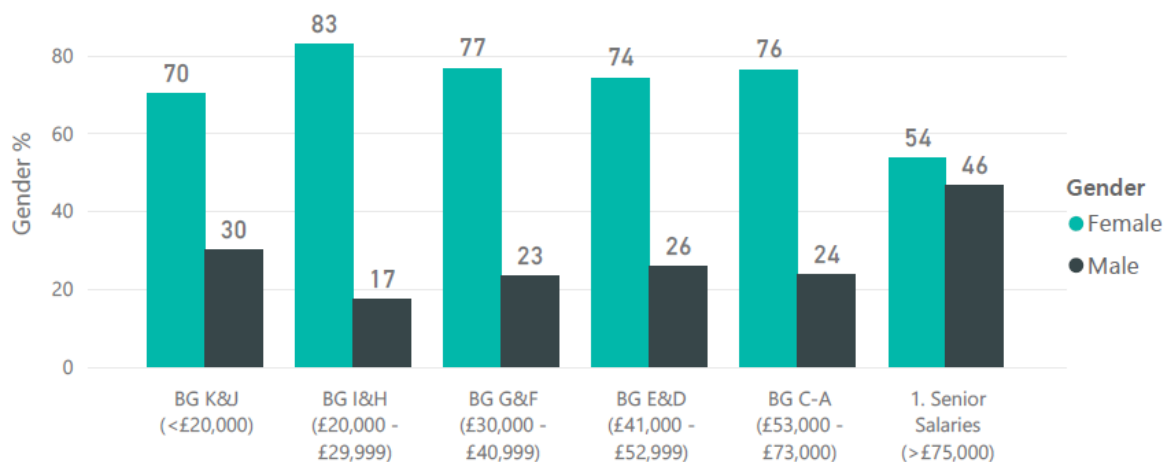
The graphs show that the overall shape of all leavers is similar between male and females, with slight differences in more females going to LA or Private, and more men proportionally leaving for “none given”.

We are currently reviewing the leaver process to enable us to gather more reportable information on reasons for leaving. It is hoped that this could then be used for both recruitment and retention initiatives in the future.

Salaries across Gender Profile (as % of entire workforce)



Salaries across Gender Profile (as % of gender within each salary band)



The salary profile shows a similar level of men across the salary bands as last year apart from we have a slightly higher percentage of men in the lowest salary band.

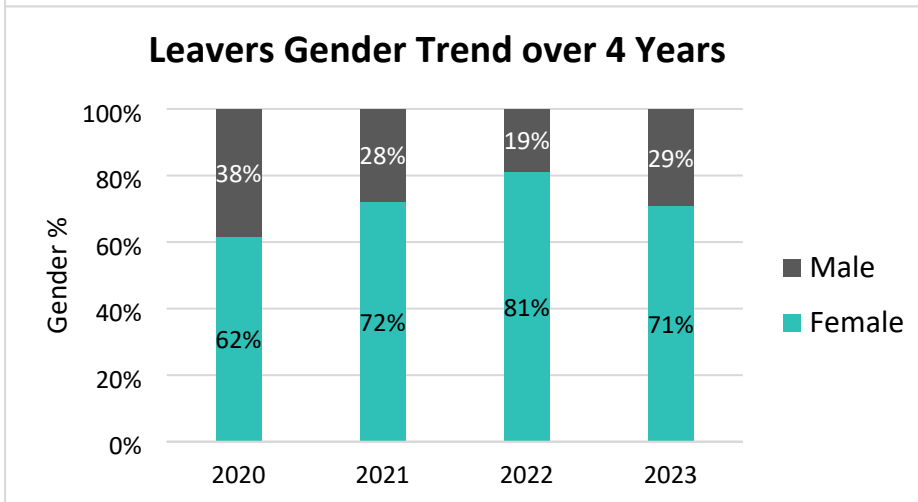
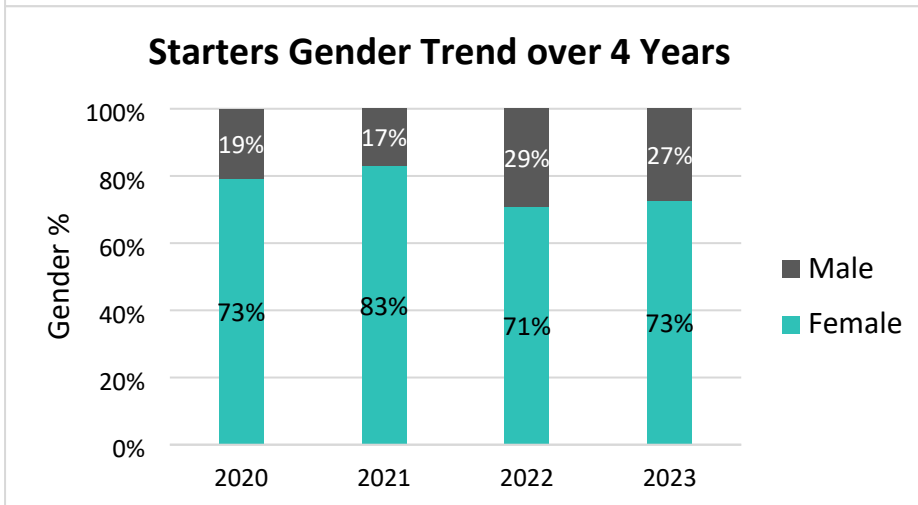
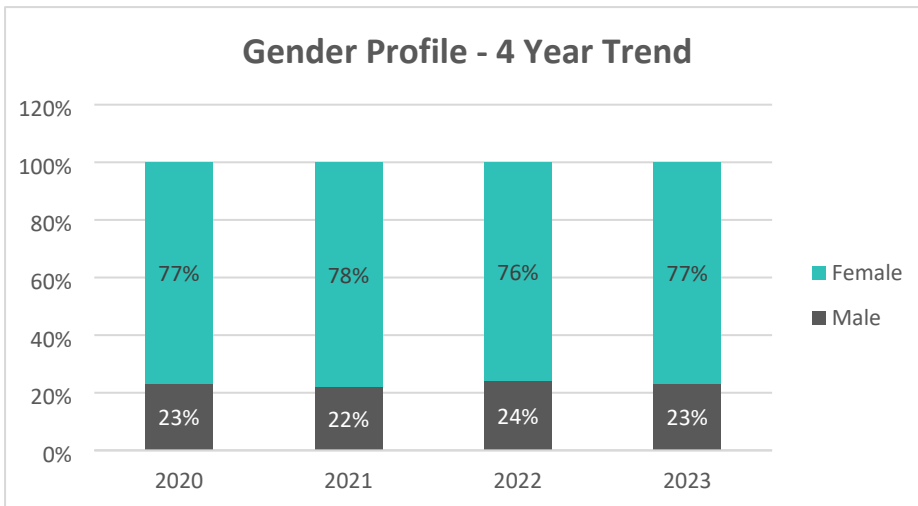
The CIPD's Gender Pay Gap viewpoint, states that reasons for the gender pay gap are complex and inter-related and include economic, cultural, societal, and educational factors, such as:

- A lack of flexible working options
- Women being the main providers of unpaid caring responsibilities
- Occupational segregation
- The undervaluing of women's work
- Pay discrimination

Their research also shows that if a woman either leaves the labour market altogether for even a short period of time, or continues to work, but on a reduced hours' basis, she's more likely to be in a low-paid and low-skilled job, and to remain there throughout her working life.

If we look back at the number of part-time workers who are male v female it should be noted that there are no part-time workers at Assistant Director level or above within Bracknell Forest working significantly reduced working weeks, although there are several examples of females working compressed hours.

It is recommended that the issues of advocating for part-time workers in senior positions (both male and female) and career progression for females after career breaks are explored in greater depth and plans put in place to address these.

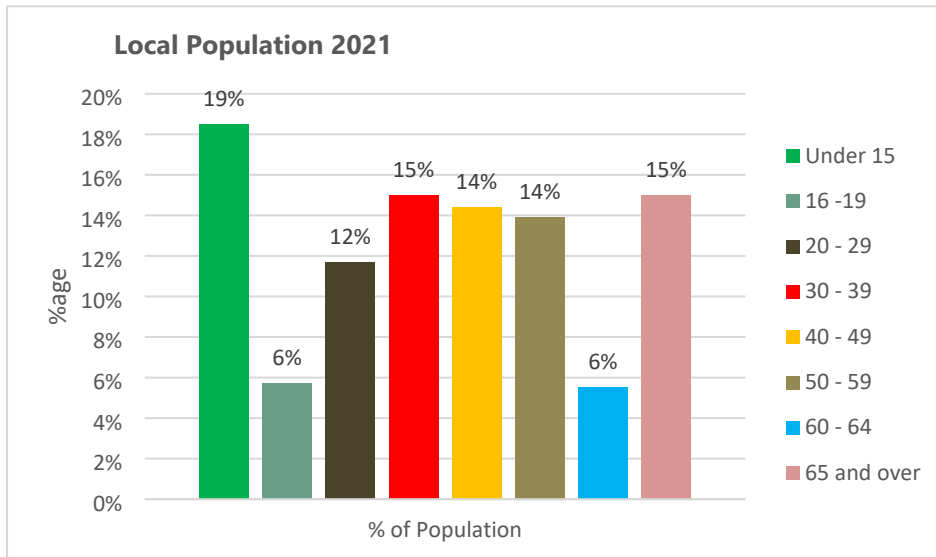


Unfortunately, the trend identified last year of a lower percentage of male leavers compared to the workforce has reversed and once again this year we see a higher percentage of men leaving the authority. The percentage of male starters has stayed fairly similar to last year's figures which is encouraging. We will continue to review this over the next year to check if this trend continues.

Details of our gender pay gap can be found further on in this report.

Age

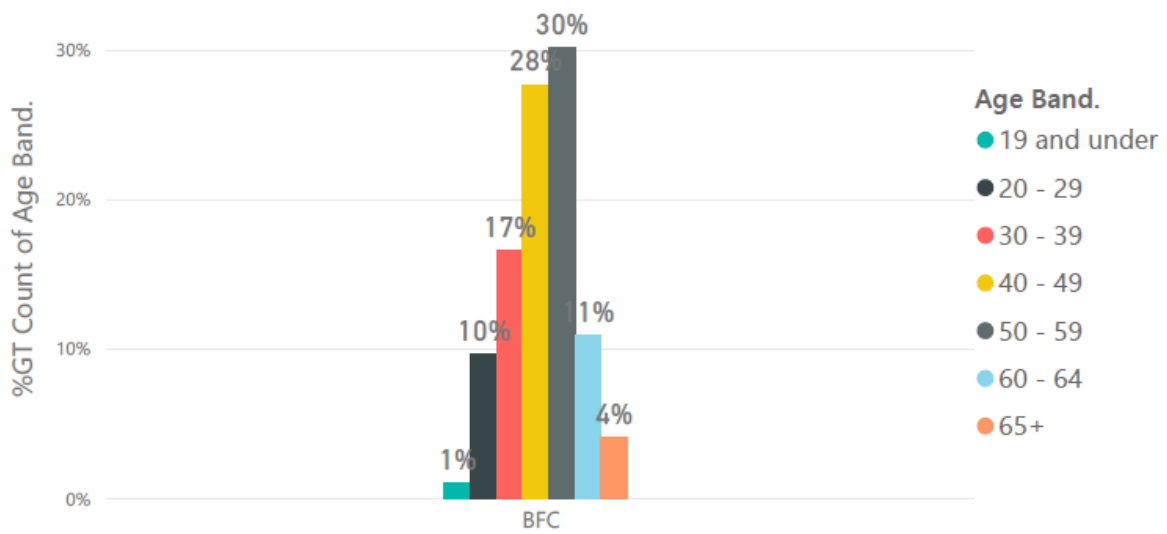
Local Population



BFC

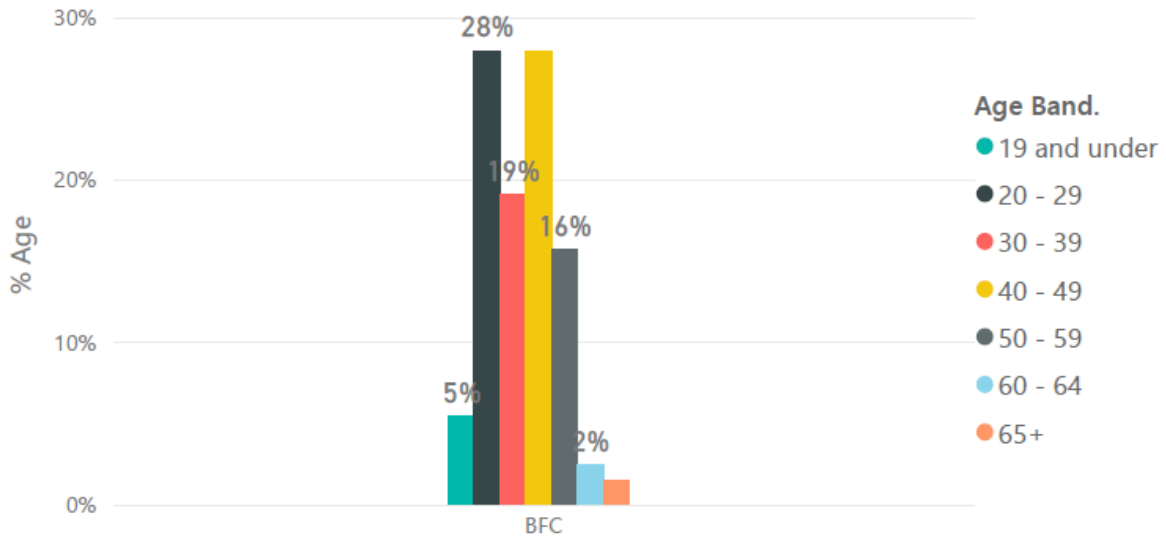
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Staff Age BFC



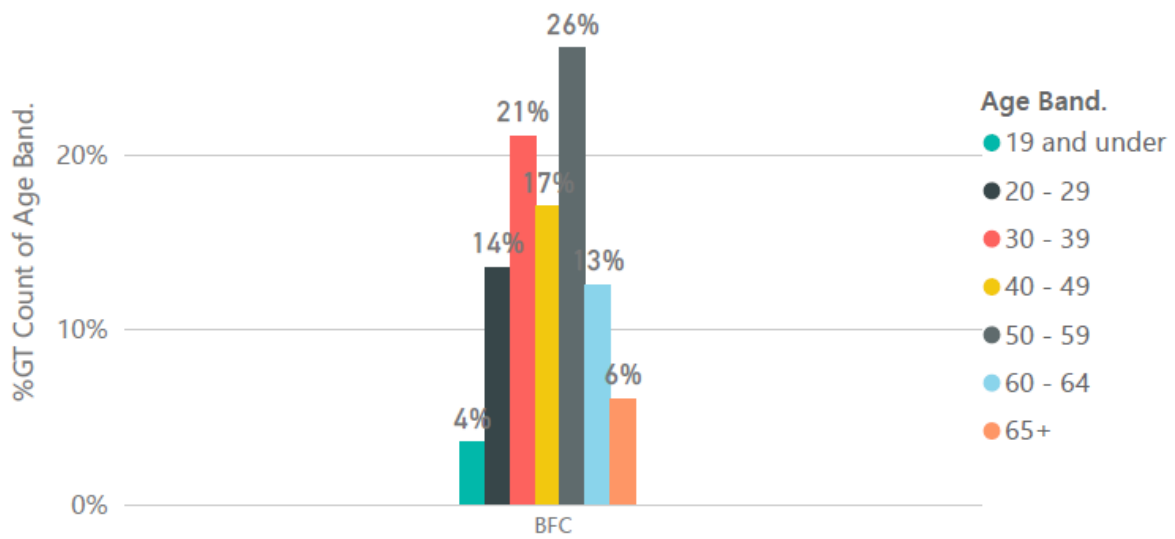
BFC category	19 and under	20-29	30-39	40-49	50-59	60-64	65+
Staff %	1.01	9.66	16.58	27.69	30.14	10.89	4.04

Starters Age BFC



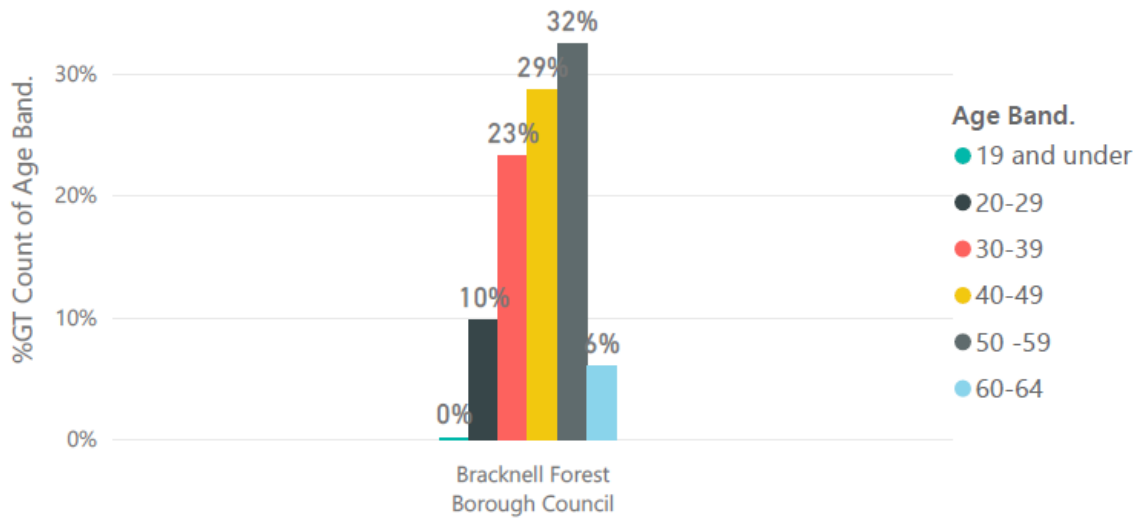
BFC category	19 and under	20-29	30-39	40-49	50-59	60-64	65+
Starters %	5.39	27.94	19.12	27.94	15.69	2.45	1.47

Leavers Age BFC



BFC category	19 and under	20-29	30-39	40-49	50-59	60-64	65+
Leavers %	3.52	13.57	21.11	17.09	26.13	12.56	6.03

Training Age BFC



BFC category	19 and under	20-29	30-39	40-49	50-59	60-64	65+
Training %	0.04	9.46	22.48	22.74	31.41	5.83	0

There is quite a change on the reasons for leaving of 65+ leavers with only 42% being due to retirement compared to 87% last year. 42% of the 65+ Leavers left for other voluntary reasons including moving to another local authority.

The data shows a much higher proportion of staff between 50 -59 leaving this year (26% compared to 18% last year). Further analysis of this group shows that 87% are leaving voluntarily with the most common reasons for leaving being:

Personal Reasons (41%)
Private Company (15%)
Another Local Authority (15%)

On a positive note, the number of starters under 30 joining the authority has risen from 22.32% last year to 33.33% this year. This is slowly changing our age profile which is very similar to last year but again shows a slightly higher % in this age range as it now stands at 10.67% compared to 8.96%. The data shows a higher proportion of these staff are also undertaking training.

There is an ageing workforce as we do have a skew to higher proportion in the higher age bands.

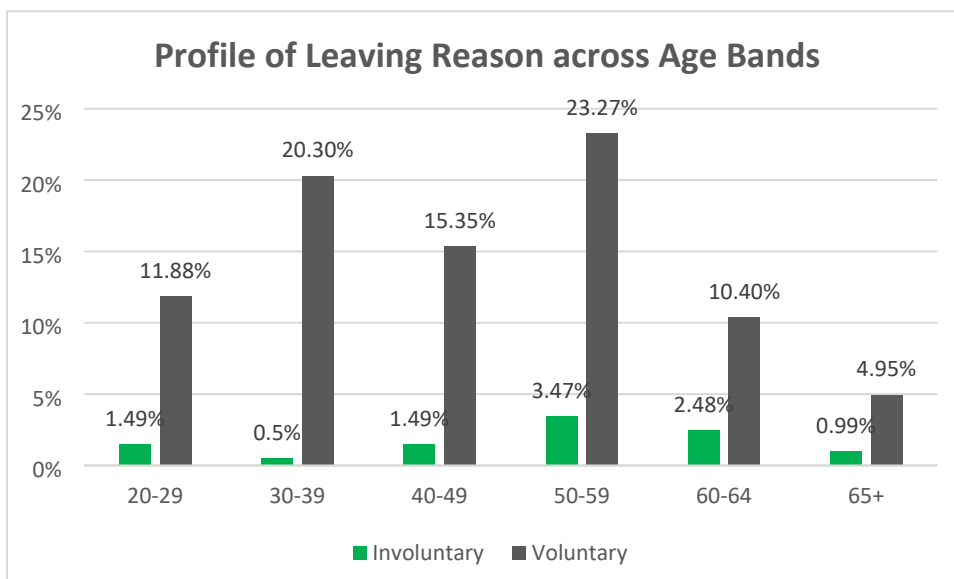
We will continue to monitor these trends going forward.

Analysis of involuntary leavers ethnic origin and age group

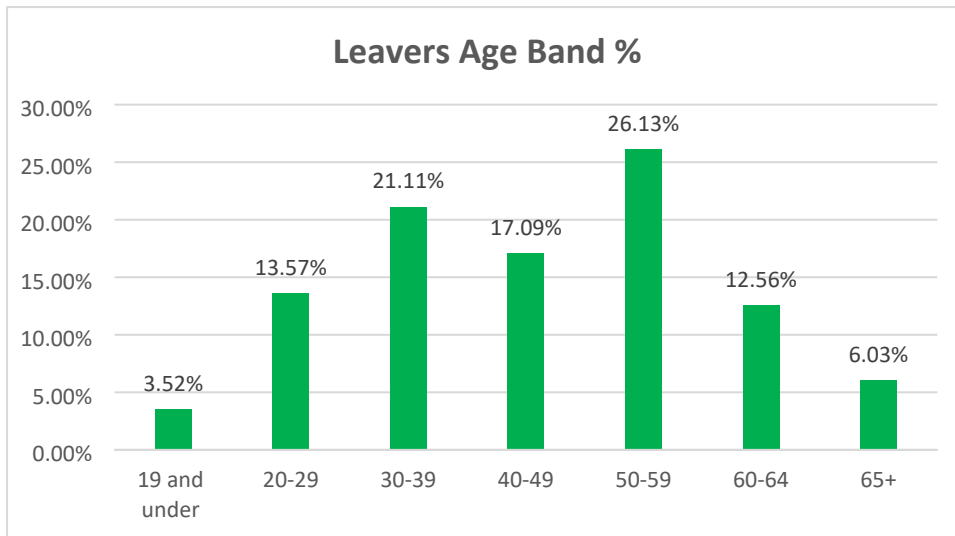
Reason for leaving	Staff numbers	Ethnic Origin	Age Group
Death in Service	2	White British White Other	60 - 64 65+
Dismissal Capability	1	Mixed Other	50 - 59
Dismissal Ill Health	2	White British	50 - 59
End of Fixed Term Contract	9	White British Asian - Indian Mixed - Other White - Irish x 2 White - Other Unknown x3	Under 19 20 - 29 x3 40 - 49 50 - 59 x2 60 - 64 x2
Dismissal Disciplinary	3	White British	30 - 39 50 - 59 x2
Redundancy	4	White British x3 White - Other	65+ 40 - 49 x2 60 - 64
Retirement - Ill Health	1	White - Other	60 - 64

The profile of Voluntary and Involuntary Leavers across the age bands is shown below. There is a skew towards the lower age bands for voluntary leavers, which could possibly be attributed to career progression. Again, more data needs to be collected to understand the reasons for leaving. If this research demonstrates that career progression is a primary factor, then we will need to look at ways of promoting training (using the apprenticeship levy wherever possible) to develop our existing staff and promote career progression from within.

The number of voluntary leavers once you hit age 50 is higher which could signify that staff may be retiring earlier. There will be a trend to review in future reports.

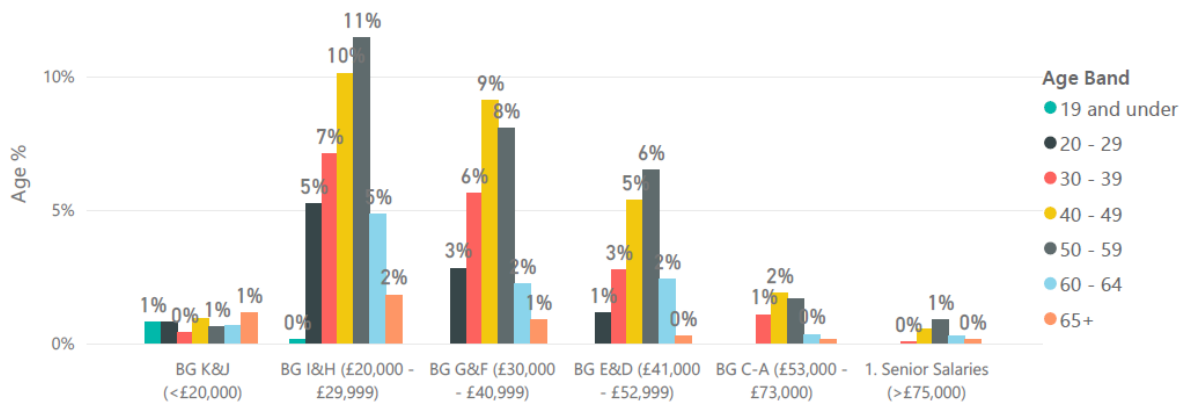


There are more involuntary leavers in the 50-59 age group this year than other groups, however the number of voluntary leavers aged 20-29 remains high. There has been a reduction of voluntary leavers in the 40-49 age group this year.

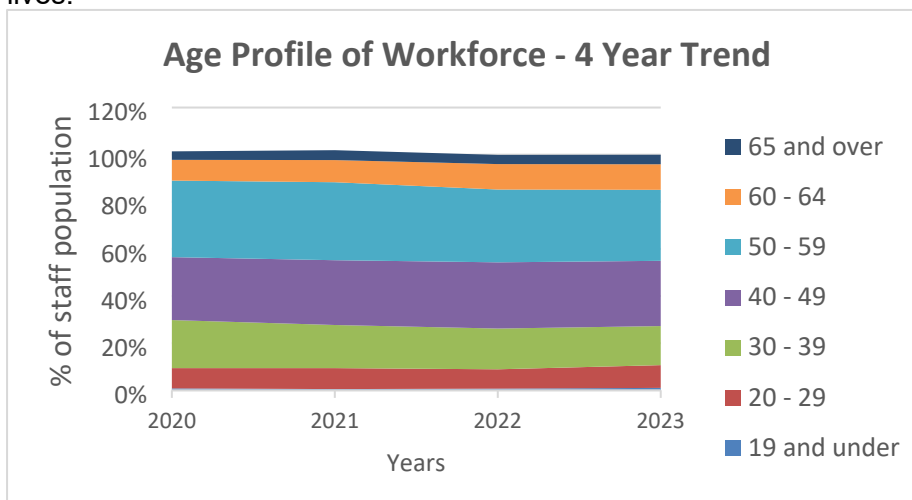


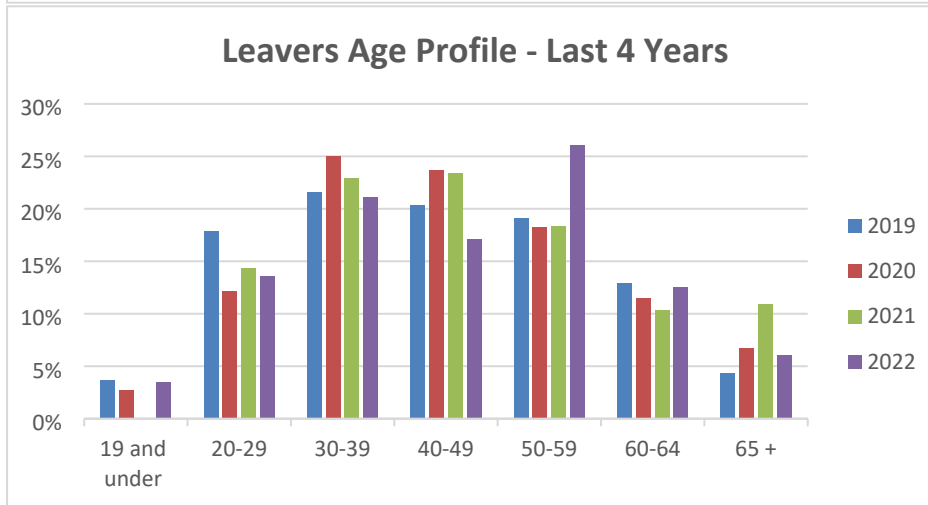
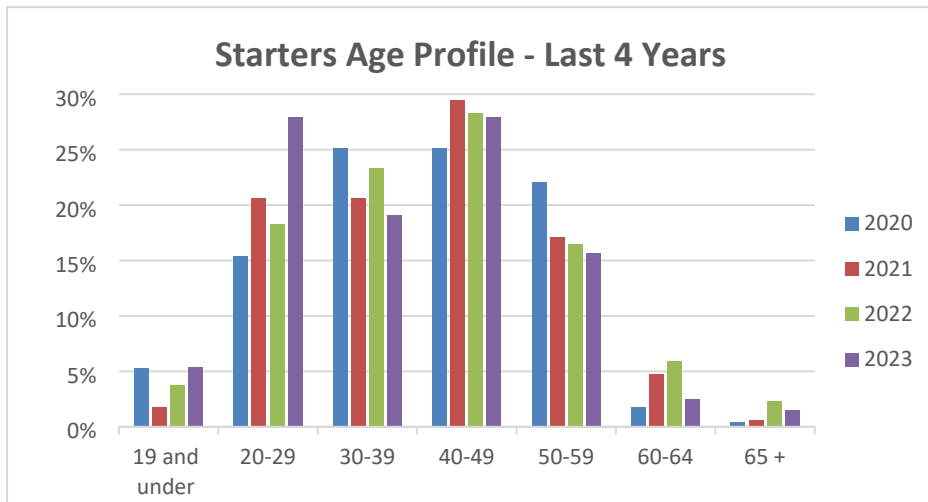
The highest percent of leavers overall came from 50-59 age group.

Salaries across Age Bands as % of entire workforce



The salaries information shows a tendency for older staff to be paid the higher salaries. This is to be expected as they have gained more experience and knowledge during their working lives.





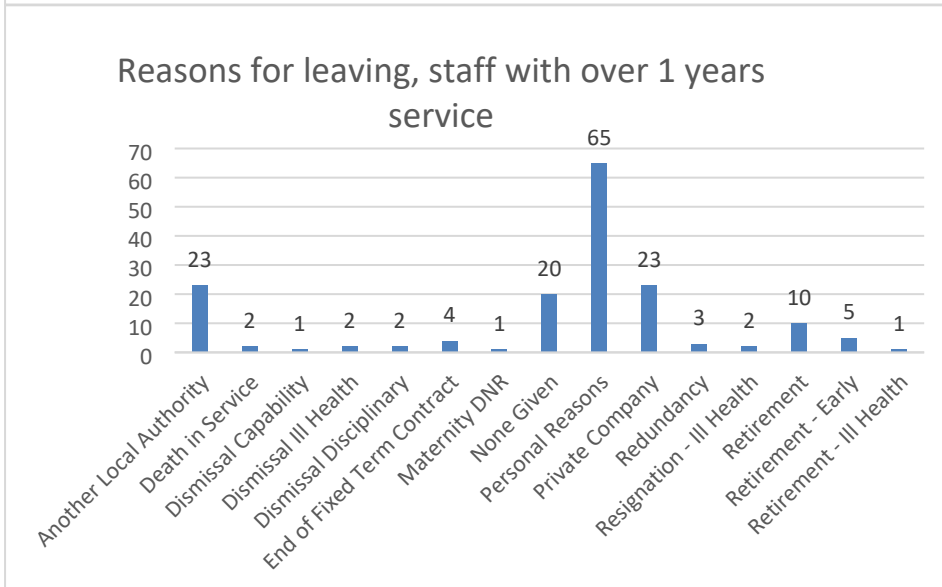
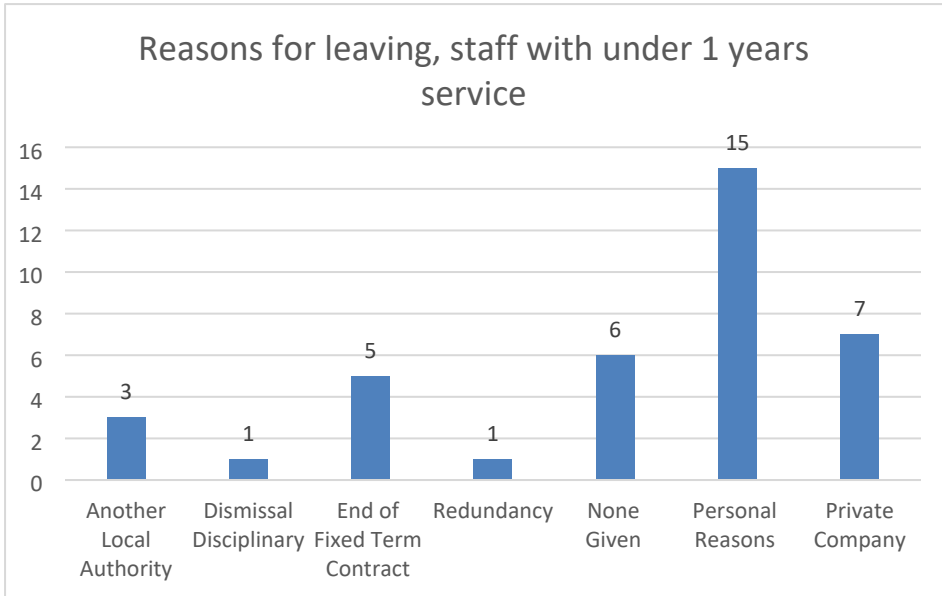
Our data from the last 4 years shows a broadly similar pattern over the last 4 years however the proportion of staff in the lower age bands is decreasing.

The number of staff starting in the lower age groups has seen an increase which is encouraging. If this trend continues over the next few years and we retain these staff our age profile may improve to be more like the local area.

Workforce planning by Directorates will be key to ensure we are able to staff our services in the years to come. Conversations with staff with support workforce planning and knowledge transfer, need to avoid highly knowledgeable staff leaving on mass.

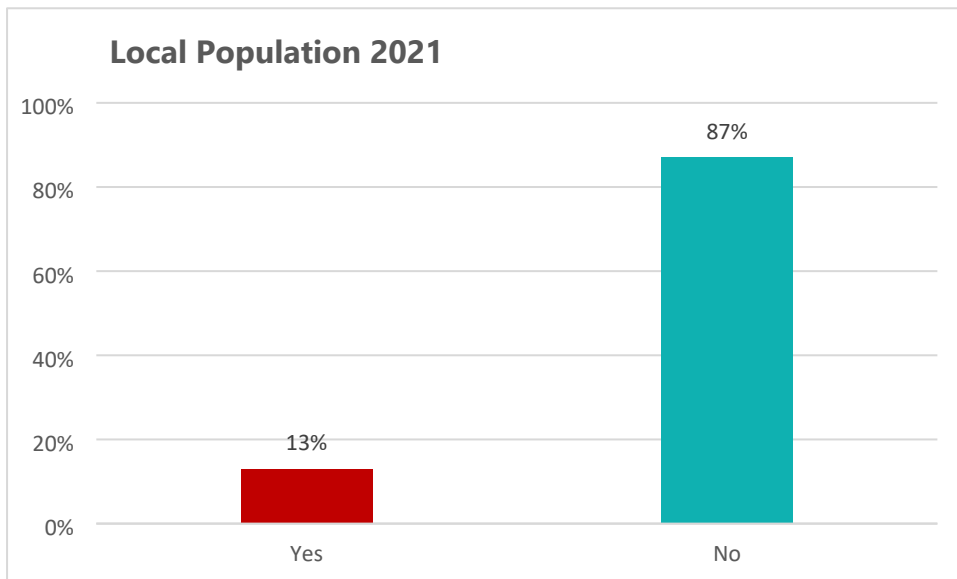
Length of service and leavers

In terms of staff leaving with under 1 years' service, 39% of staff left due to "personal reasons", we cannot identify further what were the reasons, but we hope to get more detailed information as part of our review of the leavers process. Staff with over one years' service 40% record "personal reasons"



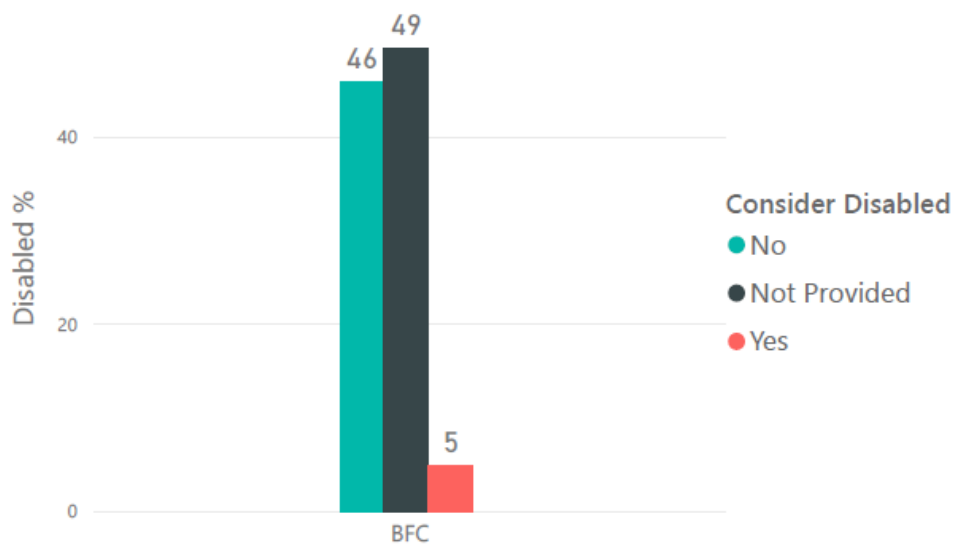
Disability

Local Population



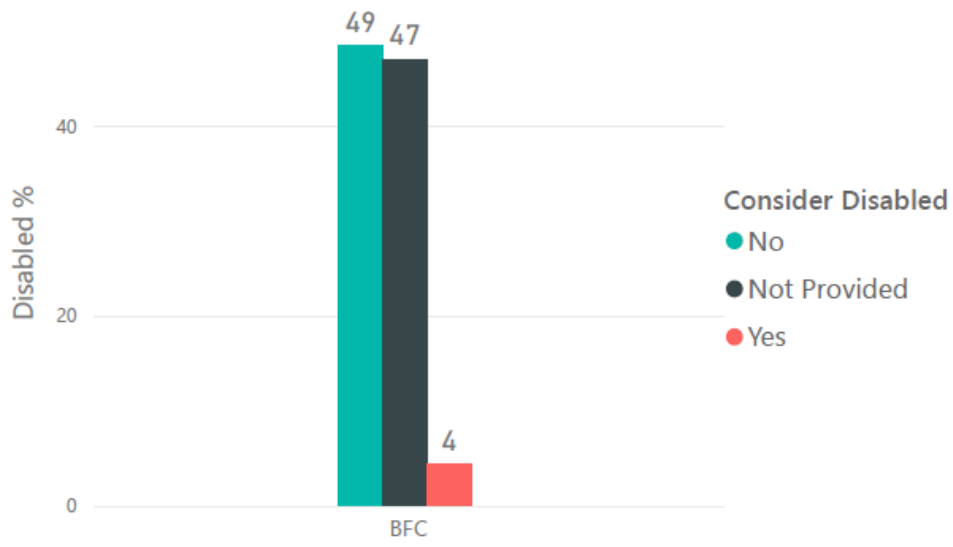
BFC

Staff Disability BFC

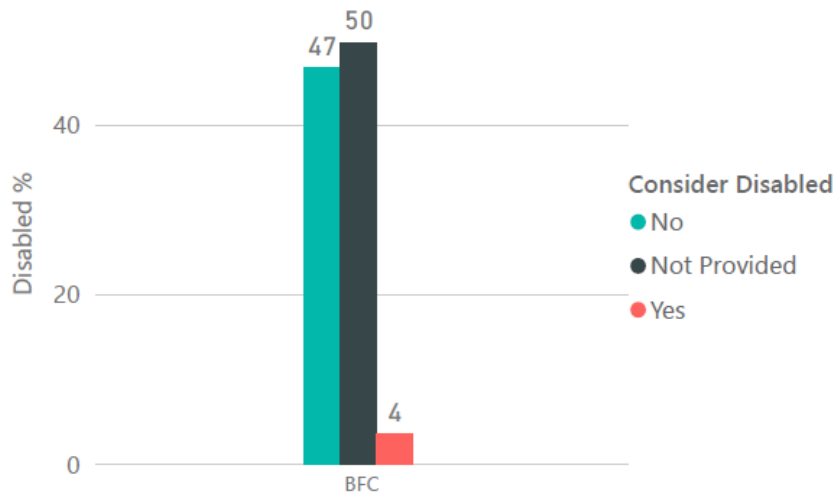


It is noted that 49% of the workforce have not declared their disability status despite attempts to encourage staff to update this information. As a result, considered analysis of this data is unreliable.

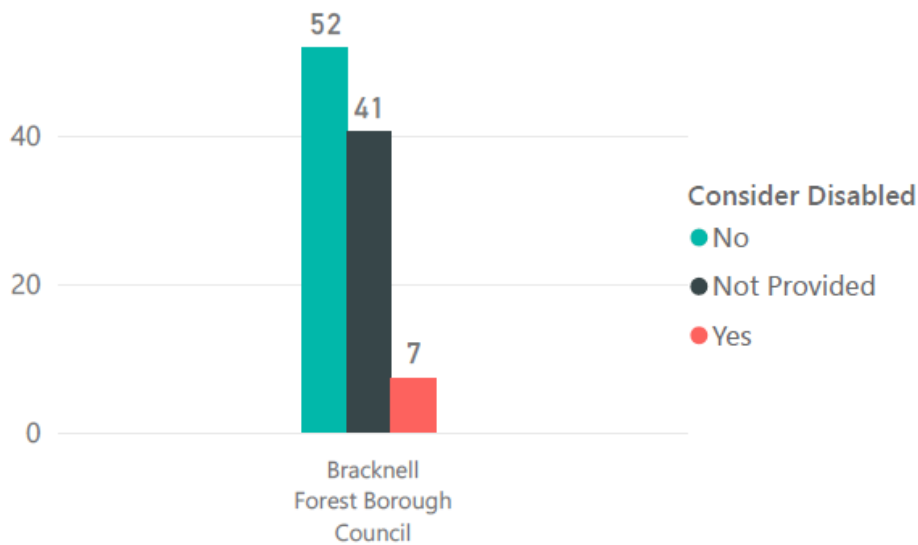
Starters Disability BFC



Leavers Disability BFC

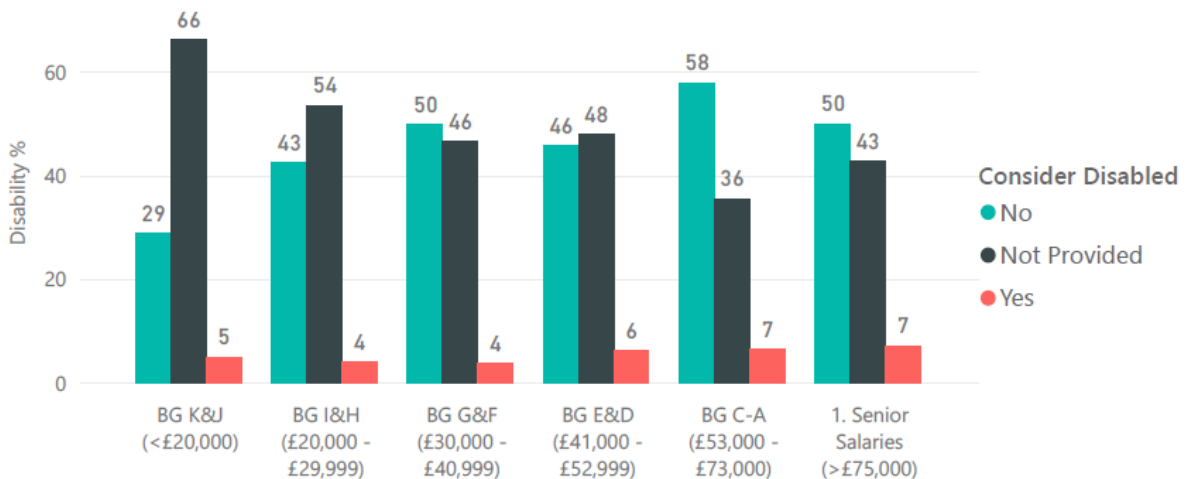


Training Disability BFC



An analysis of leaver reasons shows that out of 7 leavers that stated they had a disability 6 of these left voluntarily. The 1 who left involuntarily was due to health matters. More work is needed to encourage staff to register their disability status.

Salaries across Disabled Profile (as % of staff in each pay band)



The data around the disability profile of the Bracknell Forest workforce is unclear. We have a sizeable proportion of staff who seem to have not provided their disability status (49%) however we cannot be sure that a high number of these would be 'no' disability and they just left the field blank. For reference those not disclosing ethnicity stands at 10.2% which is what we would expect with disability. That said, the data available shows the proportion of staff with a disability, has increased slightly. This is lower than the national picture which indicates that 16.8% of working age adults are disabled (Source Census 2021).

The proportion of starters and leavers with disabilities is consistent with our staff data. However, the proportion of disabled staff undertaking training is higher.

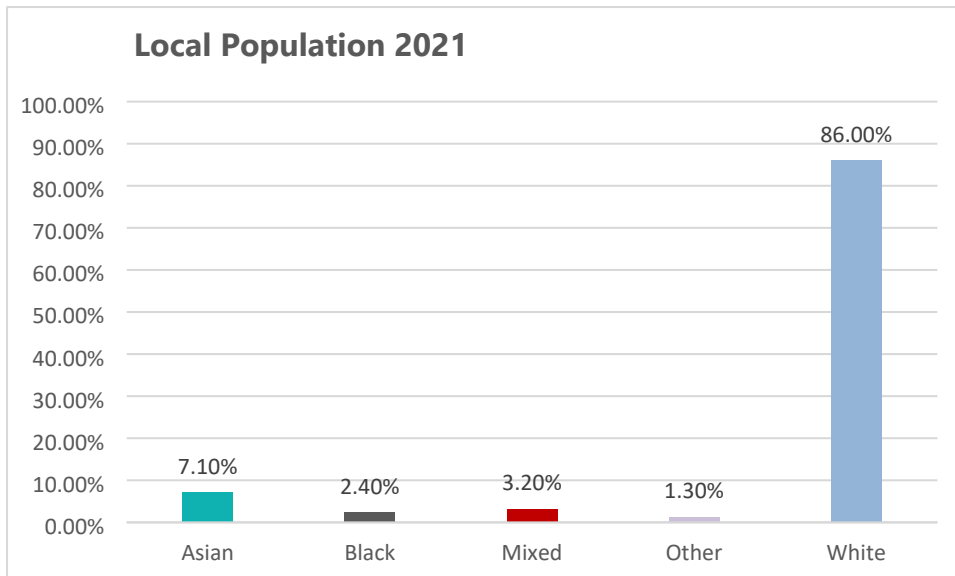
Staff Profile for Disability - 4-year trend

	2020	2021	2022	2023
	4.20%	4.60%	4.34%	4.90%

Ethnic Origin

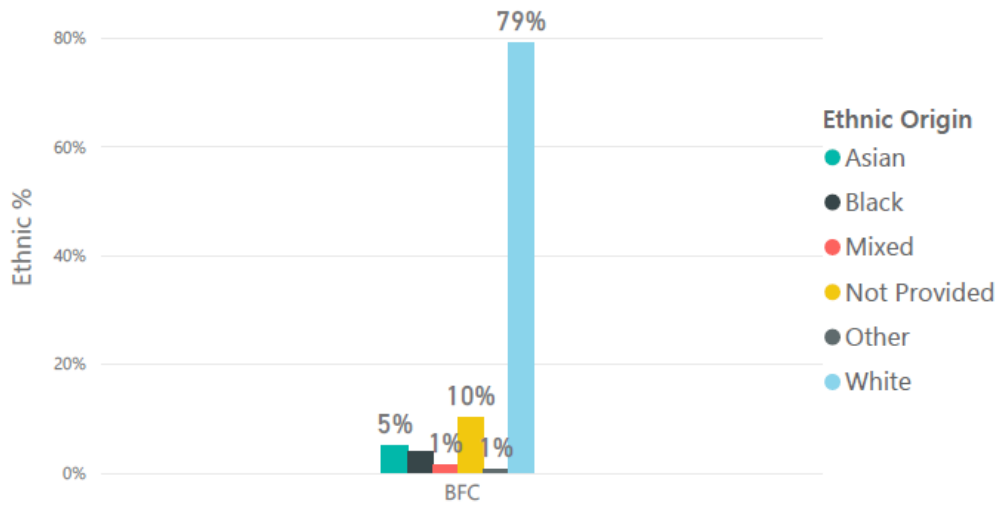
This is the second year we have broken down the Ethnic Origin statistics into more categories. This makes it difficult to produce trends, but we will compare to last year's figures where we can.

Local Population

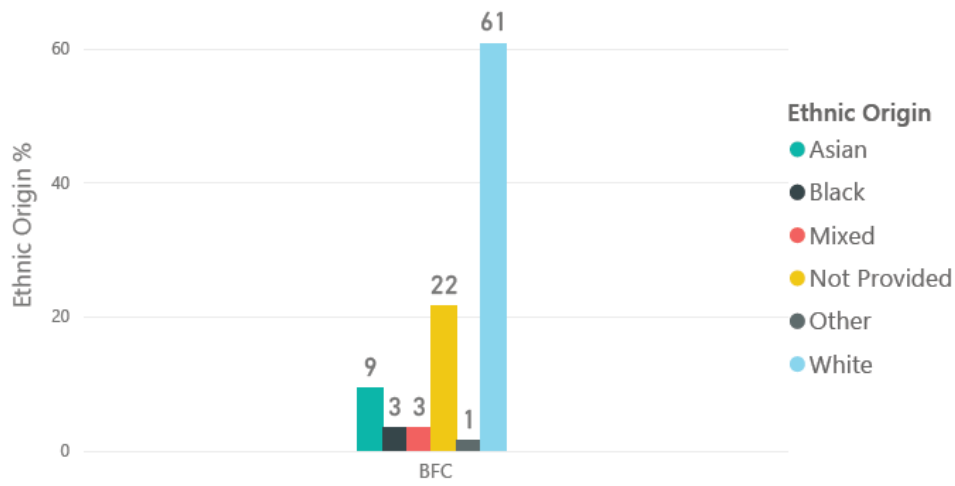


BFC

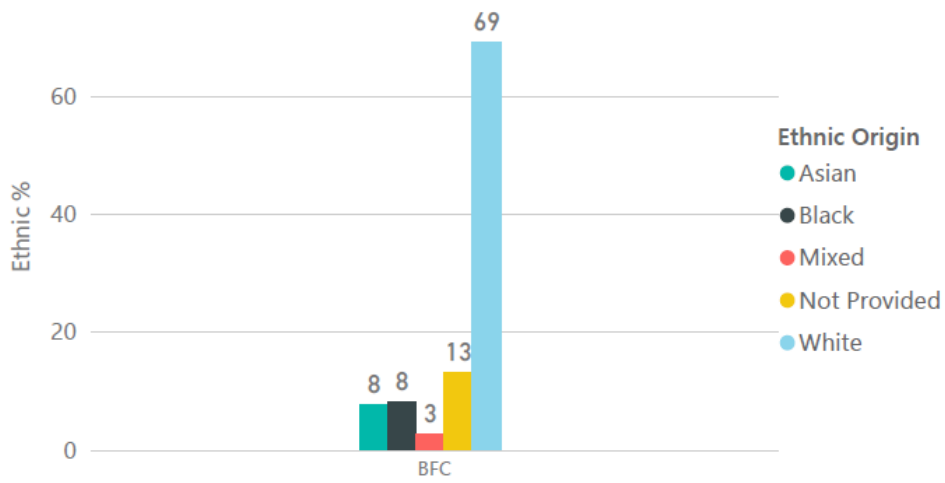
Staff Ethnic Origin BFC



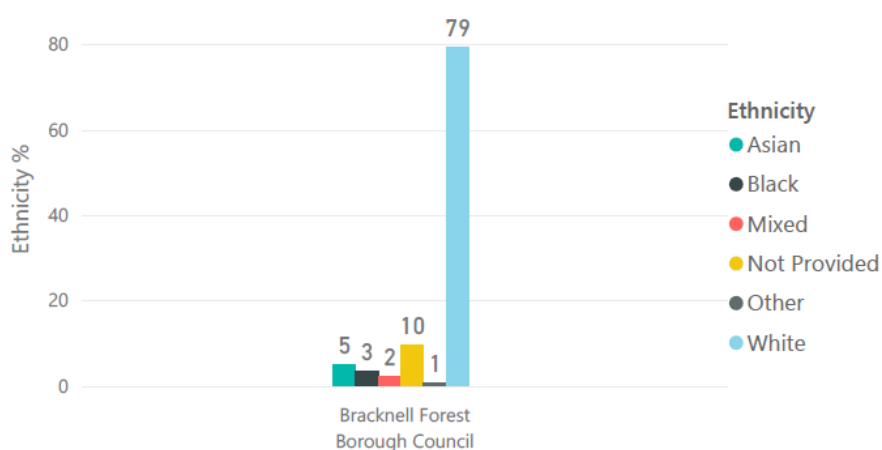
Starters Ethnic Origin BFC



Leavers Ethnic Origin BFC



Training Ethnic Origin BFC



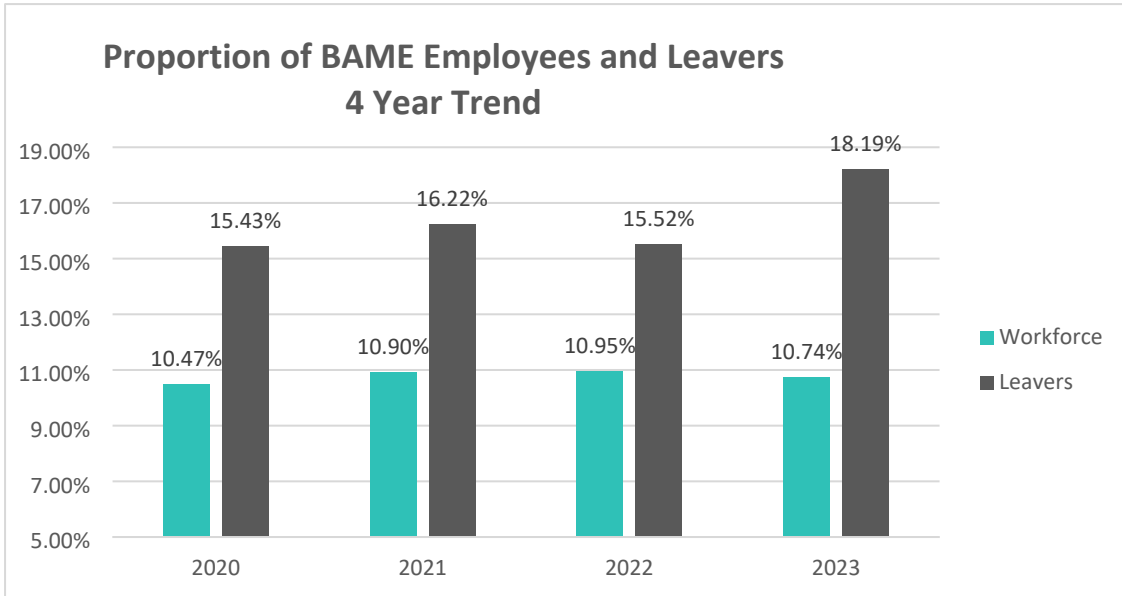
Our results show that we have a higher proportion of new starters (17.6%) from an ethnic minority background particularly from Asian and Mixed categories. But we have an even higher proportion of leavers (18.2%) from an ethnic minority background particularly those from an Asian or Black descent. This has been a trend over the last 5 years. This is a matter of concern and needs further analysis.

There is not a record of ethnic origin for many of the new joiners, making analysis unclear. Work is underway to improve transferring diversity data to the workforce systems.

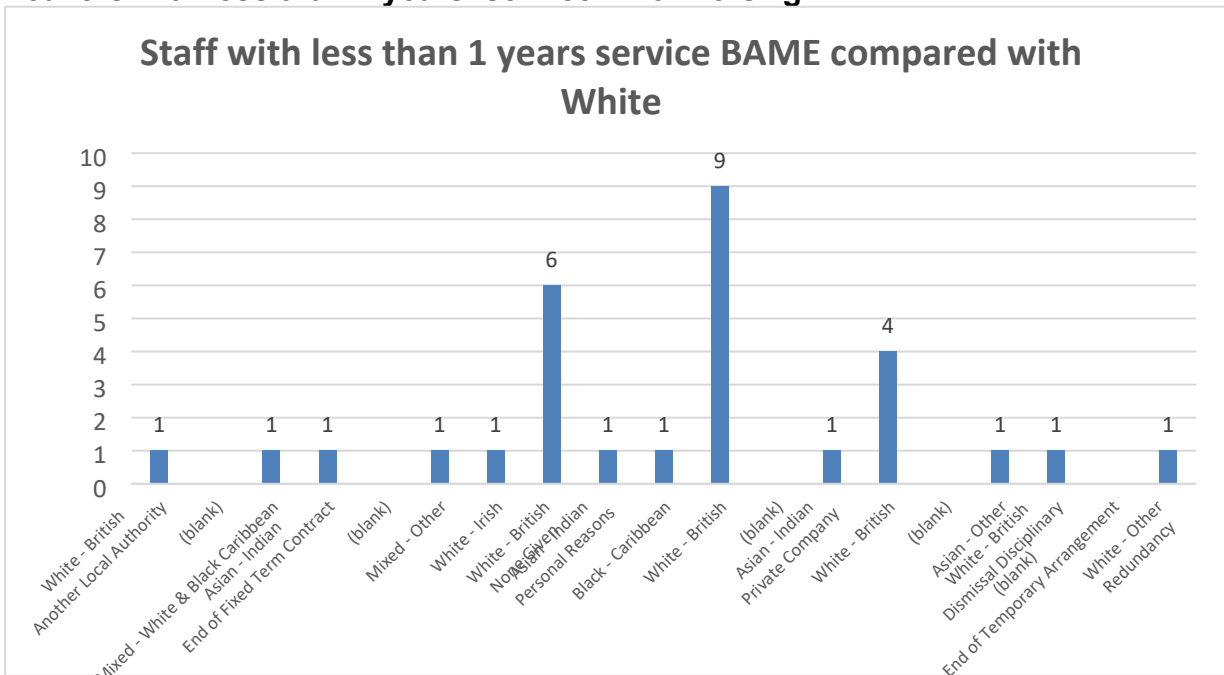
Reasons for Leaving by Ethnic Origin

Analysis of the leaving reasons and ethnic origin show that for Asian and Mixed three members of staff left involuntarily. The rest left voluntarily with the main reasons for all 3 sub-groups being Personal Reasons (42%) and Another Local Authority (22%).

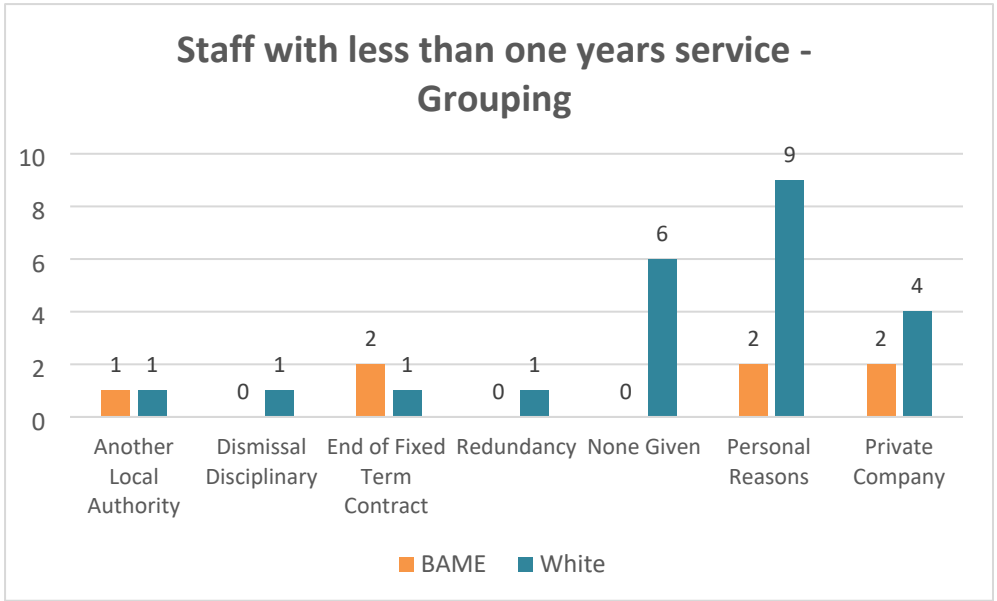
Reason	Asian	Black	Mixed	Not Provided	White	Total
Involuntary	1	0	2	3	16	22
Voluntary	14	16	3	23	124	180
Total	15	16	5	26	140	202



Leavers with less than 1 years' service – Ethnic Origin

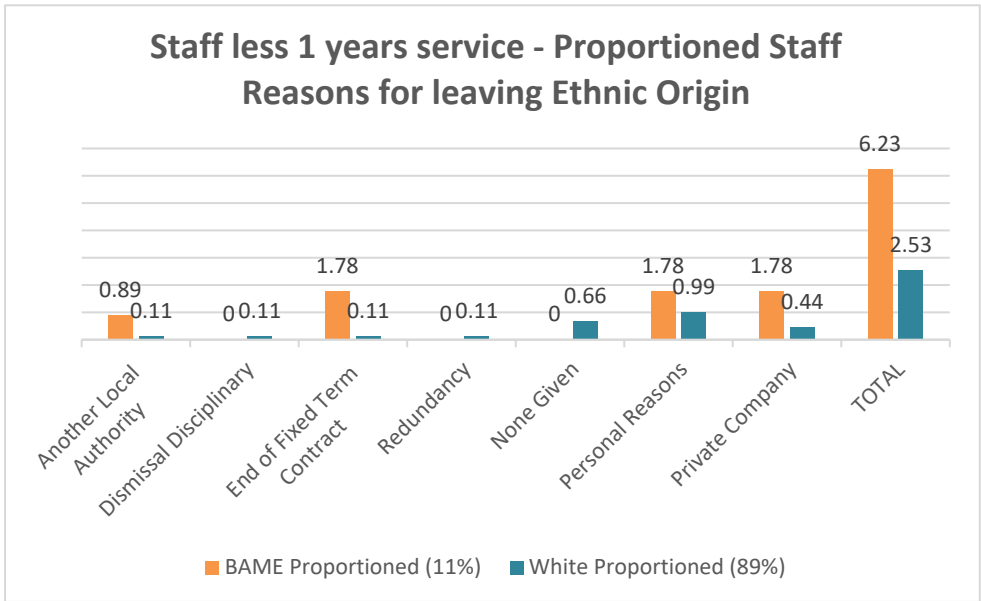


Grouped into category BAME for clearer analysis



Proportioned BAME with less than one years service

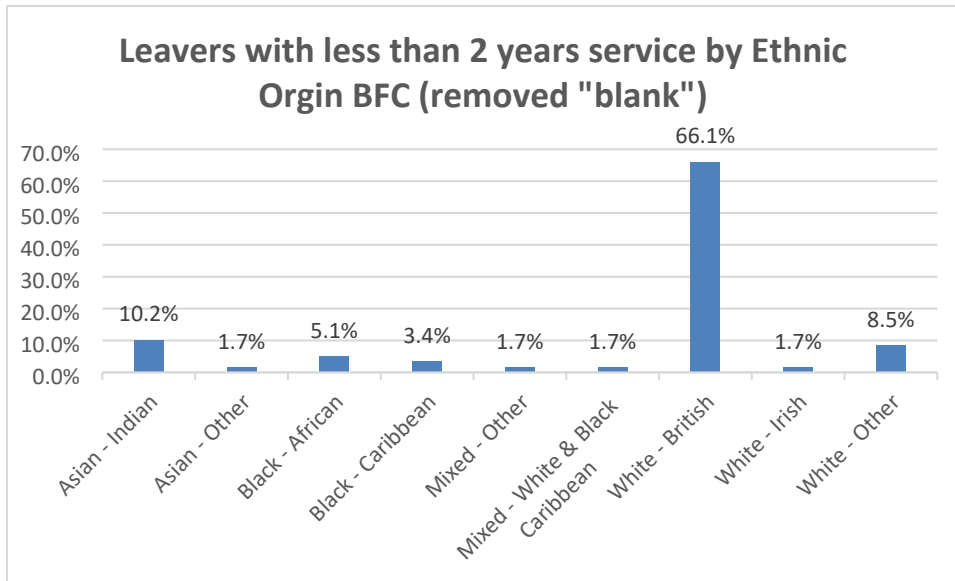
As the known ethnic origin of White is 79% and BAME 21%, the graph below, “Proportioned Staff Reasons for leaving Ethnic Origin” shows the view of the 30 leaver reasons if we had an equal population of ethnic origin White and grouping BAME. This is for analysis purposes only and requested by the Equalities Board.



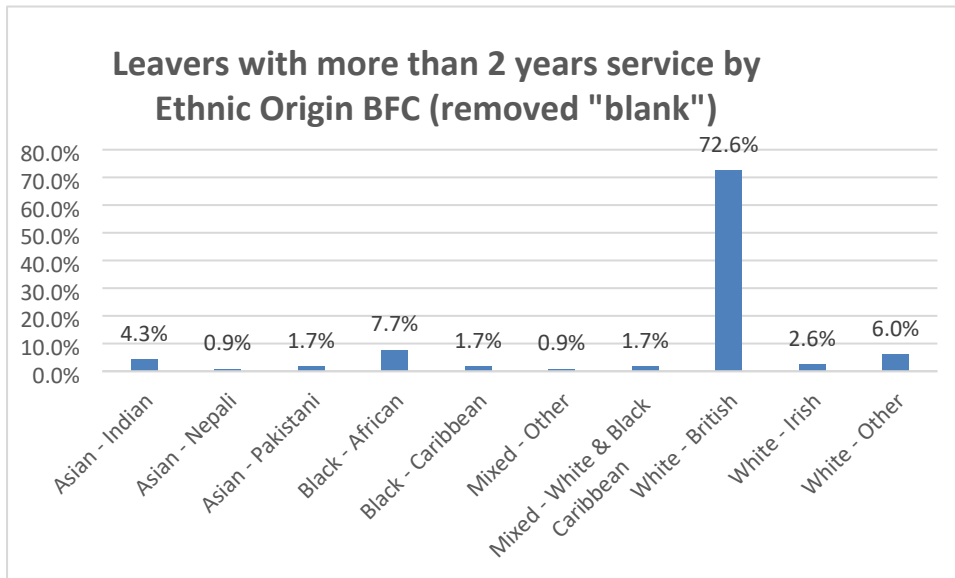
BAME staff are more likely than White staff to leave due to “End of fixed term contract” or “Private Company” or “Personal Reasons”.

Leavers comparison leaving with less than one year and 2 years' service

Less than 2 years' service:

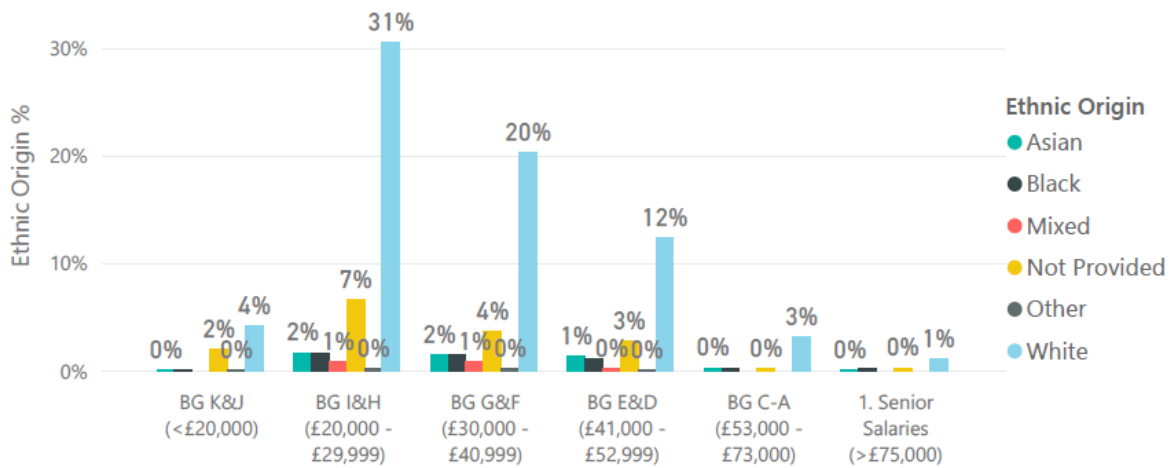


More than 2 years' service:

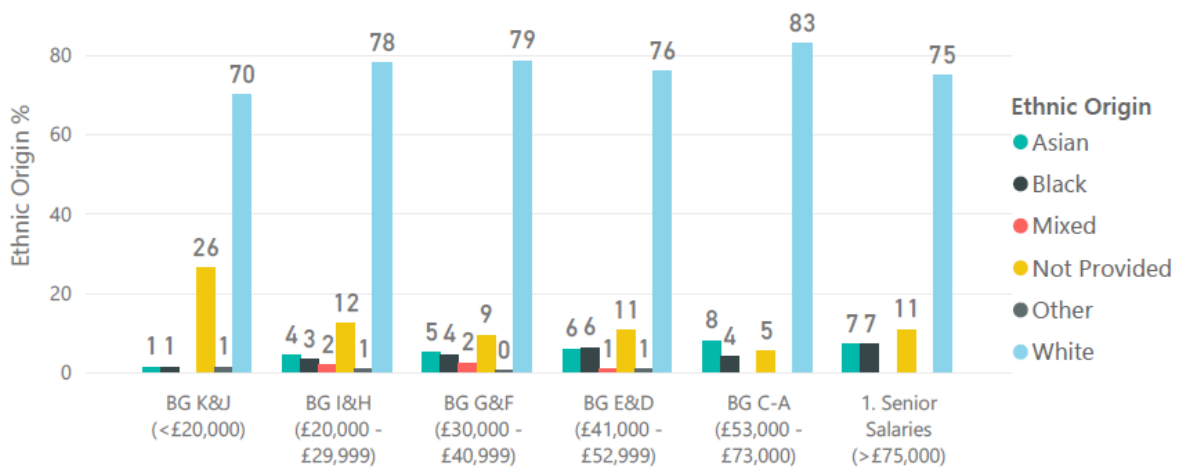


Staff who leave with less than 2 years' service are more likely to be from Black, Asian, Mixed ethnic origin.

Salaries across Ethnic Profile (as % of entire workforce)



Ethnic % by Salary Group and Ethnicity

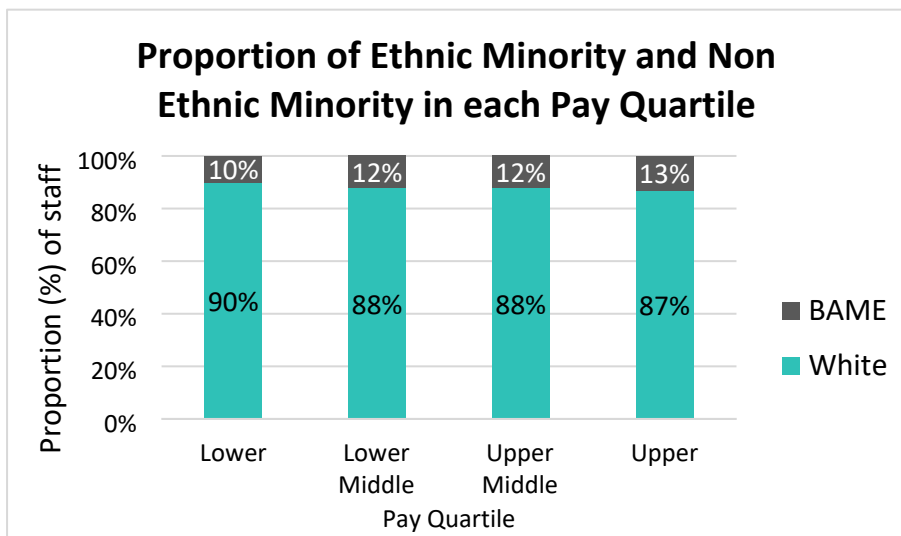


Salaries across Ethnic Origin Profile (as % of entire workforce)

Salary Group	Asian	Black	Mixed	Not Provided	Other	White	Total
1. Senior Salaries (>£75,000)	0.10%	0.20%		0.29%		1.09%	1.68%
BG C-A (£53,000 - £73,000)	0.28%	0.29%		0.22%		3.20%	4.00%
BG E&D (£41,000 - £52,999)	1.40%	1.18%	0.20%	2.83%	0.12%	12.40%	18.12%
BG G&F (£30,000 - £40,999)	1.51%	1.48%	0.88%	3.63%	0.20%	20.33%	28.03%
BG I&H (£20,000 - £29,999)	1.70%	1.65%	0.85%	6.64%	0.23%	30.54%	41.61%
BG K&J (<£20,000)	0.10%	0.10%		2.06%	0.10%	4.21%	6.56%
Total	5.08%	4.90%	1.93%	15.68%	0.64%	71.77%	100.00%

Salaries across Ethnic Origin Profile (as % of staff in each pay band)

Salary Group	Asian	Black	Mixed	Not Provided	Other	White
1. Senior Salaries (>£75,000)	7.14	7.14		10.71		75.00
BG C-A (£53,000 - £73,000)	7.89	3.95		5.26		82.89
BG E&D (£41,000 - £52,999)	5.82	6.18	0.73	10.55	0.73	76.00
BG G&F (£30,000 - £40,999)	4.91	4.44	2.34	9.35	0.47	78.50
BG I&H (£20,000 - £29,999)	4.12	3.29	1.81	12.19	0.66	77.92
BG K&J (<£20,000)	1.25	1.25		26.25	1.25	70.00
Total	4.75	4.15	1.54	11.45	0.60	77.51



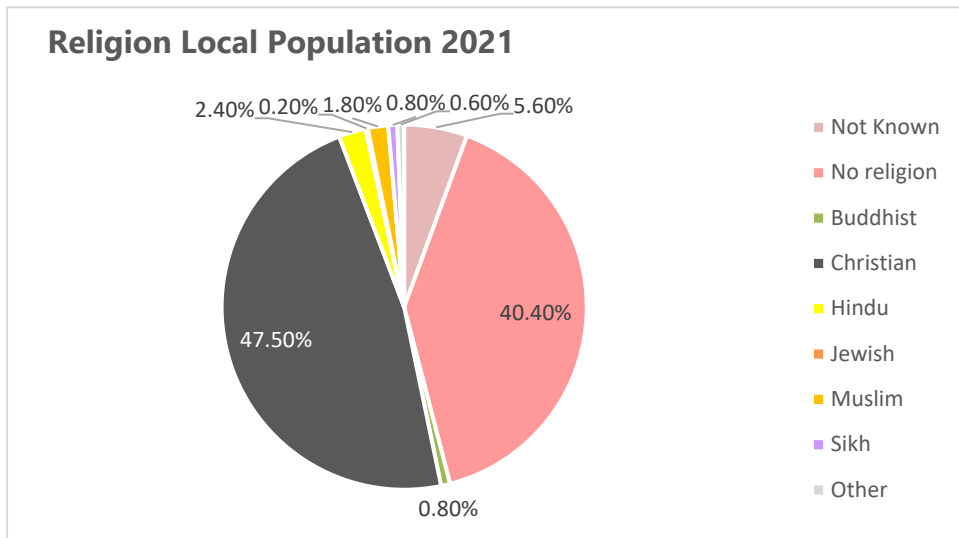
Salary information shows a spread of ethnic minority staff across all salary bands which suggests a healthy pay balance within the workforce.

4 Year trend of Ethnic origin

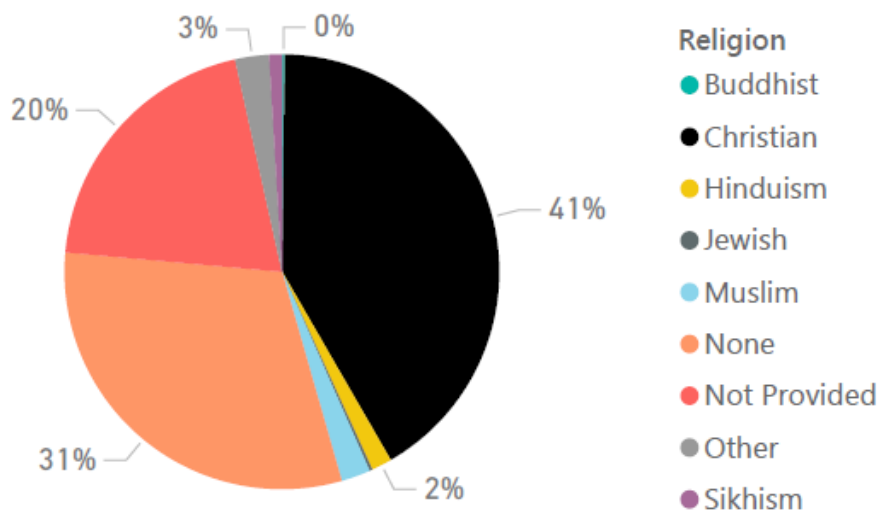
	2020	2021	2022	2023
Asian	4.99%	4.73%	4.70%	4.97%
Black	3.76%	4.14%	4.48%	3.75%
Mixed	1.39%	1.69%	1.40%	1.44%
White	83.32%	82.77%	80.38%	79.09%
Other	0.33%	0.34%	0.37%	0.58%
Not Provided	6.21%	6.34%	8.67%	10.17%

Religion and Belief

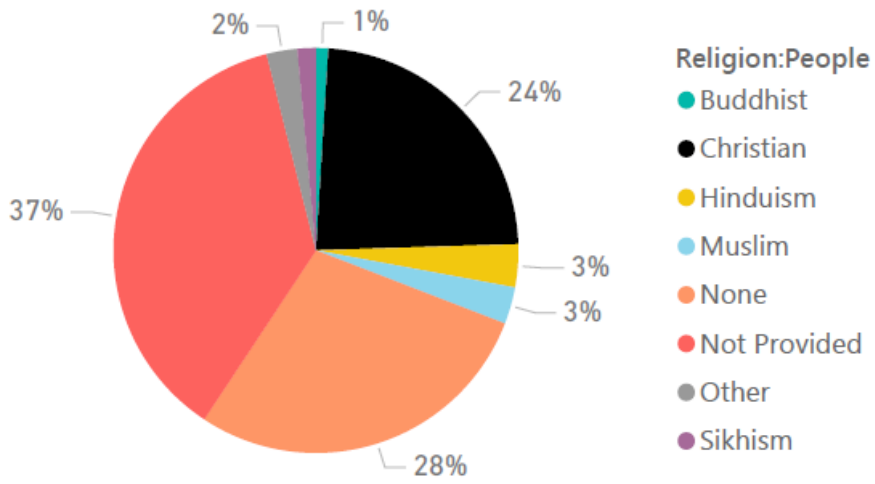
Local Population



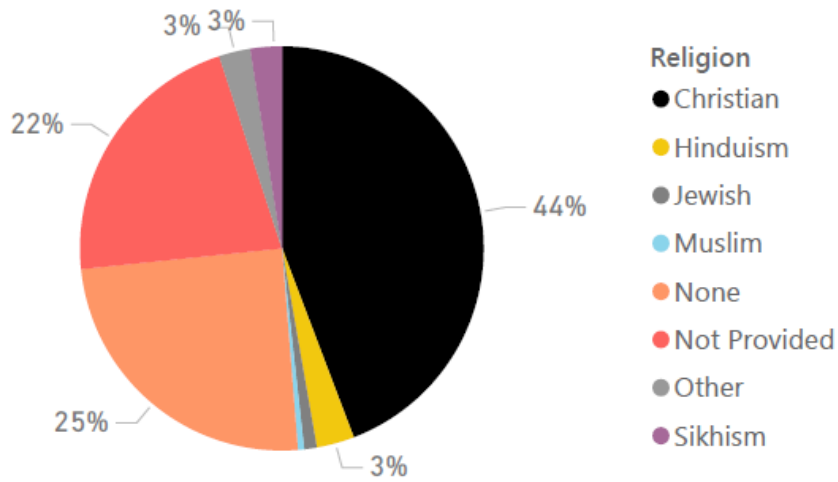
Staff Religion BFC



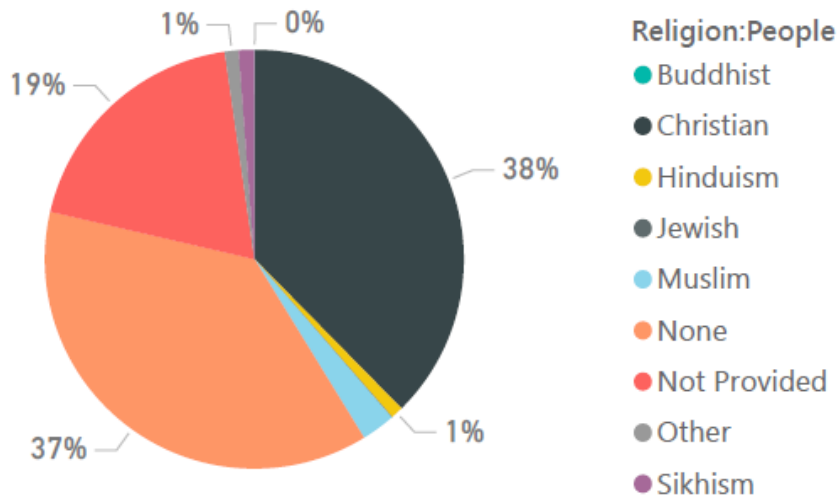
Starters Religion BFC



Leavers Religion BFC

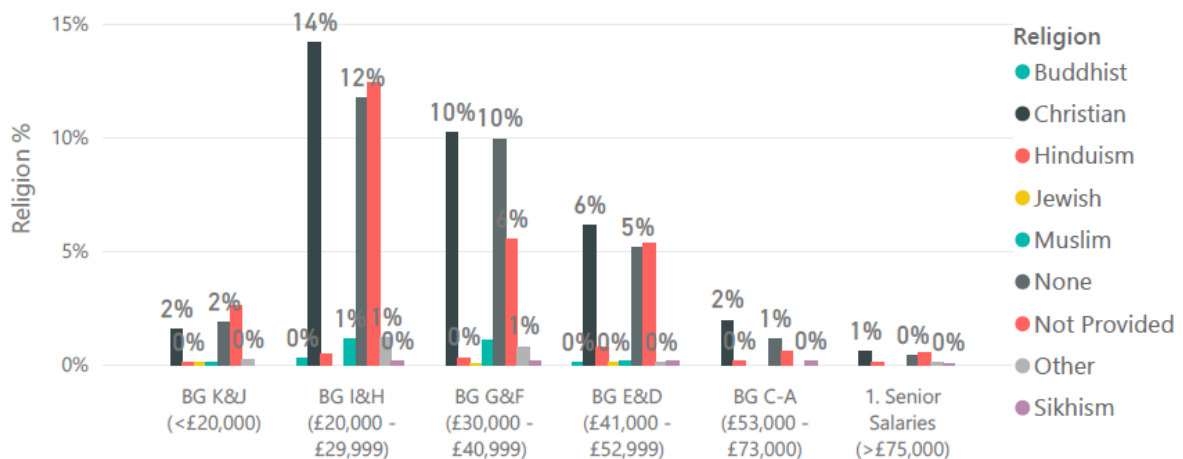


Training Religion BFC

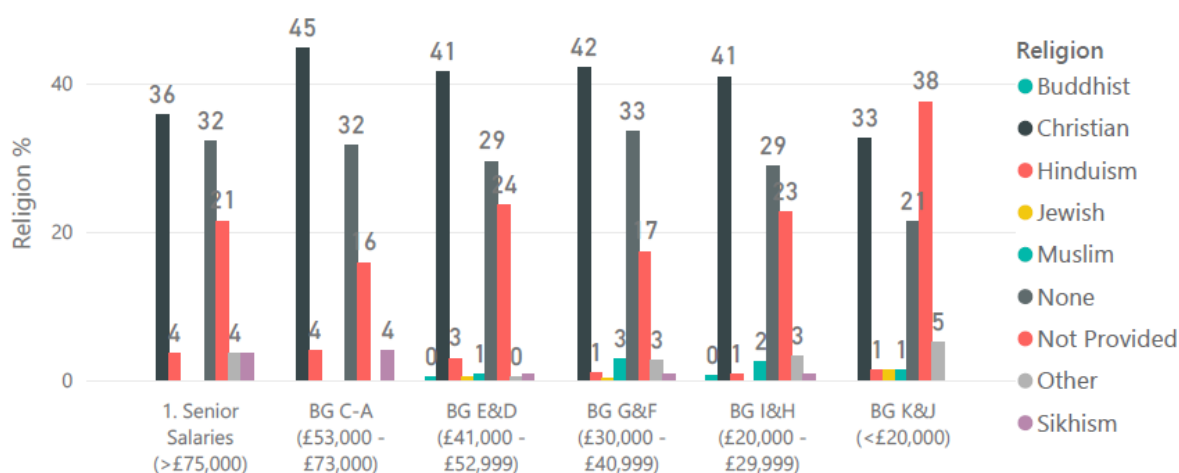


The religion most common at BFC is Christian, with 41% overall classing themselves as Christian. Once again, this year there are more leavers than starters who identify themselves as Christian, so we have seen other groups increase in numbers over the last few years.

Salaries across Religion Profile (as % of entire workforce)



Salaries across Religious Profile (as % of each salary band)



According to census data, as expected, religion has changed in Bracknell Forest Council. Please see below comparison of BFC staff compare to local population according to Census 2021 data.

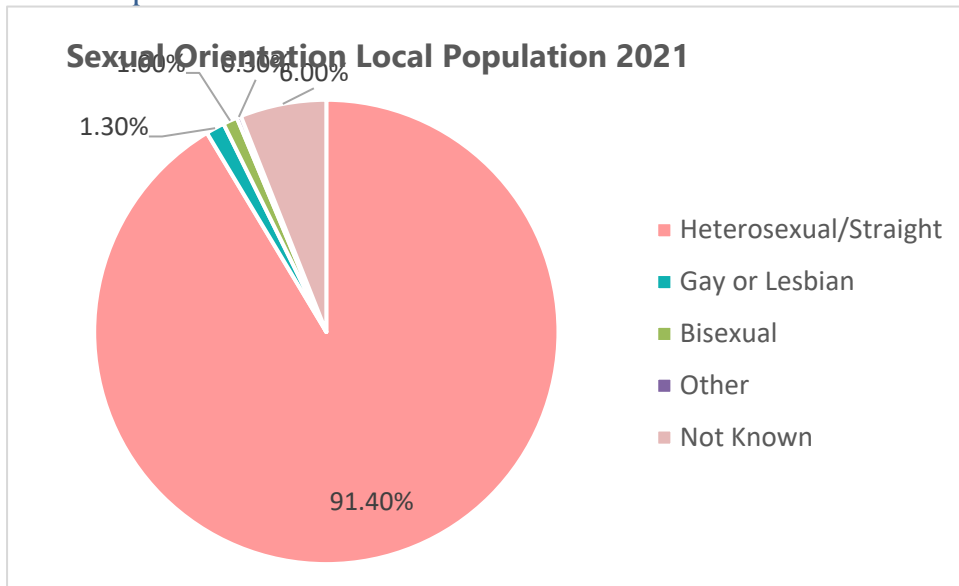
Religion	Bracknell Forest UA Census 2021	BFC Staff 2023
Buddhist	0.8%	0.2%
Christian	47.5%	41.5%
Hindu	2.4%	1.5%
Jewish	0.2%	0.2%
Muslim	1.8%	2.2%
No religion	40.4%	30.9%
Other	0.6%	2.5%
Sikh	0.8%	0.9%
Not Known	5.6%	20.1%

Staff Religion 4-year trend

	2020	2021	2022	2023
Buddhist	0.10%	0.10%	0.15%	0.22%
Christian	47.50%	47.60%	45.92%	41.46%
Hinduism	1.40%	1.40%	1.40%	1.51%
Jewish	0.30%	0.40%	0.37%	0.22%
Muslim	1.40%	1.20%	1.40%	2.16%
None	30%	29.90%	28.95%	30.86%
Sikhism	1.30%	1.40%	1.18%	0.94%
Other	2.50%	2.40%	2.57%	2.52%
Not Provided	15.50%	15.60%	18.07%	20.12%

Sexual Orientation

Local Population



BFC

To note for analysis purposes, 25% of our workforce have not provided this information which compares to 27.5% last year, so there is an improving picture.

Staff

Sexual Orientation	%GT Sex Orientation %
Heterosexual / Straight	70.94%
Not Provided	18.10%
Declined to Specify	7.50%
Lesbian / Gay Woman	1.23%
Bisexual	1.15%
Gay Man	1.08%
Total	100.00%

Starters

Sexual Orientation	Sexual Orientation %
Bisexual	2.94
Declined to Specify	5.88
Gay Man	1.96
Heterosexual / Straight	64.22
Lesbian / Gay Woman	2.94
Not Provided	22.06
Total	100.00

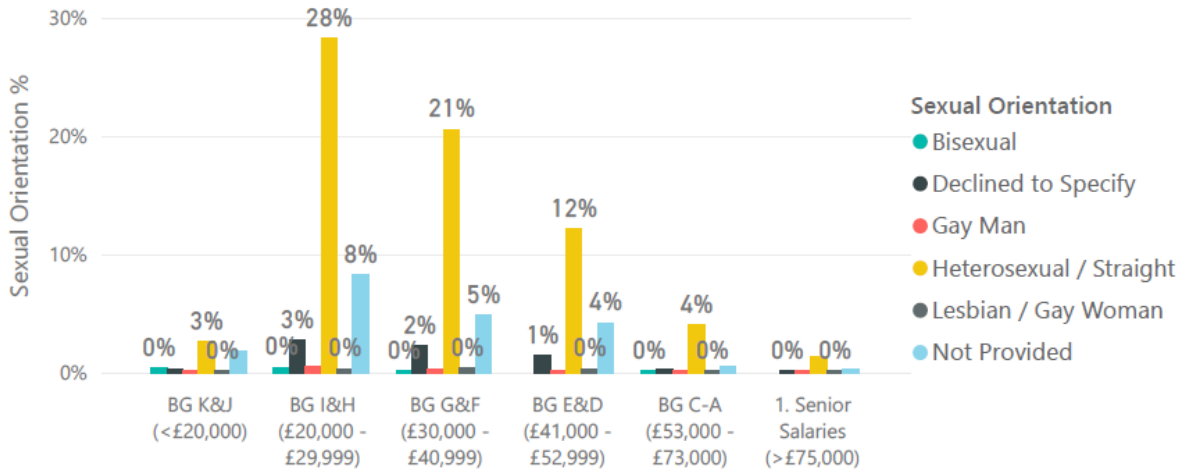
Leavers

Sexual Orientation	Sex Orientation %
Declined to Specify	4.52
Gay Man	0.50
Heterosexual / Straight	72.86
Lesbian / Gay Woman	1.51
Not Provided	20.60

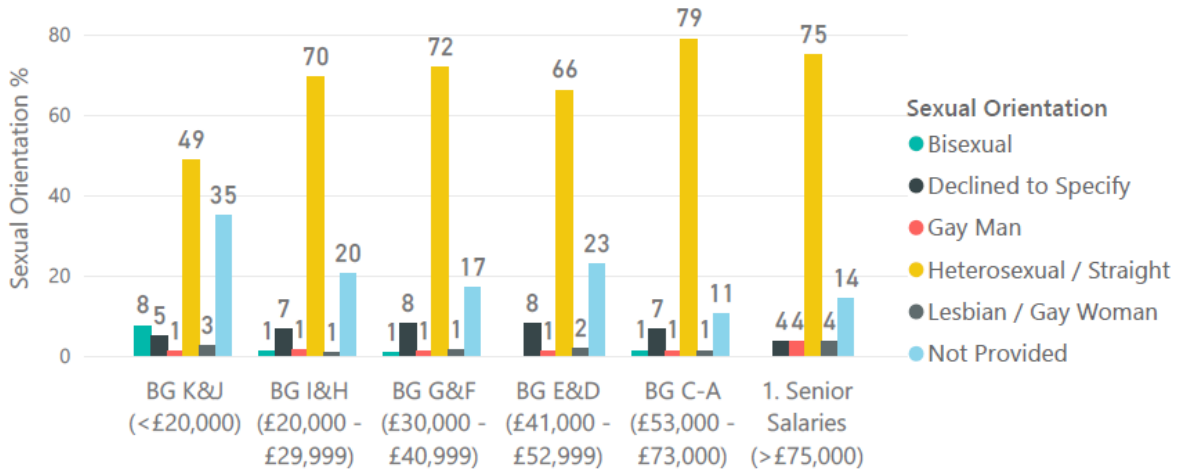
Training

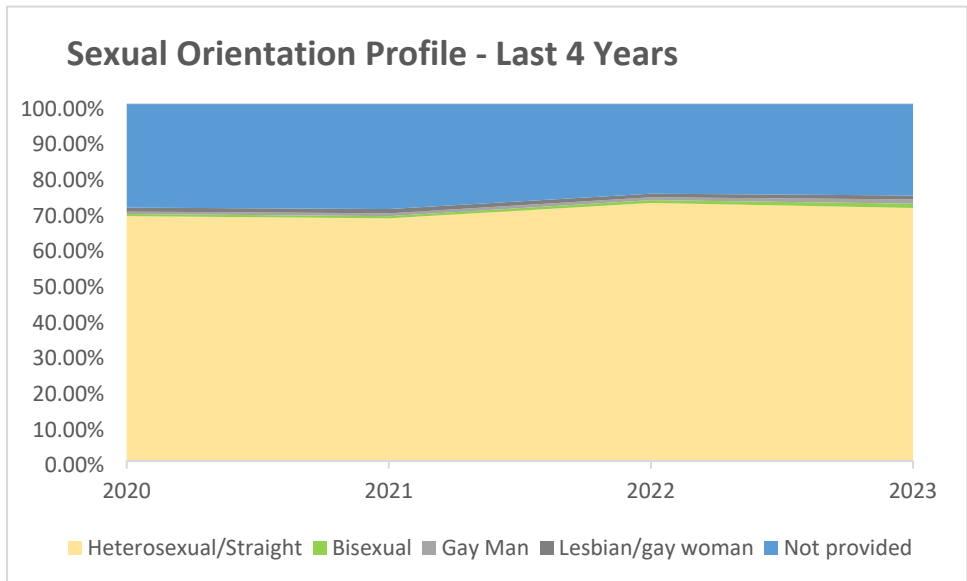
Sexual Orientation	Sexual Orientation %
Heterosexual / Straight	71.24
Not Provided	19.18
Declined to Specify	5.29
Lesbian / Gay Woman	2.48
Gay Man	1.33
Bisexual	0.48

Salaries across Sexual Orientation (as % of entire workforce)



Salaries across Sexual Orientation (as % of each salary band)





Data from the Office for National Statistics in 2020 estimated that 4.2% of the southeast population (Aged 16+) defined themselves as being lesbian, gay, bisexual, or other. Census figures from 2021 shows that Bracknell Forest's local population is not as diverse as this with only 2.6%. BFC Staff profile is more diverse than previous years with 3.6% defining themselves in this way which is higher than the census figures.

We have a larger proportion of starters declaring they are from these groups than leavers which is promising, and means are representative of the area.

Gender and Ethnicity Pay Gap

Reporting Requirements

The government introduced mandatory gender gap reporting for all organisations with 250 or more employees in 2017. Organisations are required to publish the following statistics:

- the difference in the mean and median hourly rates of pay between male and female employees
- the difference in the mean and median bonus payments between male and female employees
- the proportion of male and female employees who received bonus pay during the twelve-month period preceding the snapshot date
- the proportion of people in each quartile of the organisation's pay distribution.

The mean, or arithmetic mean, is the average of a set of numbers, calculated by adding all the numbers together and then dividing by how many numbers there are. The median is another type of average and is the middle value of a list of numbers. The pay quartiles are calculated by listing all rates of pay in order of value and then dividing into four equal sections (quartiles), with each quartile containing the same number of individuals

Gender Pay Gap

The table below shows the mean and median gender pay gap based on hourly rates of pay as of 31st March 2023 for all Non-Schools Staff. The table compares the figures for this year with those of the last 2 years

	Difference between men and women	
	Mean Hourly Rate	Median Hourly Rate
2021	15.90%	11.70%
2022	13.50%	11.70%
2023	11.02%	10.04%

The national median gender pay gap is 15.4% (October 2021 Office for National Statistics Annual Survey of Hours and Earnings ASHE Gender Pay Gap Analysis – (all organisations)). Further information published by the Office for National Statistics using data from the ASHE survey shows that the median gender gap for the public sector is 18.0%. The median gender pay gap for Bracknell Forest Council (10.04%) is lower than the public sector average.

Gender Bonus Gap

The bonus pay gap has been calculated in line with the definition of bonus pay contained within the regulations. For Bracknell Forest this includes Retention Payments, Honoraria payments and Merit Awards.

The table below shows the figures for 2022 and 2023:

	Difference between men and women	
	Mean Hourly Rate	Median Hourly Rate
2022	3.60%	-21.40%
2023	38.30%	40.10%

These figures show there is no trend in the bonus pay paid across the Authority with figures from this year being very different from last year. This will continue to be reviewed to ensure no negative trend is present.

The bonus gap figures can be misleading due to the small numbers of staff in receipt of the payments during the year, which will skew the results. Male staff had 27 total bonus payments, female staff 116 payments.

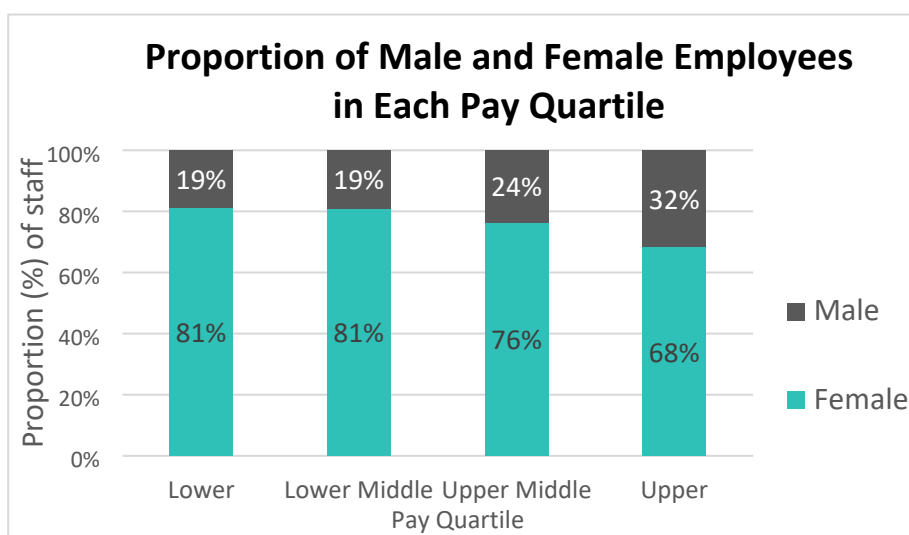
Proportion of Men and Women who receive bonus pay

	Female	Male
2022	10.10%	6.40%
2023	12.58%	9.65%

More females get a bonus payment than men proportionally to their gender. The principal areas within the Council that receive bonus pay as per the definition are within Social Care in the People Directorate. We have a higher proportion of females (85%) within this directorate compared to the whole workforce (77%) which will in some way explain the figures above. Due to some changes in terms and conditions that came in part way through last year some of these bonus payments will be lower than if they had been the previous year. This will also lead to a lower number of staff receiving bonuses next year so it will be interesting to see what effect this has.

Pay Quartiles

The chart below illustrates the distribution of people across the quartiles of the Council’s pay range and shows that the pay gap is largely because of occupational segregation. Local authorities have a wide range of services and professions, however many of the lower paid roles tend to be dominated by women e.g., administration, care, customer services etc.



The proportion of Female employees in the bottom two quartiles is slightly higher than the proportion in the Authority, however as explained above this is expected due to the nature of the jobs in the lower quartiles. These include Library Assistants, Administrative Roles and Customer Services Roles which traditionally are more attractive to females.

Whilst female employees are strongly represented in the upper and middle quartile, over half (52.8%) of females are within the lower two quartiles. There are more men in the upper quartiles.

Ethnicity Pay Gap

As part of the Action Plan in 2021 we have calculated our ethnicity pay gap again. We have used the same assumptions as last year to provide a comparison.

Of those who have declared their ethnicity 79% are from a white (non-ethnic minority) background and 11% from an ethnic minority background.

Difference between ethnic minority and non-ethnic minority employees and women		
	Mean Hourly Rate	Median Hourly Rate
2022	-3.20%	-10.60%
2023	-2.71%	-3.30%

In terms of both mean and median calculations ethnic minorities are paid more.

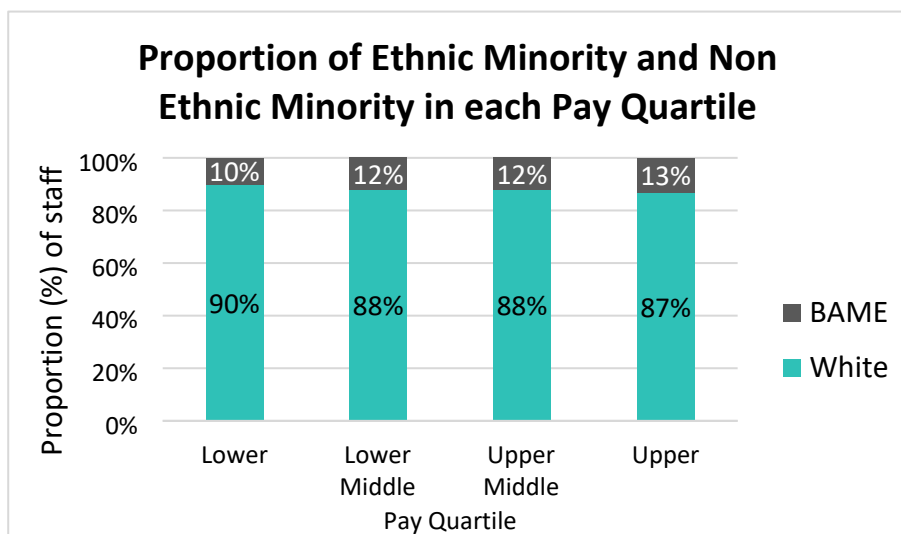
Proportion of Ethnic Minority and Non-Ethnic Minority Employees who received bonus pay.

	Ethnic Minority	Non-Ethnic Minority
2022	10.10%	12.40%
2023	18.60%	12.89%

Showing 19% of ethnic staff receive a bonus which is less than non-ethnic at 13%.

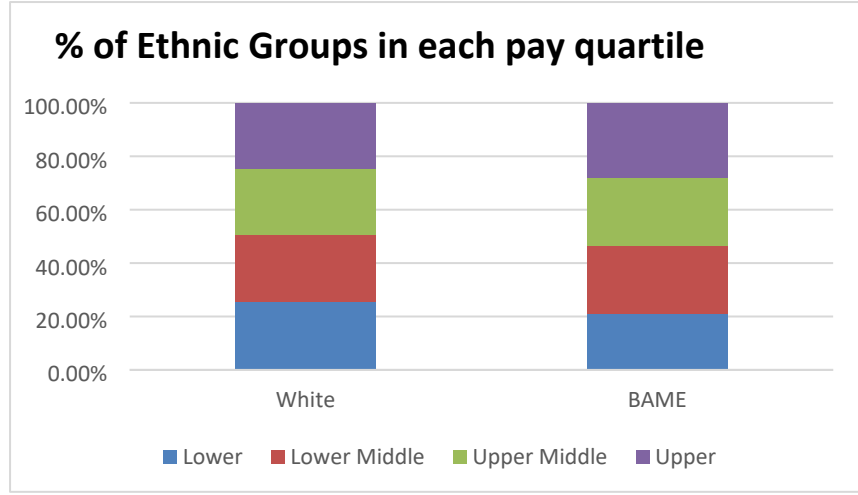
Ethnicity Pay Quartiles

The chart below illustrates the distribution of ethnic minority employees across the quartiles of the Council's pay ranges. This shows a uniform distribution across the four quartiles. Over half of our ethnic minority employees are in the upper quartiles.



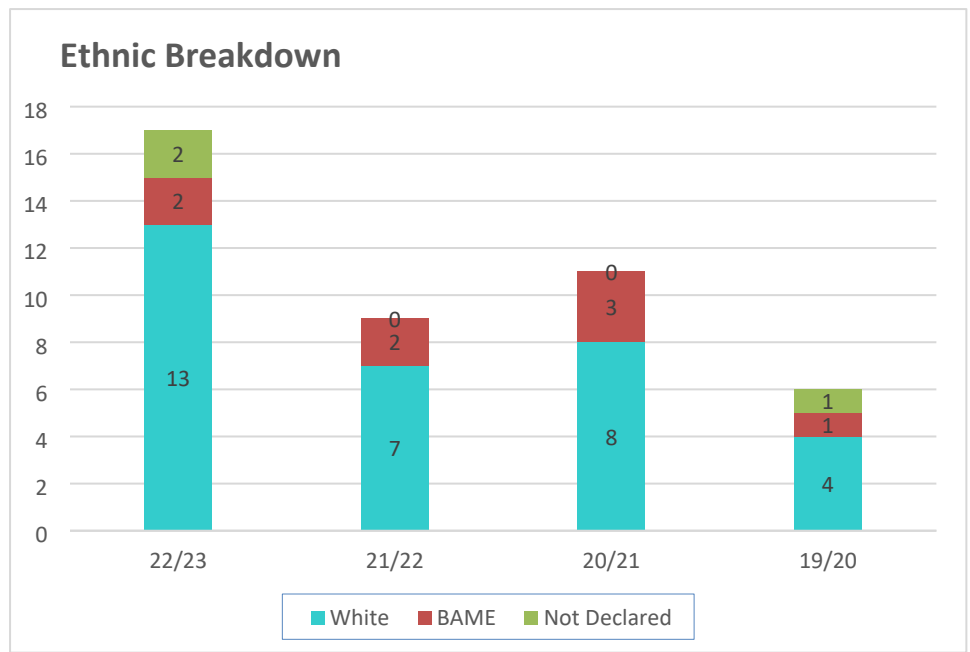
These results on ethnicity pay gap are positive and clearly show that BFC does not have an issue in this area.

Below is a chart showing the spread of ethnic and non-ethnic staff across the 4 pay quartiles. It can clearly be seen that there is a higher proportion of ethnic staff within the upper pay quartiles than those from non-ethnic background. This further enhances the view that Bracknell Forest Council does not have an issue around this area.



Grievance, Disciplinary and Capability

Our records show that 17 members of staff went through a formal proceeding during 22/23. These include Disciplinarys, Capabilities and Grievance but as the numbers are quite small, one case may make a big impact on data analysis.



If you look at all formal proceedings including Grievances, 2 out of the 17 employees were from an ethnic background.

Below is a Summary table of the sensitive characteristics of those that went through a formal proceeding through the year compared with the figure for the staffing population. This shows a tendency for age category 30-39 members of staff to be subject to more formal proceedings. Each case has been reviewed and there are a variety of reasons for each formal proceeding and there is no pattern.

Characteristic	BFC Staff Figure (%)	Formal Proceeding (%)
Sex	77% Female	65% Female
Disabled	5% declared disabled	0% declared Disabled
Ethnic Origin	12% Ethnic Minority	11.7% Ethnic minority
Age	16.6% 30 – 39 27.7% 40 – 49 30.1% 50 – 59 11% 60 – 64	41.2% 30 – 39 11.7% 40 – 49 29.4% 50 – 59 17.6% 60 – 64
Religion	41% - Christian 31% - No Religion 0.9% - Sikhism	47.1% - Christian 23.5% - No Religion 5.9% - Sikhism
Sexual Orientation	71% - Heterosexual 1.1% - Gay Man	70.6% - Heterosexual 5.9% - Gay Man

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