

To: **Employment Committee**  
**14 December 2022**

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**Monitoring the Council's Workforce – 2021/22**  
**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.

**2 Recommendation(s)**

**For Employment Committee to note the report and approve for publication on the BFC website in line with the statutory responsibility**

**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 report of the equality data for Bracknell Forest Council for the year to 31 March 2022.
- 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 Progress on Actions from Last Report

These updates are a review of the work that has taken place. The ongoing actions will form the new action plan for 2022-2023 and onwards.

Action from 2021 Workforce Monitoring Report	Actions Taken
Review HR processes to ensure they are fair and without bias.	There is a timetable of review for all HR policies and processes to ensure they remain relevant, fair and without bias. The first ones have been completed, these are Disciplinary, Grievance, Agile Working, Performance Improvement and Capability. Equality & Dignity at work policy
Recruitment of Equality Allies Network	Network set up with 35 recruits. Allies are identified by their badges and tag on email address.  Quarterly Equality Allies Meetings being held to promote best practice and address challenges  Onboarding overview sessions took place, Allies attended workshops, one to one conversations session run.
Implement a revised values and behaviours framework across BFC	Values have been revised to Inclusive, Ambitious and Always Learning  Values incorporated within Appraisal and 1:1 conversation form to enable conversation.  They form part of recruitment branding.

	<p>New EDI e-learning packages introduced and publicised.</p> <p>Dedicated new manager Hub designed to be interactive and provide guidance and promote best practice.</p>
Leadership and Management Development for aspiring, new or existing managers	Based on the leadership and management feedback from the skills survey a spec has been created and will be introduced shortly.
Continue to place significant emphasis on equalities, diversity, and inclusivity as part of induction training and ongoing training and development delivered to staff.	<p>Reintroduced monthly Corporate Inductions for new starters with Chief Executive.</p> <p>As of August 2022, Phase 1 of Inclusive conversations completed. 189 managers attended, but there were 129 non attendees – all managers expected to complete training by 31 March 23.</p> <p>New Leadership and Manager development procurement will have emphasis on EDI.</p> <p>Work in collaboration with Diversity Calendar working group to continue to celebrate diversity and inclusion.</p> <p>Research best practice to ensure that we are aligning reflecting and understanding current social norms and practice.</p>
All new starters are required to complete the “Equality in the Workplace” e-learning module within 4 weeks of joining. This will be continuously monitored, and staff and managers chased where necessary.	<p>These are monitored as part of the 6-month probation process.</p> <p>New 5 e-Learning equality modules introduced, with separate modules for Teams and managers.</p>
Regular EqIA (Equality Impact Assessment) workshops are being run for all staff.	Equality Impact Assessment refresher and induction training programme continued for managers and staff involved in policy updates, service revisions, projects and change programmes.

5.6 There are a series of actions that are monitored through the Equality Group including:

- Compare data when full details of the 2021 Census become available
- Tracking and reporting of all protected characteristics within our casework system Develop an Inclusive Language guide
- Continue to record and actively monitor all probation extensions, working closely with managers to ensure there is no opportunity for bias.
- All managers to have attended Inclusive conversations training

## **6 Consultation and Other Considerations**

### 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 report and actions arising from has been discussed at the Equalities Subgroup on Monday 12 September.

### Equalities Impact Assessment

- 6.4 N/A and discussed within paper contents.

### Strategic Risk Management Issues

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

### Climate Change Considerations

- 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 enabling 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

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