

**TO: EMPLOYMENT COMMITTEE  
5 OCTOBER 2016**

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**MONITORING THE COUNCIL'S WORKFORCE – 2015/16  
(Director of Corporate Services – Human Resources)**

**1. INTRODUCTION/PURPOSE OF REPORT**

- 1.1 The Council has a legal duty to advance equality of opportunity, eliminate unlawful discrimination and promote good relations between people. Part of this legal duty is to report annually on its workforce composition. The Council has an action plan to deliver on its equality objectives and has already twice met the 'Achieving' level of the Equality Framework for Local Government. There are 3 levels of achievement within the framework 'Developing', 'Achieving' and 'Excellent'. Maintaining the 'Achieving' level helps the Council manage its reputation as a Council that ensures fair treatment and access to services. It also helps it to monitor its progress, recognise areas of strength and identify areas for improvement. The Council intends to apply for assessment at the Excellent Level in 2017. Understanding the workforce and how it relates to the community it serves is an important part of ensuring that the Council identifies and removes any potential barriers to employment for all sections of the community.

**2 RECOMMENDATIONS**

- 2.1 That the Committee note the contents of this report and endorse and agree the strategy as set out.

**3. THE COMMUNITY BACKGROUND**

- 3.1 It is important to work towards a situation where the Council's workforce broadly 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 15.1% of the Borough's population belonging to minority ethnic groups, (including White Irish and White Other). The previous Census in 2001 showed 9.5% of residents belonged to minority ethnic groups.
- 3.2 Schools censuses show that the number of ethnic minority pupils continues to grow, and that the percentage of minority ethnic pupils is higher than that in the general population. There has been an increase in ethnic minority pupils recorded over the past 11 years from 10.7% to 20.6%. The figure has increased by 1.1% in 2015/16.
- 3.3 The population of the Borough is ageing. Based on 2011 Census data the estimate for the number of people aged 65+ in 2015 is 13.8% of the Borough's population. This is expected to steadily increase from its current level to an estimated 20.1% by 2032 (15.34%). This figure is based on the Census 2011 figures and is estimated by the Office for National Statistics. These figures are lower than the average for the South East and Nationally.
- 3.4 2011 Census data shows a dramatic change in the religion/beliefs of the Borough with an increase from 19.4% in 2001 to 30.4% in 2011 stating they have no religion. This corresponds to a similar sized reduction in the number of people who recorded their religion as Christian. The Bracknell Forest area

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

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

- 4.1 This annual report contains statistical information on employees and applicants for jobs at the Council in terms of gender, disability, age, religion or belief, ethnicity and sexual orientation. This is to ensure that the Council has a full understanding of the composition of its workforce and the people who apply for jobs. This helps identify what further action needs to be taken to ensure it better represents the local community.
- 4.2 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 consistent with that guidance.
- 4.3 The Equality Act 2010's Public Sector equality duty requires information on the composition of the workforce in terms of its protected characteristics to be made available to the public. This information is therefore published on the Council's website and updated annually. The Council also has a duty to ensure that it does not discriminate on the basis of any protected characteristic and the Equality Act 2010 includes a duty that public bodies advance equality of opportunity in relation to these characteristics.
- 4.4 The Council has had a monitoring system in place for the past 15 years to collect figures in relation to its existing workforce.
- 4.5 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 2015 to 31 March 2016 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
  - (ii) workforce information as at 1 April 2016 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
- 4.6 The Committee should note that the following important caveats apply to the information;
  - (i) For some indicators, because of the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. For example, the top 5% of earners totals 60.03 Full Time Equivalents, so an increase or decrease of one full time equivalent would represent a change of 1.67%. Where numbers are very small, the actual numbers are sometimes quoted as the percentages can be deceptive when applied to small groups.

- (ii) In relation to the recruitment statistics only, the schools use the same recruitment software as the rest of the Council, however, not all of the schools have decided to use the software in its entirety. Therefore we are able to report on the number of applicants including schools but the total number of successful candidates have not been recorded for schools. Schools have responsibility for their own recruitment and therefore the collection of statistics, so are required to separately undertake the recording of this information. Monitoring of their compliance, including reporting annually to their Governing Body, is required to be undertaken as part of the routine audit programme of schools.
- (iii) Information on disability, ethnicity, religion/belief and sexual orientation is collected by self declared returns from employees and candidates and, as there is no compulsion to return this information, some choose not to (or return selected information only). The last regular update of these characteristics took place in 2013/14. From previous years it has been seen that levels of staff who have given this information decreases slightly in the years following a collection. Although all applicants are asked for this information on applying many do not provide the information and as they are not asked again when they start this can lead to gaps forming in the data. During 2016/17 the Self Service module of the new HR/Payroll System will be brought in on a rolling basis. It is currently being piloted in a couple of small sections. As part of this all staff will have access to the personal information held for them. They will be able to update this at any point should their circumstances change. All new starters will be asked to review their information when they start and once all areas of the Authority are live a communication with the workforce will encourage current staff to review their own details on a regular basis. It is hoped that this will lead to a higher proportion of staff choosing to provide this information.
- (iv) The Training course information relates to internal courses booked through the Corporate Learning and Development team. However there are a number of other types of learning which are open to all staff which are not included within these figures. It is assumed that managers and staff access these where required. The statistics relate solely to the training places taken up on Council run courses and it should be noted that the same person undertaking more than one training event will therefore appear in the statistics more than once. The level of attendance at directly booked "off the job" training courses tends to reduce with the popularity of other types of learning – for example e-learning and other learning interventions. The current information is provided from a stand alone learning management system which is not linked to the main HR system, this will inevitably lead to less equal opportunity data being held on the system as it is a manual process to update it.

## 5 KEY PERFORMANCE INDICATORS

5.1 The Council continues to monitor a number of equality statistics in its Performance Indicators and to make it part of this report in order to set and monitor some of the standards. These key indicators are also recorded on PARIS. The key Performance Indicators are as follows:

- (i) Of the top 5% of earners in the organisation, 50% (45.57% last year) were women. This is higher than the previous year and shows a generally upward trend over the last three years and higher than the average of all councils in England, which is 43%. The Council's aim last year was to achieve a level of 45%, which it has exceeded.
- (ii) Of the top 5% of earners in the Council, 3.22% (3.11% last year) were disabled, which is slightly higher than the figure from last year. The average for all councils in England is 3% so the Council is slightly higher than the national average. The Council's aim last year was 5%. As indicated in paragraph 3.6(i), due to the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. The number of employees with a disability in this group has remained at 2.
- (iii) Of the top 5% of earners, 4.84% (1.56% last year) were from a BME background, this shows quite a large increase from last year. This is very slightly lower than the average for all councils in England, which stands at 5%. The Council's aim last year was 4.5% which it has exceeded.
- (iv) The voluntary turnover figure for 2015/16 was 14.3% compared to 13.4% in 2014/15. This figure has slightly increased compared to last year and it is also slightly higher than the target of 13% for 2015/16. The average for all councils in England is 13.5%. Analysis shows the number of leavers not in schools has slightly decreased with the number of leavers working in schools increasing slightly this year. Traditionally within schools there are always a high number of leavers as it is fairly easy to swap between schools. It will be interesting to see the effect the current Transformation programme has on these figures going forward as typically the trend is for turnover to increase during a period of change and uncertainty.

The figure for this year's percentage of voluntary staff leaving within 1 year is 18.4% compared to last year's 17.8%. This shows a slight increase on last year figure's and is also slightly above the target of 18%.

Voluntary leavers of this type include a number of temporary staff, and it is to be expected that if a member of staff is on a Fixed Term Contract rather than a permanent contract they will be more likely to be looking for a job before the end of their Council contract. Therefore we now also record the percentage of permanent staff who leave within their first 12 months of employment. The figure for 2015/16 is 18% as compared to 15.8% last year and therefore shows a greater number of permanent staff are leaving within their first year. The majority of these leavers are within schools with 62% of the staff that left within their first year being from a schools environment.

- 5.2 Although the required national data set for the BVPI's has been reduced and therefore no national targets are set for the Council, it is important to continue to monitor the relevant ones at a local level. Looking forward, the expectations for the top 5% of earners for 2015/16 have been set at 47% female; 4.5% with a disability and 4% who are from a BME background. These are set and agreed by The Council.
- 5.3 In statistics published in November 2015, the Office for National Statistics the gender gap in the UK stands at 19.2% based on average hourly rate this is unchanged from the previous year. The gender gap reflects the difference between the average normal pay for men and the average normal pay for women in an organisation - it does not imply any inequality of pay for work of like value, it reflects whether men or women tend to be in more highly paid jobs. The Council's gender pay gap for this year is 18.1% which has decreased since last year (19.7%), and is below the national figure. Within Bracknell Forest the average salary for men has increased slightly since last year whilst the average pay for a woman has increased by approx. 2.5%. One reason for this is that during the year the Bracknell Forest Supplement was increased for the lower paid workers, a lot of whom work in care which is predominantly a female career.
- 5.4 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 14/15	Outturn 15/16	Target 15/16	Comments	Status
LO66	The percentage of top 5% of earners that are women	45.6%	50%	45%	Exceeded target	Positive
LO67	The percentage of top 5% of earners from an ethnic minority	1.56%	4.84%	4.50%	Exceeded target	Positive
LO68	Top 5% of earners that are disabled	3.11%	3.22%	5.00%	No change to this and the actual number of disabled people in this group remains at 2.	No change
LO70	The percentage of local authority employees who claim they meet the DDA definition	1.96%	1.87%	3.50%	The no of staff who declared a disability has gone up from 69 to 71. Total No of Employees who declared their status went up by approx. 280.	No change
LO71	The percentage of local authority employees from ethnic minority communities	4.19%	5.76%	6%	The no of BME employees has increased significantly since last year.	Positive

Unrestricted

LO72	Gender Pay Gap inc Bracknell Forest Supplement	19.7%	18.1%	18.00%	A narrowing of this pay gap is a positive step forward.	Positive
LO73	Average number of "off the job" training days per employee	2.9	2.8	2.5	Exceeded the target	No change
LO74	Average amount spent on training per employee	£352	£325	£330	Training spend was below the target as more cost effective delivery options are being used such as e-learning	No change
L130	Percentage staff turnover inc schools	13.41%	14.33%	13.50%	No of leavers has gone up from 531 to 569. Numbers up in both schools and non schools	Negative
L131	Percentage staff leaving within one year of starting inc schools	17.81%	18.39%	18%	This figure includes those on fixed term contracts.	No Change
L174	Days lost to sickness per employee	5.2	5.9	5	Whilst this figure has increased, this is still well below the average for local government	Negative

## WORKFORCE COMPOSITION

### 5. GENDER

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

	Whole Authority	Non School	School Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
<b>Workforce</b>							
Male	19%	29%	13%	34%	44%	18%	17%
Female	81%	71%	87%	66%	56%	82%	83%
<b>Applicants</b>							
Male	20%	30%	11%	30%	53%	26%	13%
Female	80%	70%	89%	70%	47%	74%	87%
<b>Recruitment</b>							
Male	N/A	22%	N/A	14%	35%	18%	13%
Female	N/A	78%	N/A	86%	65%	82%	87%
<b>Leavers</b>							
Male	25%	30%	24%	48%	42%	21%	13%
Female	75%	70%	76%	52%	58%	79%	87%
<b>Training</b>							
Male	18%	19%	18%	35%	34%	14%	11%
Female	62%	60%	71%	55%	46%	64%	65%

- (i) A significant majority of the whole authority's employees are female (81%) compared to male (19%), which is very similar to last year. The Quarterly Public Sector Employee Survey shows that as at 30 June 2016, in English Authorities 76% of employees were female, compared with 24% male, which is fairly comparable with the Council's figures. Occupational Segregation (i.e traditionally male or female job roles) is a large factor in departmental variations shown above.
- (ii) Figures show a larger percentage of male employees leaving in Corporate and Chief Executive departments. This is a comparatively small department so 1 or 2 people will have a much greater effect on the figures than in other sections. Of the male leavers 9 out of 12 left for voluntary reasons 4 of which retired. As there is now no statutory retirement age these count towards the voluntary turnover figure but it should be remembered that these staff have not left to go to another employer.
- (iii) During the past year, there has been no indication of employment issues for any transgender staff.

## 7. AGE

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

	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
<b>Workforce</b>							
Up to 29	14%	12.1%	15.2%	11.9%	16.6%	9.1%	9.7%
30 – 49	52.4%	46.6%	55.9%	48%	45.6%	45.8%	49.4%
50 & above	33.6%	41.3%	28.9%	40.1%	37.8%	45.1%	40.9%
<b>Applicants</b>							
Up to 29	34.5%	35.7%	33.6%	32.9%	44.7%	31.1%	32.5%
30 – 49	52.7%	49.3%	55.5%	51.3%	39.7%	52.4%	54.9%
50 & above	12.8%	15%	10.9%	15.8%	15.6%	16.5%	12.6%
<b>Recruitment</b>							
Up to 29	N/A	31.1%	N/A	28.6%	45.3%	18.5%	34.2%
30 – 49		49.2%		52.4%	39.6%	55.4%	50%
50 & above		19.7%		19%	15.1%	26.1%	15.8%
<b>Leavers</b>							
Up to 29	23.4%	26.4%	22.3%	10.3%	43.8%	15.4%	18.4%
30 – 49	45.9%	35%	50.2%	37.9%	24%	51.9%	36.8%
50 & above	30.7%	38.6%	27.6%	51.8%	32.2%	32.7%	44.7%
<b>Training</b>							
Up to 29	10.8%	10.9%	10%	16.4%	11.5%	9.1%	11.2%
30 – 49	39.2%	37.9%	48.4%	46.9%	40.6%	35.7%	36.5%
50 & above	30.2%	30.1%	30.6%	26.5%	26.9%	34%	28%

- 7.2 The workforce figures are fairly similar to last years figures. They do show an increase in the number of staff aged 50 and above across the board. For the Authority as a whole the figure has increased from 30.5% to 33.6% which is more in line with figure from 2 years ago. There has been an increase in the number of non schools leavers aged up to 29 across the board compared the workforce, this is likely to be caused by career moves as younger workers are more likely to move careers as they choose what they want to do long term. Overall the Council's Age Profile seems to be staying relatively steady.
- 7.3 The workforce figures show that 52.4% of staff are aged between 30 to 49 (52.5% last year).
- 7.4 A lower number of applicants in Adult Social Care, Health & Housing in the Up to 29 age band are recruited than in other age bands. This may reflect their experience being insufficient to meet person specifications; and may also be influenced because younger job seekers are required to make a set number of job applications weekly. A regular review of recruitment activities is carried out throughout the year and no evidence of inappropriate discrimination due to age bias has been found.



- 7.5 It is common for employees at an earlier stage of their careers to move jobs more frequently, so the larger percentage of young leavers is likely to be a reflection of this national trend. In the Over 50 range there will be an increased number of staff that will be looking to take retirement.

There is no evidence from exit interviews that have taken place this year of leavers being motivated by any age related factors.

## 8. DISABILITY

- 8.1 The statistics for disability are as follows:

	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
Workforce	1.7%	3.1%	0.9%	4.1%	3.1%	2.5%	3.2%
Applicants	3%	3.9%	2.3%	4.6%	3.1%	4.6%	3.6%
Recruitment	N/A	2.3%	N/A	4.8%	1.9%	3.1%	0%
Leavers	0.6%	0.8%	0.5%	0%	1%	0%	1.3%
Training	2.2%	2.5%	0.3%	2.2%	3.6%	1.9%	2.7%

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

- (i) 1.7% (1.8% last year) of the Council's workforce declared themselves as having a disability. The percentage is higher in Non Schools than schools. The Non Schools figure reflects the population generally. It has been over a year since we last had a personal details update and these have not included school staff in the past. The new HR/Payroll System has an employee self service function which will enable all staff including those working in schools to amend their own personal details. This is due to go live across the authority by the end of the year so it is hoped that more accurate and timely information will be available from next year.
- (ii) 2.3% (1.4% last year) of applicants who were successful in gaining employment with the Council this year were disabled, not including schools. This is once again lower than the percentage of applicants. Reviews of recruitment activities are carried out through the year and this year no evidence of unfair discrimination was found. The Council's commitment to disabled candidates under the Two Tick system was evidenced in our sample. We are unable to report on the figures for staff recruited within schools as most schools do not use

the recruitment system for the whole recruitment process and most stop at the stage when applications have been received.

- (iii) Of leavers, 0.6% (1.5% last year) had declared a disability. This figure has decreased in the past year and is considerably lower than the workforce figure which shows the Authority is not treating disabled employees to a detriment.
- (iv) 2.2% (2.9% last year) of training places were taken by those who declared a disability, which is a higher proportion than the workforce composition.

## 9. ETHNICITY

9.1 For the purpose of this part of the report, "Black and Ethnic Minority" (BME) means all the categories excluding White British. For the purposes of comparison, the population of the Bracknell Forest area as described in the 2011 Census had 84.9% White British and 15.1% of BME origin. The workforce statistics for ethnicity are as follows – please note included in some of the totals are those staff that preferred not declare their ethnicity and therefore not all groups will add up to the full 100%:

Calculations based on self declarations	Whole Authority	Non School	School Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
<b>Workforce</b>							
BME	10.7%	13.6%	8.5%	11.3%	10.6%	17.6%	14.6%
White British	89.3%	86.4%	91.5%	88.7%	89.4%	82.4%	85.4%
<b>Applicants</b>							
BME	29.3%	30.9%	28%	32.1%	27.3%	31.4%	33.4%
White British	70.7%	69.1%	72%	67.9%	72.7%	68.6%	66.6%
<b>Recruitment</b>							
BME	N/A	34.6%	N/A	19.1%	43.1%	25%	47.4%
White British		65.4%		80.9%	56.9%	75%	52.6%
<b>Leavers</b>							
BME	11.7%	11.7%	11.7%	13.8%	5.6%	21.1%	10.8%
White British	87.7%	87.9%	87.6%	86.2%	92.9%	78.9%	89.2%
<b>Training</b>							
BME	15%	16.4%	4.6%	11.2%	8.1%	21.9%	15.8%
White British	82.5%	82.1%	85.5%	86.1%	89.7%	76.9%	83.2%

- (i) Across the workforce, of those who declared their ethnicity, 10.7% said they are of a BME origin, higher than last year at 9.3%; and 89.3% (90.7% last year) declare they have a White British ethnic origin.
- (ii) The number of applicants (non school only) of a BME origin continues to increase year on year and now stands at 29.3% compared to 25.6% two years ago. The number of successful applicants of a BME origin has gone up by a much larger figure to 34.6% from 27.4% last year

and 19.7% the previous year. Although the current workforce figure (non school only) of 13.6% continues to be lower than the percentage of applicants or indeed the local average, it does indicate that the Council continues to provide opportunities for the population as a whole and the figures are growing year on year. There still remains a discrepancy between the number of applicants and those recruited in a couple of areas; Corporate Services and Adult Social Care, Health & Housing but recruitment spot checks have found no evidence of bias.

- (iii) Adult Social Care, Health & Housing and Corporate Services had a high ratio of leavers from a BME background this year compared to last year.

It should be noted, however that as our recruitment from BME backgrounds steadily increases, there is a higher concentration of BME staff with short service, and it is frequently the case that rates of leavers are typically higher in those with up to 2 years service; the higher rate of BME leavers may be affected by this. Exit interviews are carried out for all BME leavers after a similar result was experience for the Authority as a whole. These reveal no particular pattern of leaver reasons which appear to be directly related to ethnicity.

- (iv) The 2011 Census information is the basis for comparison with the ethnic origin of the local community. The figures in brackets show the figures for last year (workforce only)

	Bracknell Forest Workforce	Bracknell Forest UA Census 2011
<b>Workforce</b>		
BME	10.7% (9.7%)	15.1%
White British	89.3% (90.3%)	84.9%

These figures show the authority has a less diverse population than the surrounding area although the figure is improving.

## 10. RELIGION/BELIEF

10.1 The statistics for religion/belief are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
<b>Workforce</b>							
Buddhist	0.6%	1%	0.2%	0.9%	2.4%	0.6%	0%
Christian	61.1%	54.4%	65.2%	57.5%	53.9%	55.3%	58.9%
Hindu	0.5%	1.1%	0.1%	1.8%	0.7%	0.9%	1.2%
Jewish	0.1%	0.3%	0%	0.4%	0%	0.6%	0.3%
Muslim	0.7%	1%	0.5%	1.3%	0.9%	0.9%	1.2%
None	23.4%	28.8%	17.8%	29.6%	32.9%	29%	27.9%
Not specified	9.1%	5.4%	12.1%	4.4%	5.2%	6.3%	6.2%
Other	3.9%	3.6%	3.9%	2.7%	3.3%	5.4%	3.5%
Sikh	0.6%	1%	0.2%	1.3%	0.7%	0.9%	1.2%
<b>Applicants</b>							
Buddhist	0.9%	0.8%	0.9%	1.2%	1.1%	0.7%	0.4%
Christian	49.5%	44.2%	53.8%	44.6%	41%	45.2%	46.1%
Hindu	2.4%	2.6%	2.3%	3.2%	1.6%	3%	2.9%
Jewish	0.1%	0.1%	0.1%	0.2%	0%	0%	0%
Muslim	3.2%	3.4%	3.1%	4.5%	1.6%	3.4%	4.7%
None	34.3%	38.1%	31.3%	33.9%	43.8%	37.1%	36.1%
Not Declared	6.4%	7.2%	5.8%	7.7%	8.2%	6.6%	6.5%
Other	2.3%	2.5%	2.1%	3.2%	2.5%	2.7%	2%
Sikh	0.9%	1%	0.8%	1.5%	0.3%	1.3%	1.3%
<b>Recruitment</b>							
Buddhist		2.2%		4.8%	3.7%	1.5%	0%
Christian		46.4%		61.9%	33.3%	50%	50%
Hindu		1.7%		0%	1.8%	0%	5.3%
Jewish		0%		0%	0%	0%	0%
Muslim	N/A	1.1%	N/A	4.8%	0%	0%	2.6%
None		35.9%		23.8%	51.8%	29.4%	31.6%
Not Declared		10.5%		4.8%	7.4%	14.7%	10.5%
Other		1.7%		0%	1.9%	2.9%	0%
Sikh		0.6%		0%	0%	1.5%	0%
<b>Leavers</b>							
Buddhist	0%	0%	0%	0%	0%	0%	0%
Christian	51.7%	57.1%	47.4%	42.9%	53.6%	69.4%	57.9%
Hindu	0.8%	1.8%	0%	4.8%	1.8%	0%	1.8%
Jewish	0.3%	0%	0.5%	0%	0%	0%	0%
Muslim	0.3%	0%	0.5%	0%	0%	0%	0%
None	29.6%	30%	29.3%	42.9%	37.5%	16.7%	26.3%
Not Declared	13.3%	6.5%	18.6%	4.8%	5.4%	0%	12.3%
Other	2.9%	2.9%	2.8%	0%	1.8%	8.3%	1.8%
Sikh	1.3%	1.8%	0.9%	4.8%	0%	5.6%	0%
<b>Training</b>							
Buddhist	0.4%	0.5%	0%	0.6%	1.9%	0.2%	0%
Christian	52.3%	52%	54.9%	53.1%	48.7%	50.8%	54.9%
Hindu	0.6%	0.7%	0%	0.6%	0.4%	0.2%	1.4%
Jewish	0.4%	0.4%	0%	0.2%	0%	0.5%	0.5%
Muslim	0.7%	0.8%	0%	1.9%	0.1%	1.2%	0.3%
None	6.5%	7.3%	0.4%	3.4%	7.4%	7.4%	8.3%
Not Declared	38.2%	37.4%	44.7%	38.5%	40.3%	39%	33.3%
Other	0%	0%	0%	0%	0%	0%	0%
Sikh	0.9%	1%	0%	1.5%	1.1%	0.6%	1.4%

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

	Bracknell Forest Workforce	Bracknell Forest UA Census 2011
<b>Workforce</b>		
Buddhist	0.6% (0.4%)	0.8%
Christian	61.1% (61.4%)	64.8%
Hindu	0.5% (0.4%)	1.7%
Jewish	0.1% (0.2%)	0.2%
Muslim	0.7% (0.6%)	1.2%
None	23.4% (23.1%)	30.4%
Other	3.9% (3.8%)	0.5%
Sikh	0.6% (0.7%)	0.4%

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

## 11 SEXUAL ORIENTATION

11.1 The statistics for sexual orientation are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care, Health & Housing	Children, Young People & Learning
<b>Workforce</b>							
Bisexual	0.2%	0.5%	0%	0%	0.7%	0.8%	0.4%
Gay Man	0.5%	0.8%	0.2%	1%	1%	1.3%	0%
Heterosexual/ Straight	77.6%	83.7%	70.7%	89.6%	87.1%	85.3%	86.2%
Lesbian/Gay Woman	0.6%	1.1%	0.2%	1%	0.3%	2.1%	1.1%
Prefer not to say	11.6%	10.2%	14.6%	8.3%	10.8%	10.5%	12.3%
<b>Applicants</b>							
Bisexual	1.1%	1.2%	1%	0.9%	1.3%	1.8%	0.8%
Gay Man	0.6%	1%	0.3%	1.8%	0.5%	1.3%	0.7%
Heterosexual/ Straight	92.3%	90.8%	93.5%	90.8%	90.5%	89.6%	92.3%
Lesbian/Gay Woman	0.3%	0.6%	0.1%	0.2%	0.7%	0.8%	0.8%
Prefer not to say	5.7%	6.3%	5.1%	6.3%	7.1%	6.5%	5.4%
<b>Recruitment</b>							
Bisexual		1.1%		0%	3.6%	0%	0%
Gay Man		2.2%		4.8%	1.8%	2.9%	0%
Heterosexual/ Straight	N/A	87.4%	N/A	90.4%	87.3%	80.9%	97.4%
Lesbian/Gay Woman		1.1%		0%	1.8%	1.5%	0%
Prefer not to say		8.2%		4.8%	5.5%	14.7%	2.6%
<b>Leaver</b>							
Bisexual	0.7%	1.5%	0.3%	4.8%	2.2%	0%	0%
Gay Man	0.7%	1.5%	0.3%	4.8%	0%	0%	2.6%
Heterosexual/ Straight	71.7%	86.1%	65.4%	85.7%	88.9%	92%	78.9%
Lesbian/Gay Woman	0.7%	1.5%	0.3%	0%	2.2%	0%	2.6%
Prefer not to say	26.1%	9.3%	33.6%	4.8%	6.7%	8%	15.8%
<b>Training</b>							
Bisexual	0.1%	0.2%	0%	0.2%	0.2%	0.1%	0.2%
Gay Man	0.3%	0.3%	0.4%	0.2%	0.9%	0.3%	0%
Heterosexual/ Straight	55.9%	57.3%	45.1%	65.3%	58.4%	54.4%	57.6%
Lesbian/Gay Woman	1.6%	1.8%	0%	1.4%	0.2%	1.9%	2.7%
Prefer not to say	42.1%	40.4%	54.5%	32.9%	40.3%	43.3%	39.4%

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

- 11.3 The Council's figures for 2015/16 are very similar to the figures reported last year for 2014/15. The figure for non-schools as LGB is higher than that for schools standing at 2.4% compared with 0.4% which is higher than the estimated figure above.
- 11.4 Sexual orientation is a sensitive area which is difficult to monitor comprehensively, and a relatively high proportion of employees in schools have chosen not to state their sexual orientation (28.9%) It is hoped that once the self service part of the new HR/Payroll system comes on line and all staff including those working within schools are able to update their own personal details that that more staff will have the confidence to declare their sexuality.

## **12 GRIEVANCES AND DISCIPLINARIES**

- 12.1 In the period 1 April 2015 to 31 March 2016, there were 14 disciplinary cases. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 28.6%(4) of those disciplined were female and 71.4%(10) were male. 14.2%(2) were under 30, 42.9%(6) were 30-49 and 42.9%(6) were age 50 or over. 21.4%(3) had an ethnic origin that was not White British. None of them declared that they had a disability. 50%(7) of those disciplined were Christian, 28.6%(4) stated that they had no religion/belief, 14.2%(2) declared their Religion as Other and 7.1%(1) did not wish to declare their religion/belief. 42.9%(6) of these employees preferred not to disclose their sexual orientation, 50%(7) stated that they were heterosexual/straight and 7.1%(1) stated they were bisexual.
- 12.2 In the period 1 April 2015 to 31 March 2016 there were 5 grievances lodged. None of these cited diversity issues e.g. racist or sexist behaviour as the basis of the case.

## **13 REDUNDANCIES**

- 13.1 There were 48 redundancies in the period in question. Seven of them have remained in employment with Bracknell Forest Council in a second post.

The sample size is small, so some percentages can be misleading - a single person represents 2% of the total numbers redundant, for example, and in groups where not every employee makes a declaration (eg ethnicity, sexuality) the percentage produced by one single individual can be an even larger percentage. The 2.5% Mixed ethnicity shown, for example, is in fact one person amongst those who declared ethnicity.

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

- 30% were male; this compares with 19% in the workforce.

- Of those who declared ethnicity, 92.5% were White; this compares with 78% in the workforce. Additionally there were 5% Asian (1%) and 2.5% Mixed (0.7%).
- Of those who declared their sexuality, 100% declared themselves heterosexual. This compares with 43% in the workforce.
- Of those who declared their religion/belief, 54% were Christian, 35% had no religion, 4% Sikh and 27% "other".  
This compares with workforce figures of 42% Christian, 16% no religion, less than 1% Sikh and 3% other.
- None of the group declared a disability. This compares with 1.7% in the workforce.
- The group's ages were as follows (workforce in brackets):  
65+ 6% (2%)  
60-64 19% (6%)  
50-59 12.5% (25%)  
40-49 23% (31%)  
30-39 12.5% (22%)  
20-29 21% (14%)  
19 or less 6% (Less than 1%)

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

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

- (i) Provided training for staff on a variety of appropriate workshops on equalities and diversity issues. The e-learning course for Equality and Diversity has been reviewed and is now known as Equality in the Workplace.
- (ii) Widespread training on the importance of Equality Impact Assessments, their use and how to complete one properly. A new e-learning module covering these is currently in development.
- (iii) Continued to place significant emphasis on equalities and diversity as part of induction training and within a wide range of courses. All new starters are required to complete the Equality in the workplace e-learning module within 4 weeks of joining.
- (iv) Introduced a new qualification - Level 2 in Equality & Diversity which gives learners an introduction to the issues around stereotyping, prejudice and discrimination..
- (v) Self Service within iTrent the new HR/Payroll system has been developed and piloted within two sections in Corporate Services. It enables employees to change their own personal details at any point during the year. The pilot has gone well with no issues found.
- (vi) Exit Interviews have been offered to all leavers from a BME background to ascertain if there are any patterns in their reasons for leaving including any potential equality issues.



- (vii) Produced a ninth Pay and Workforce Strategy which included a strong equalities thread.
- (viii) Action plans from the 2014 staff survey have been developed to address issues concerned. Progress against these is being monitored regularly.

**15. STRATEGIES FOR 2016/17**

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

- (i) Continuing to ensure all Council employees and potential employees have fair and equal access to available opportunities and enjoy fair treatment.
- (ii) Continue to conduct annual workforce monitoring broken down by protected characteristics; schools and non schools; and by department.
- (iii) Distribute access to the Self Service part of the new HR/Payroll system across the Council including schools to enable staff to update their personal details at any point during the year. This will include a communication encouraging them to check their information already held on the system.
- (iv) Publish Gender Pay Gap information in line with the new regulations once they are published.
- (v) Continue to ensure that there is an appropriate equality and diversity training programme in place including local context especially relating to cultural awareness.
- (v) Provide a range of e-learning packages on equality issues eg equality impact assessments
- (vi) Continue to conduct exit interviews on all leavers from ethnic minorities until we are satisfied there are no equality issues that need addressing.
- (vii) Continue to revise and update all recruitment related workshops to reflect up to date techniques and good practice.
- (viii) Plans are being made to provide additional advice to community based groups in the area on how to optimise job applications.
- (ix) Investigate how we can get recruitment statistics that includes schools to provide a fuller picture for next year.

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

### Borough Treasurer

16.1 Nothing to add to the report.

### Borough Solicitor

16.2 The contents of the report reflect the Council's discharge of its Public Sector Equality Duty under Section 149 of the Equality Act 2010 which requires it to have due regard in the exercise of its functions to the need to;

- Eliminate discrimination, harassment and victimisation
- Promote equality of opportunity between those who share a protected characteristic\* and those who don't
- Foster good relations between those who share a protected characteristic and those who don't

\*\* ie age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation"

### Equalities Impact Assessment

16.3 Equalities issues are discussed in the report.

### Strategic Risk Management

16.4 No strategic risk issues identified.

### Background Papers

Departmental returns figures.

### Contact for further information

Nikki Gibbons, Corporate Services HR – 01344 352049

[nikki.gibbons@bracknell-forest.gov.uk](mailto:nikki.gibbons@bracknell-forest.gov.uk)

[h:drive/Workforce Monitoring/Workforce Monitoring Stats & Reports/2016/Workforce Monitoring Report 2016](#)