

To: **Employment Committee**
18 December 2019

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

1. Purpose of Report

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

2. Recommendations

- 2.1 **Committee notes the report contents and endorses the actions and initiatives proposed for 2019/20 at 3.3.**
- 2.2 **Committee to agree future reports will be amalgamated into an annual Workforce Report.**

3. Equality Act Duty

3.1 Equality Objectives

The Council also has a duty to ensure that it does not discriminate on the basis of any protected characteristic and the Equality Act 2010 includes a duty that public bodies advance equality of opportunity in relation to these characteristics. The Council put in place a number of strategies to progress its equality work in relation to workforce matters and to advance equality of opportunity for all.

- (i) Ensure all Council employees and potential employees have fair and equal access to available opportunities and enjoy fair treatment.
- (ii) Conduct annual workforce monitoring broken down by protected characteristics; schools and non-schools; and by department
- (iii) Ensure that there is an appropriate equality and diversity training programme in place for colleagues and elected members including local context especially relating to cultural awareness
- (iv) Provide a range of e-learning packages on equality issues

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

3.2 Monitoring

- (i) All Applicants can declare their personal information for monitoring purposes via the equal opportunities form as part of the recruitment process. This is not seen by the manager to ensure no unconscious bias nor discrimination occur within the shortlisting stage. These details are then added to the HR system.
- (ii) Staff are periodically asked to update their personal details on the system in order to try to get as large a set of data as possible.
- (iii) HR records statistical information on employees and applicants for jobs at the Council in terms of gender, disability, age, religion or belief, ethnicity and sexual orientation. This is to ensure that the Council has a full understanding of the composition of its workforce and the people who apply for jobs. This helps identify what further action needs to be taken to ensure it better represents the local community
- (iv) The Equality Act 2010's Public Sector Equality Duty requires information on the composition of the workforce in terms of its protected characteristics to be made available to the public. This information is therefore published on the Council's website and updated annually.

3.3 Equalities Actions/initiatives

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

4. The Community Background

- 4.1 As a major local employer it is important to work towards a situation where the Council's workforce broadly reflects the makeup of its local community. The demographic make-up of Bracknell Forest is changing; the 2011 Census showed 15.1% of the borough's population belonging to minority ethnic groups, (including White Irish and White Other). The previous Census in 2001 showed 9.5% of residents belonged to minority ethnic groups.
- 4.2 The latest schools' censuses show that the number of ethnic minority pupils continues to grow, and that the percentage of minority ethnic pupils is higher than that in the general population. There has been an increase in the proportion of ethnic minority pupils recorded over the past 12 years from 10.7% to 22.6%. The proportion has increased continuously in the last 10 years and was 1.3% higher in 2019 than in 2018.
- 4.3 The population of the borough is ageing. Based on 2011 Census data the ONS estimate for the number of people aged 65+ in 2026 is 16.3% of the borough's population. This is expected to steadily increase from its current level to an estimated 19.8% by 2032. This figure is based on the Census 2011 figures and is estimated by the Office for National Statistics. These figures are lower than the average for the South East and nationally.
- 4.4 2011 Census data shows a dramatic change in the religion/beliefs of the borough with an increase from 19.4% in 2001 to 30.4% in 2011 stating they have no religion. This corresponds to a similar sized reduction in the number of people who recorded their religion as Christian. The Bracknell Forest area would seem to be less diverse in terms of major declared faiths than the national picture. The main difference with 2011 national patterns was in the relatively small size of the borough's Muslim population; 1.2% compared with 5.2% nationally.

5. The Council's Statistical Information

- 5.1 Human Resources collect a range of statistics on applicants and current employees. A table of the full results can be found at the end of this report in Appendix A
- (i) recruitment information from 1 April 2018 to 31 March 2019 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
 - (ii) workforce information as at 1 April 2019 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
- 5.2 The Committee should note that the following important caveats apply to the information;
- (i) For some indicators, because of the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect. For example, the top 5% of earners totals 52.55 Full Time Equivalents, so an increase or decrease of one full time equivalent would represent a change of 1.9%. Where numbers are very small, the actual numbers are sometimes quoted as the percentages can be deceptive when applied to small groups.

- (ii) In relation to the recruitment statistics only, the schools use the same recruitment software as the rest of the Council, however, not all the schools use the software to record successful candidates. Therefore, we are able to report on the number of applicants including schools, but the total number of successful candidates have not been recorded for schools from the recruitment system. Schools have responsibility for their own recruitment and therefore the collection of statistics, so are required to separately undertake the recording of this information. Monitoring of their compliance, including reporting annually to their Governing Body, is required to be undertaken as part of the routine audit programme of schools.
- (iii) Information on disability, ethnicity, religion/belief and sexual orientation is collected by self-declared returns from employees and candidates and, as there is no compulsion to return this information, some choose not to (or return selected information only). This data is recorded on iWorks which staff are periodically asked to check and update it. During 2018-19 staff were asked to check this information whilst entering their nationality that is required for Brexit purposes.
- (iv) The Training course information relates to internal courses booked through the Organisational Development team. However, there are a number of other types of learning which are open to all staff which are not included within these figures. It is assumed that managers and staff access these where required. The statistics relate solely to the training places taken up on Council run courses and it should be noted that the same person undertaking more than one training event will therefore appear in the statistics more than once. The level of attendance at directly booked “off the job” training courses tends to reduce with the popularity of other types of learning – for example e-learning and other learning interventions.
- (v) During 2018-19 the authority underwent a major re-organisation forming a new Senior Management Team. Therefore, for this year only it is not possible to compare the Directorate data to previous years.

6. Key Performance Indicators

6.1 The Council continues to monitor several equality statistics in its Performance Indicators and to make it part of this report in order to set and monitor some of the standards. These key indicators are also recorded on InPhase. Please see below for a summary table of our Key Performance Indicators for 2018-19.

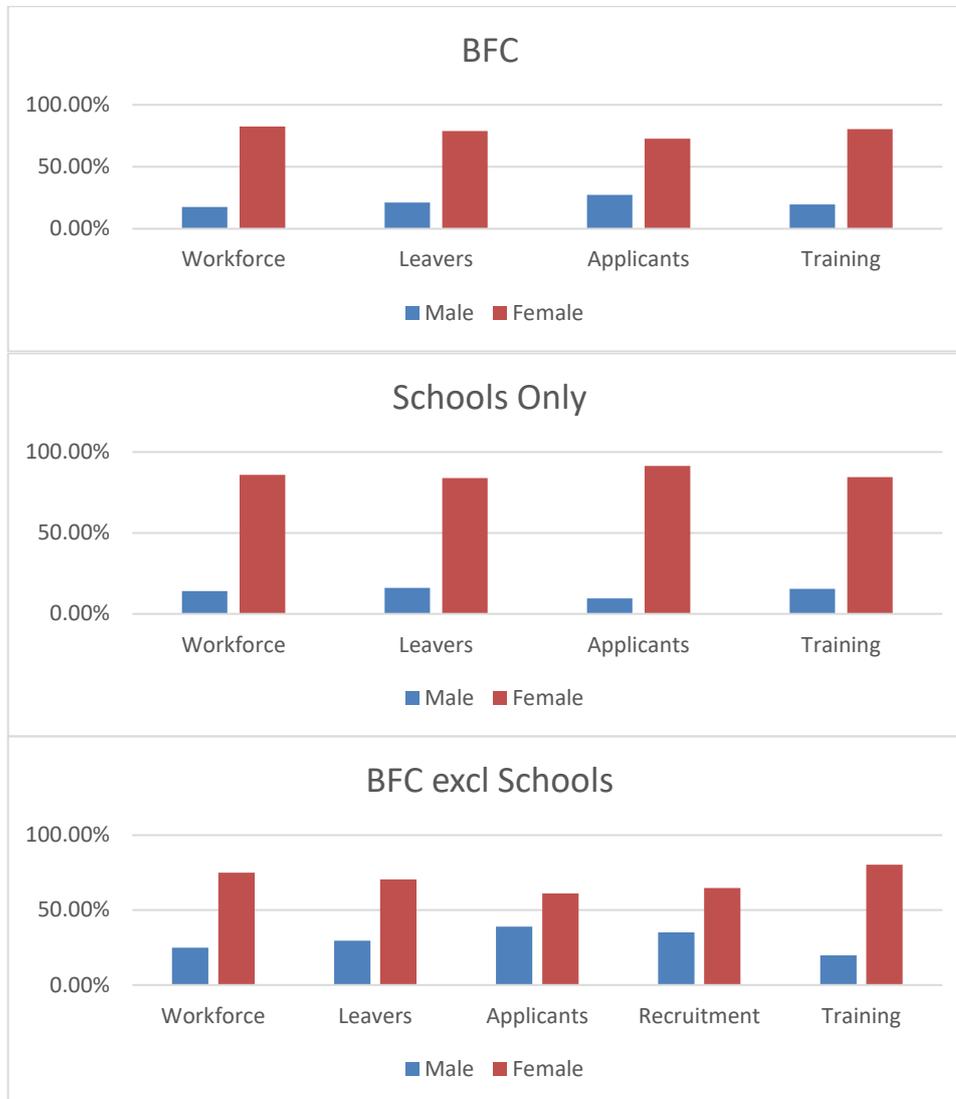
No of PI	Description of PI	Outturn 17/18	Outturn 18/19	Status
LO66	The percentage of top 5% of earners that are women	53.2%	49.8%	Negative reduction
LO67	The percentage of top 5% of earners from an ethnic minority	9.9%	12.9%	Positive increase
LO68	Top 5% of earners that are disabled	6.83%	7.6%	Positive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

- (i) Of the top 5% of earners in the organisation, 49.8% (53.2% last year) were women. This is slightly lower than last year but overall, we continue to show a trend higher than the average of all councils in England, which is 45%.
- (ii) Of the top 5% of earners in the Council, 7.6% (6.8% last year) were disabled, which is higher than the figure from last year. The average for all councils in England is 3.6% so the Council is considerably higher than the national average.
- (iii) Of the top 5% of earners, 12.9% (9.9% last year) were from a BME background, this shows quite a large increase from last year. This is higher than the average for all councils in England, which stands at 6.1%.
- (iv) The figure for this year's percentage of staff voluntarily leaving within one year is 19.9% compared to last year's 24%. This shows a decrease on last year figures. 78% of these staff were within Schools.
- (v) Voluntary leavers of this type include a number of temporary staff, and it is to be expected that if a member of staff is on a Fixed Term Contract rather than a permanent contract, they will be more likely to be looking for a job before the end of their Council contract.

Workforce Composition

7. Gender

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



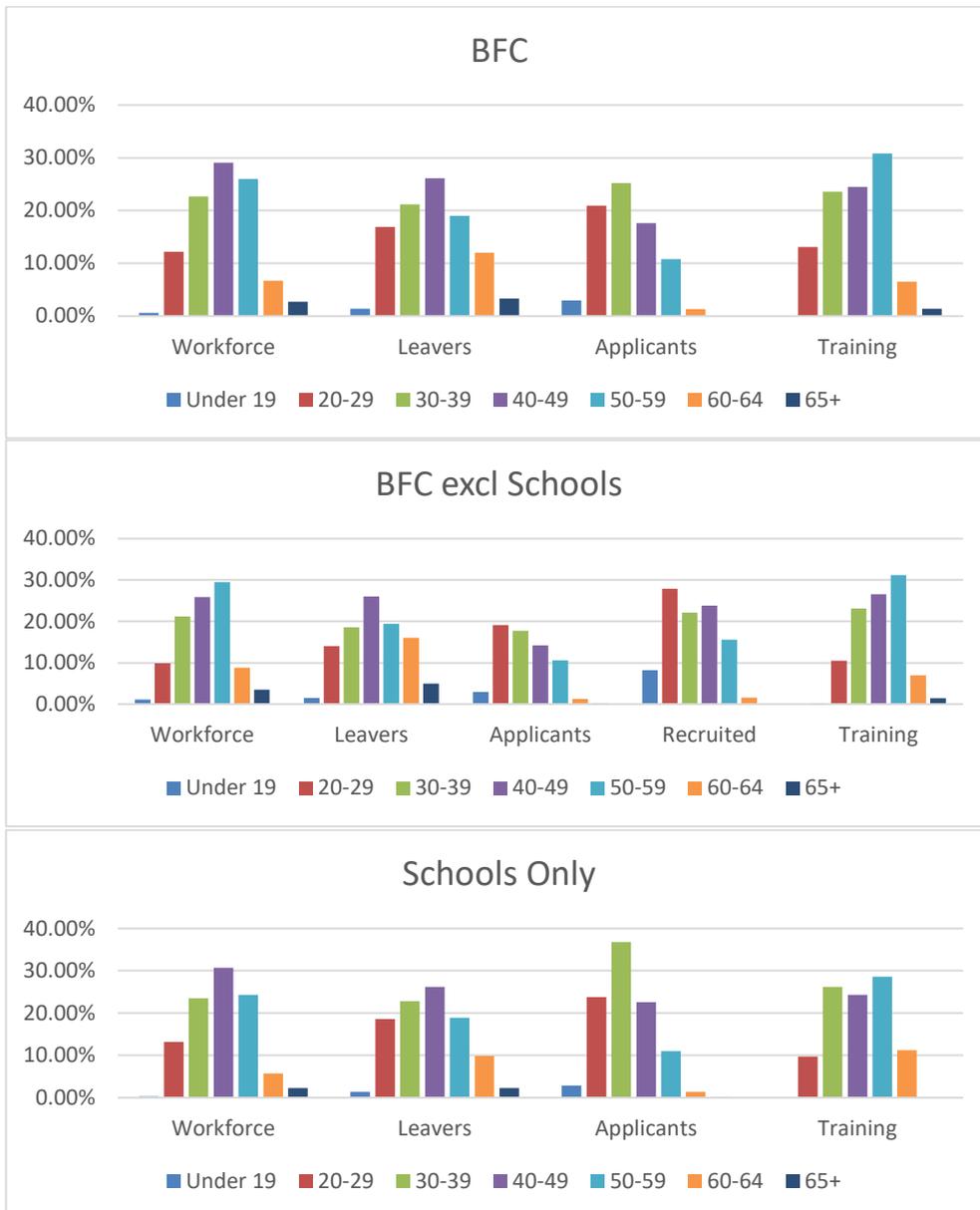
- (i) A significant majority of the whole authority's employees are female (82.4%) compared to male (17.6%), which is the same as last year. The number of females in Schools stands at 85.9% while Non Schools stands at 75%.
- (ii) The number of male leavers in Delivery was significantly higher than the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

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

8. Age

8.1 The full results for age can be found at appendix A. The charts below summarise the results showing comparisons against the data for the whole authority. Please note that the statistics for Training come from the separate Learning Management System and Recruitment System where not all ages are recorded, therefore the totals may not add up to 100%.

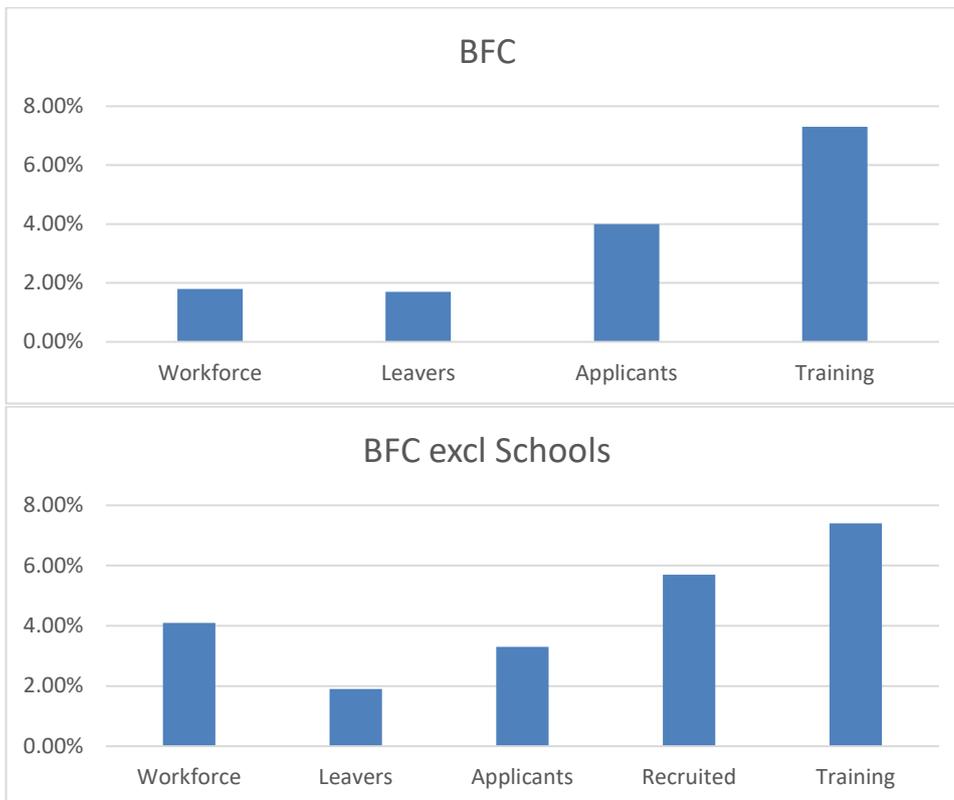


8.2 We have expanded the age groups this year to show a better profile of ages across the Authority. As can be seen from the charts above BFC has a fairly wide spread of ages which is replicated across schools. 9.4% of BFC are over 60. Delivery has a higher percentage than BFC, it currently stands at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

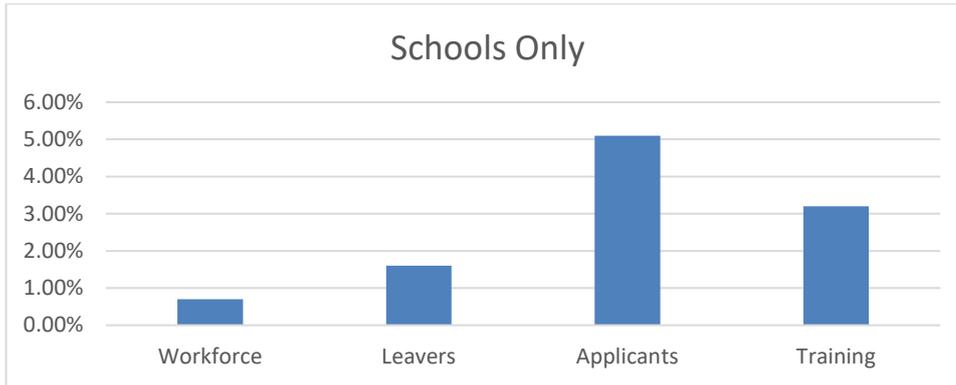
- 8.3 There is a higher percentage of leavers in the over 60 age group however this should be expected as employees choose to retire. Overall Bracknell Forest's age profile has stayed fairly steady over the years. With the large amount of transformation being undertaken at the present time it will be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

9. Disability

9.1 The statistics for disability are as follows:



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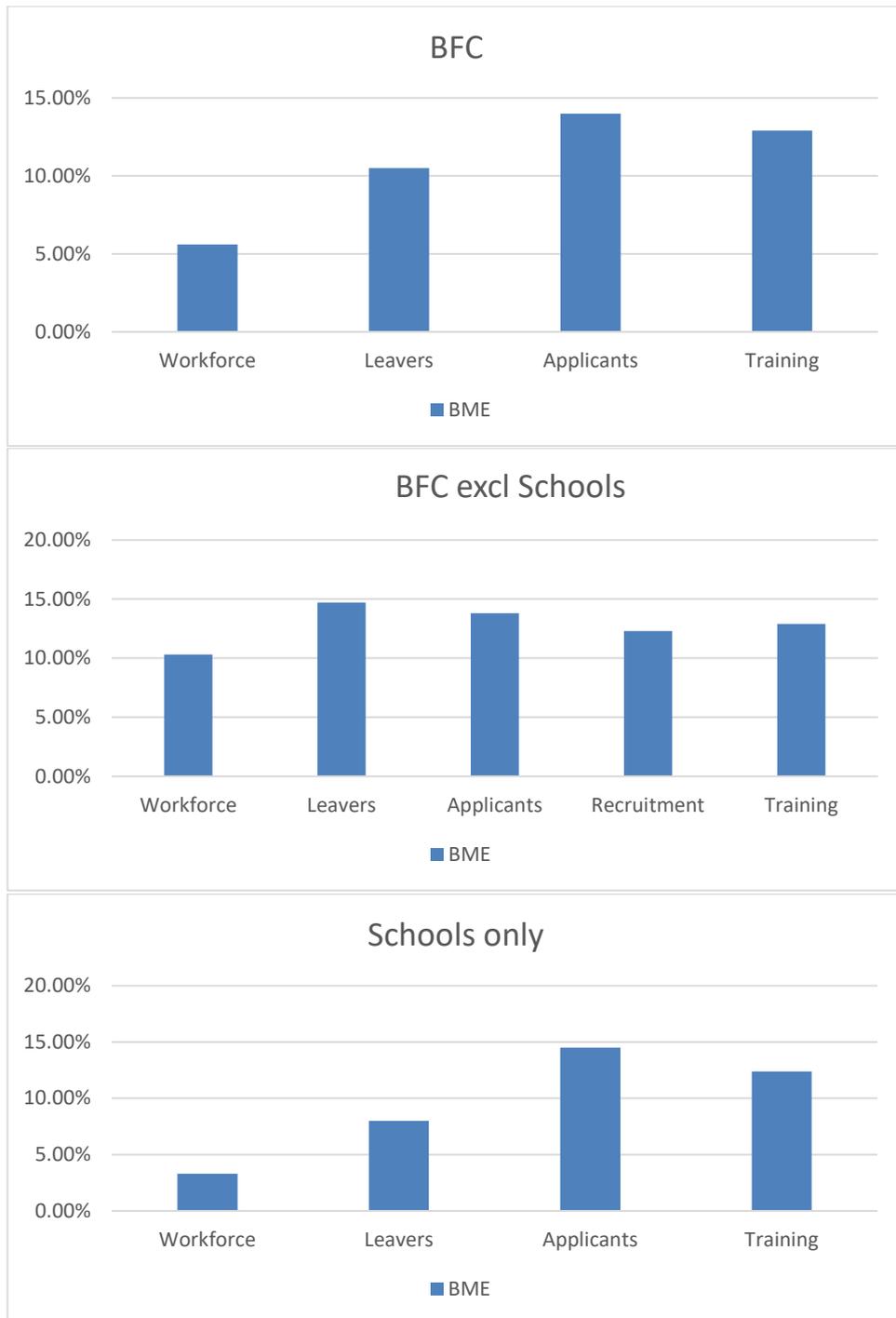
9.2 The 2011 Census information indicates that 3% of the population of Bracknell Forest aged 16-65 are either permanently sick or disabled and are not considered part of the economically active population. No census figure is available for disabled people who are part of the working population in the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

- (i) 1.8% (2.9% last year) of the Council's workforce declared themselves as having a disability. The percentage is higher in Non Schools than schools. The percentage of disabled staff employed in Non Schools has gone up year on year over the last 3-4 years and more generally reflects the population generally.
- (ii) 5.7% (3.4% last year) of applicants who were successful in gaining employment with the Council this year were disabled, not including schools. This is higher than the percentage of applicants showing there is no bias against disabled applicants. Delivery are the only area to recruit fewer disabled staff than there were applicants however the number recruited was commensurate with the authority as a whole. We still have a policy that disabled applicants who meet essential criteria for a role should be given an interview.
- (iii) Of leavers, 2.1% (same as last year) had declared a disability. The number of leavers with a disability is lower than workforce figures in all areas except for schools where 1.6% left compared to 0.7% in the workforce.
- (iv) A higher proportion of training places were taken by those who declared a disability compared to the overall workforce composition in all areas.

10. Ethnicity

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

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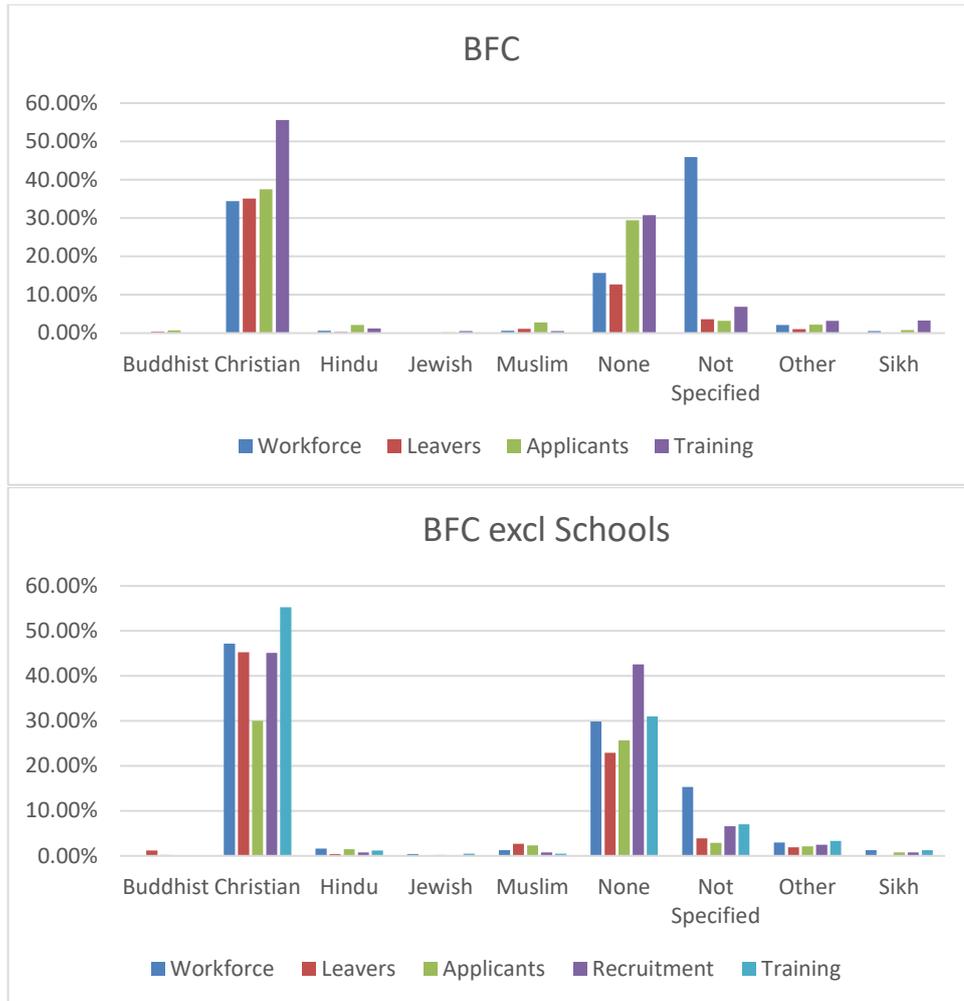
- (i) Across the workforce, of those who declared their ethnicity, 5.6% said they were of a BME origin. The figure within Non Schools is higher than the authority figure at 10.3% which is higher than the figure for Bracknell Forest from the census figure.
- (ii) The number of applicants (non-school only)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

does indicate that the Council continues to provide opportunities for the population as a whole and the figures are growing year on year.

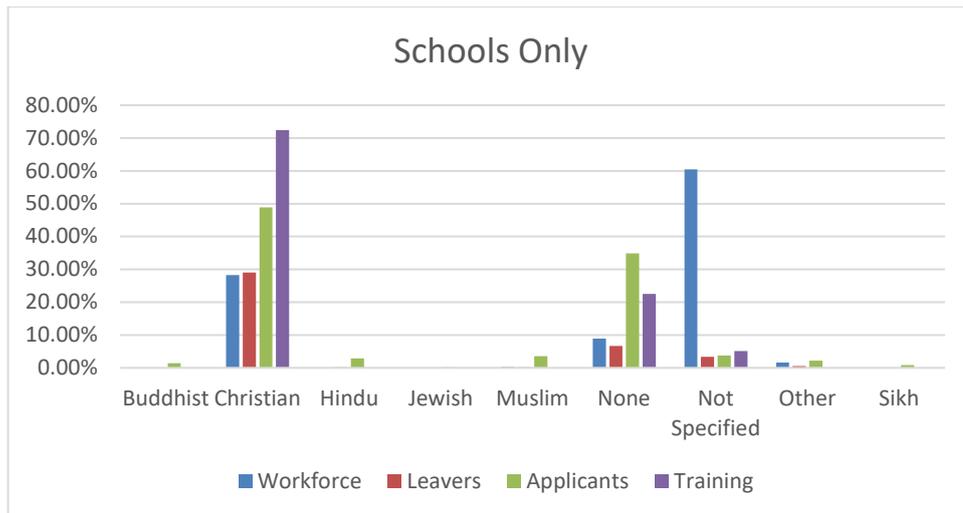
- (iii) There does seem to be a higher proportion of leavers within BME compared to the workforce across the board. The current policy is for exit interviews to be carried out only on request.

11. Religion/Belief

11.1 The statistics for religion/belief are as follows:



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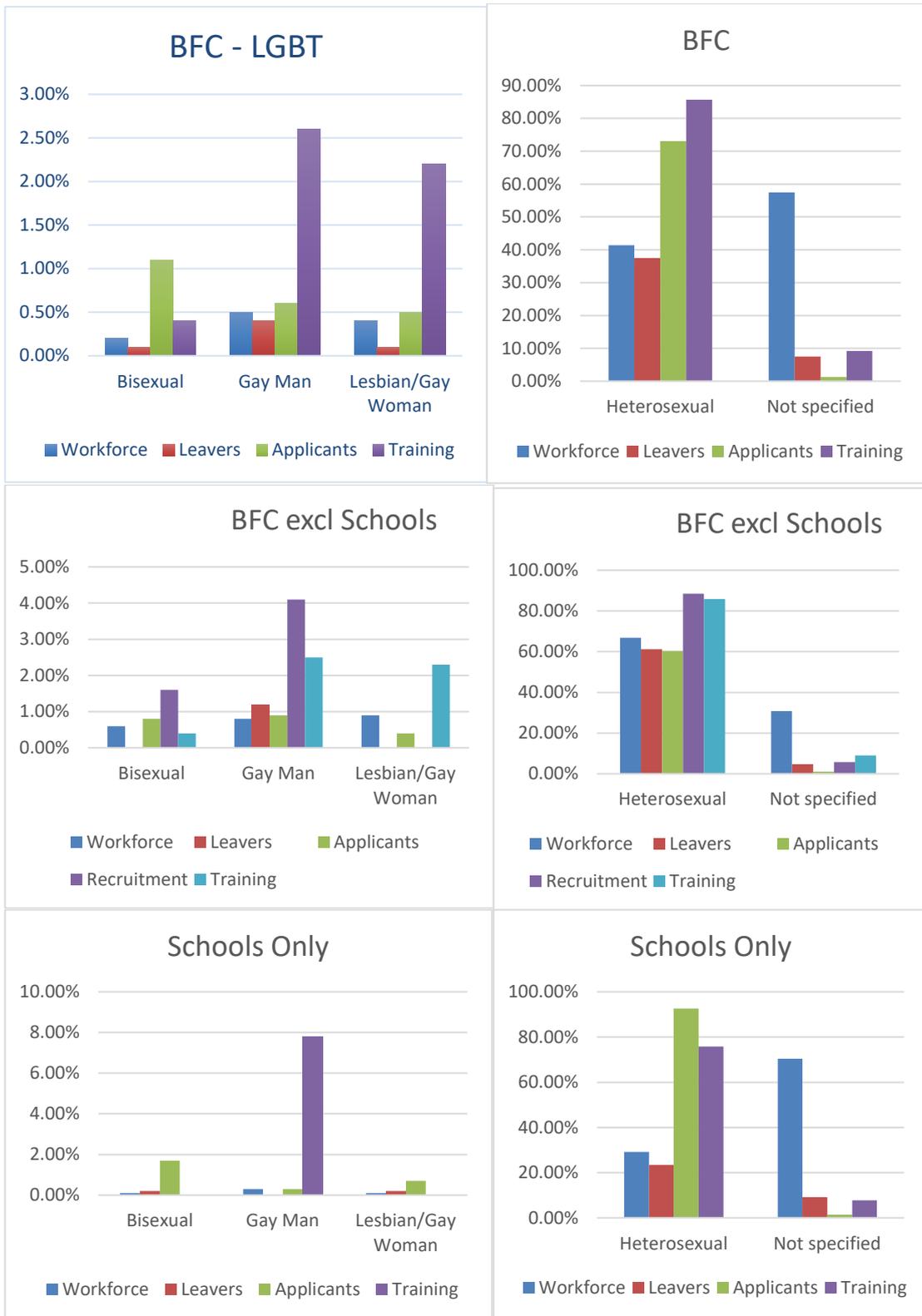
11.2 The 2011 Census information is the basis for comparison with the religion/beliefs of the local community. The figures in brackets show the figures for last year (workforce only).

	Bracknell Forest Workforce	Bracknell Forest UA Census 2011
Workforce		
Buddhist	0.1% (0.4%)	0.8%
Christian	34.4% (60.9%)	64.8%
Hindu	0.6% (0.7%)	1.7%
Jewish	0.1% (0.2%)	0.2%
Muslim	0.6% (0.9%)	1.2%
None	15.7% (24.3%)	30.4%
Other	2.1% (3.6%)	0.5%
Sikh	0.5% (0.6%)	0.4%

The Council should reasonably expect its workforce to reflect the profile of the community it serves. The recently collected information from employees is broadly comparable to the 2011 Census figures for Bracknell Forest. Figures for the number of Christians is lower than expected but there is a much higher proportion of staff who have not declared a religion. It has been 8 years since the last census, and it is likely that less people will state they have a religion if asked now.

12. Sexual Orientation

12.1 The statistics for sexual orientation are as follows:



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

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

13. Disciplinary

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

14. Redundancies

- 14.1 There were 32 redundancies in the period in question.
- 28.1% were male; this compares with 17.6% in the workforce.
 - Of those who declared ethnicity, 3% were from a BME background which compares to 5.6% of the Authority's workforce.
 - Of those who declared their sexuality, 46.9% declared themselves heterosexual and 53.1% did not declare. This compares with 41.4% heterosexual and 57.5% did not declare in the authority's workforce.
 - Of those who declared their religion/belief, 53.1% were Christian, 12.5% had no religion and 34.3% preferred not to declare.

This compares with workforce figures of 34.4% Christian, 15.7% no religion, and 45.9% preferred not to declare.

- 3.1% of the group declared a disability. This compares with 1.8% in the workforce.
- The group's ages were as follows (workforce in brackets):
 - Under 29 – 6.25% (12.8%)
 - 30 – 49 – 18.75% (51.8%)
 - 50 and Over – 75% (35.4%)

15. Gender Pay Gap Reporting

- 15.1 In statistics published in October 2018, the Office for National Statistics the gender pay gap in the UK across sectors stands at 17.9% based on an average hourly rate. The gender gap reflects the difference between the average normal pay for men and the average normal pay for women in an organisation - it does not imply any inequality of pay for work of like value, it reflects whether men or women tend to be in more highly paid jobs. The Council's gender pay gap for this year is 18.3% which is

slightly higher than last year (16.3%) and is higher than the national figure.

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

Difference in mean hourly rate of pay – 18.3%

Difference in median hourly rate of pay – 22.6%

Quartile 1 – Women – 91%, Men – 9%

Quartile 2 – Women – 87%, Men 13%

Quartile 3 – Women – 75%, Men – 25%

Quartile 4 – Women –76%, Men – 24%

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

Difference in mean hourly rate of pay – 16.1%

Difference in median hourly rate of pay – 12.6%

Quartile 1 – Women – 83%, Men – 17%

Quartile 2 – Women – 82%, Men 18%

Quartile 3 – Women – 71%, Men – 29%

Quartile 4 – Women –68%, Men – 32%

16. Consultation and Other Considerations

Legal Advice

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

Financial Advice

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

Other Consultation Responses

16.3 This was discussed at the Equalities Group.

Equalities Impact Assessment

16.4 N/A and discussed within paper contents.

Strategic Risk Management Issues

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

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Background Papers

None

Contact for further information

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