

**TO: EMPLOYMENT COMMITTEE
17 DECEMBER 2014**

**MONITORING THE COUNCIL'S WORKFORCE – 2013/14
(Director of Corporate Services – Human Resources)**

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. It 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. 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. SUPPORTING INFORMATION

- 2.1 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.
- 2.2 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 12 years from 7.5% to 18.7%. This has gone up by 0.8% since the previous year. The percentage of minority white pupils which are included in this figure has gone up in the past year from 4.3% to 6.1%. The largest increase over the last 13 years has been in pupils of Asian ethnicity from 1.4% to 5.7%. This has been borne out in the 2011 Census results which show an Asian population of 4.34% and a White Other population of 4.75%.
- 2.3 The population of the Borough is ageing. Based on 2011 Census data the estimate for the number of people aged 65+ is 15,557 for 2013 (this equates to 13.34% of the Borough's population). This is expected to steadily increase from its current level to an estimated 19,673 by 2021 (15.34%). This figure is based on the Census 2011 figures and is estimated by the Office for National Statistics. These figures are lower than the average for the South East and Nationally.

- 2.4 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.

3 THE COUNCIL'S STATISTICAL INFORMATION

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 The Council has had a monitoring system in place for the past 13 years to collect figures in relation to its existing workforce.
- 3.5 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 2013 to 31 March 2014 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
 - (ii) workforce information as at 1 April 2014 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
- 3.6 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 69.7 Full Time Equivalents, so an increase or decrease of one full time equivalent would represent a change of 1.4%. Where numbers are

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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 regular updating of these characteristics took place in the past year and a higher proportion of staff chose to provide this information. This may reflect greater confidence in being able to reveal sensitive information or it may simply reflect that people are regarding the collection of such information as more routine than in the past. At the time of these reports only 8% of schools staff (compared to 25% previously) and 3% of non schools staff chose not to respond on their ethnicity. Figures of non response for Sexual Orientation self declarations are higher than these but still lower than in previous years. Information on gender and age are automatically collected as basic employee data for successful applicants and therefore information on these characteristics covers 100% of the workforce.
- (iv) The information relating to the economically active Bracknell Forest population by ethnicity is from the 2011 Census. "Economically active" means the population aged between 16 and 65 who are working, self employed, registered unemployed or full time students, but excludes those who are permanently sick and disabled, those who are looking after the home or family members, or those who have retired. This should make a comparison with the Council's workforce reasonably appropriate.
- (v) Training course information relates to internal courses booked through the Corporate Learning and Development team. It does not therefore include, for example, external courses, courses booked directly by departments or longer courses such as a degree in Social Work. In addition many staff are carrying out e-learning (which is continuing to be promoted by the authority) or other courses undertaken through day release arrangements which are not recorded. 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.

4 KEY PERFORMANCE INDICATORS

4.1 Central government no longer monitors all of the information previously provided as Best Value Performance Indicators (BVPIs). The Council has however decided to continue to monitor these statistics but to make it part of this report in order to set and monitor some of the standards. These key indicators are also included in the Quarterly Service Report for Quarter 4. The key Performance Indicators are as follows:

- (i) Of the top 5% of earners in the organisation, 39.8% (39.04% last year) were women. This is slightly higher than the previous year and shows a generally upward trend over the last three years but lower than the average of all councils in England, which is 44% (43% last year). The Council's aim last year was to achieve a level of 32%, which it has exceeded.
- (ii) Of the top 5% of earners in the Council, 4.3% (4.5% last year) were disabled, which is very similar to the figure from last year. The average for all councils in England is 3% (3% last year) so the Council exceeds the national average in this area. The Council's aim last year was 6%. As indicated in paragraph 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.
- (iii) Of the top 5% of earners, 4.3% (3% last year) were from a BME background, this shows an increase from last year which is against the trend for all councils in England, where the figure has actually reduced to 3% (4% last year). The Council's aim last year was 4.5%. As indicated in paragraph 2.4(i), due to the small numbers in the comparator group, a small increase or decrease in the head count can have a disproportionate effect.
- (iv) The voluntary turnover figure for 2013/14 was 12.6% compared to 12.5% in 2012/13. this figure is very similar to last year however it is better than the target of 13% for 2013/14.

The figure for this year percentage of voluntary staff leaving within 1 year is 18.1% compared to last year's 23%. This shows a significant improvement and is well below the target of 25%.

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 last year it was agreed to also record the percentage of permanent staff who leave within their first 12 months of employment. The figure for 2013/14 is 16.8%.

4.2 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 2014/15 have been set at 39% female; 6% with a disability and 4.5% who are from a BME background. These are set and agreed by DMT.

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- 4.3 (i) In a report published in December 2013, the Office for National Statistics quotes the gender gap in pay for public sector employees as 17.3%; this is lower than the previous year. The overall trend across all areas is that the Gender Pay Gap is increasing so the public sector is going against this trend. 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 17.6% and has reduced since last year (18.4%), which is in line with the national picture for public sector employees as was the case last year.

4.4 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 12/13	Outturn 13/14	Target /Indicator 13/14	Comments	Improving?
LO66	The percentage of top 5% of earners that are women	39%	39.80%	32%	Better than target	↑
LO67	The percentage of top 5% of earners from an ethnic minority	3.00%	4.30%	4.50%	Slightly below target but good improvement from last year	↑
LO68	Top 5% of earners that are disabled	4.50%	4.30%	6.00%	Below Average. The small numbers used in this indicator means an extra member of staff in this category would lead to this indicator meeting target	↓
LO70	The percentage of local authority employees who claim they meet the DDA definition	1.42%	2.10%	2.00%	Better than target	↑
LO71	The percentage of local authority employees from ethnic minority communities	4.25%	5.10%	4.50%	Better than target	↑
LO72	Gender Pay Gap	18.38%	17.60%	18.00%	Better than target	↑
LO73	Average number of off the job training days per employee	3.30	2.9	2.5	On target	↔
LO74	Average amount spent on training per employee	£337	£370	£275	Better than target	↑
L130	Percentage staff turnover	12.48%	12.64%	13.00%	On target	↔
L131	Percentage staff leaving within one year of starting	22.99%	18.08%	25.00%	Much better than target	↑
L174	Days lost to sickness per employee	5.64	5.5	6.75 days	Better than target	↑

Future targets will be based on a requirement to achieve no less than the previous year outturn.

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5. GENDER

5.1 The statistics for Gender are as follows:

	Whole Authority	Non School	School Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
Workforce							
Male	20%	30%	14%	35%	46%	19%	16%
Female	80%	70%	86%	65%	54%	81%	84%
Applicants							
Male	25%	36%	14%	36%	49%	32%	17%
Female	75%	64%	86%	64%	51%	68%	83%
Recruitment							
Male	N/A	34%	N/A	33%	46%	29%	23%
Female	N/A	66%	N/A	67%	54%	71%	77%
Leavers							
Male	23%	31%	18%	30%	43%	28%	17%
Female	77%	69%	82%	70%	57%	72%	83%
Training							
Male	18%	19%	8%	30%	41%	15%	13%
Female	82%	81%	93%	70%	59%	85%	87%

- (i) A significant majority of the whole authority's employees are female (80%) compared to male (20%), which is the very slightly higher than the last two years when figures were 79% and 21%. The Local Government Employment Survey shows that on average, in English Unitary Authorities 76% of employees are 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) During the past year, there has been no indication of employment issues for any transgender staff.

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6. AGE

6.1 The statistics for age are as follows:

	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
Workforce							
Up to 29	14.7%	11.5%	16.9%	7.5%	16.3%	9.2%	9.5
30 – 49	51.6%	47.5%	54.3%	51%	44.4%	46.2%	51%
50 & above	33.7%	41%	28.7%	41.5%	39.3%	44.6%	39.5
Applicants							
Up to 29	39.4%	41.7%	37.3%	30.3%	50.5%	32.1%	35.4%
30 – 49	49.2%	44.5%	53.6%	50.7%	37.4%	51.4%	51.2%
50 & above	11.3%	13.8%	9.1%	19%	12.1%	16.5%	13.4%
Recruitment							
Up to 29	N/A	32.4%	N/A	33.3%	55.4%	13.8%	19.7%
30 – 49		51.4%		53.4%	33.7%	63.8%	62.1%
50 & above		16.2%		13.3%	10.9%	22.4%	18.2%
Leavers							
Up to 29	25.5%	25.2%	25.7%	13.1%	43.2%	13%	17.2%
30 – 49	45.1%	36.5%	50.1%	39.1%	35.8%	38.9%	34.4%
50 & above	29.4%	38.3%	24.1%	47.8%	21%	48.1%	48.1%
Training							
Up to 29	12.7%	12.3%	18.8%	12.8%	20.6%	9.2%	13.4%
30 – 49	51.8%	51.4%	58.3%	58.4%	51.2%	48.4%	54.5%
50 & above	35.5%	36.3%	22.9%	28.8%	28.2%	42.4%	32.1%

6.2 The workforce figures are similar to last years figures. They do show a very slight increase in the number of staff that are aged 50 or over across the Authority (33.7% compared to 33.1% last year). There has been an increase in the number of non schools leavers aged 50 or over especially within Children Young People & Learning which when combined with a steady recruitment rate of this age group could in time lead to an overall reduction in the Council's Age Profile in future years. Overall the Council's Age Profile seems to be staying relatively steady with a slight slant to a younger workforce.

6.3 The workforce figures show that 51.6% of staff are aged between 30 to 49 (51.7% last year).

6.4 A lower number of non-school applicants 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. Further analysis will be undertaken during the year to establish that selection decisions are not affected by an inappropriate age bias.

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

7. DISABILITY

7.1 The statistics for disability are as follows:

	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
Workforce	2.0%	3.2%	1.1%	3.7%	3.3%	3.3%	2.7%
Applicants	3.1%	4.0%	2.3%	3.8%	4.4%	3.4%	3.9%
Recruitment	N/A	2.3%	N/A	7.1%	3.6%	1.8%	0%
Leavers	0.5%	0.9%	0.3%	0%	0%	1.9%	2%
Training	2.4%	2.5%	0.8%	2.1%	2.9%	2.7%	2.1%

7.2 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) 2% (1.3% last year) of the Council's workforce declared themselves as having a disability. This may have been increased in part by more self declarations in the update exercise on personal data this year.
- (ii) 2.3% (1.3% last year) of applicants who were successful in gaining employment with the Council this year were disabled, not including schools. As this is lower than the percentage of applicants, further analysis will be undertaken this year to establish if there is any undue bias or if the applicants are simply not meeting person specifications and whether adaptations were being considered.
- (iii) Of leavers, 0.5% (1% last year) had declared a disability. This figure has decreased significantly over the past three years.
- (iv) 2.4% (1.7% last year) of training places were taken by those who declared a disability, which is broadly comparable with the workforce composition.

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8. ETHNICITY

8.1 For the purpose of this part of the report, “Black and Ethnic Minority” (BME) includes 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	Children, Young People & Learning
Workforce							
BME	9.5%	10.2%	9%	11.3%	8.6%	14.7%	13.1%
White British	90.5%	89.8%	91%	88.7%	91.4%	85.3%	86.9%
Applicants							
BME	23.7%	25.6%	22%	25.7%	21.3%	32.2%	29.3%
White British	76.3%	74.4%	78%	74.3%	78.7%	67.8%	70.7%
Recruitment							
BME	N/A	19.7%	N/A	6.7%	14.3%	32.8%	18.2%
White British		80.3%		93.3%	85.7%	67.2%	81.8%
Leavers							
BME	12.7%	16.7%	9.3%	5%	11.8%	18.4%	25.9%
White British	87.3%	83.3%	90.7%	95%	88.2%	81.6%	74.1%
Training							
BME	13.7%	14.3%	4.6%	12.7%	9%	18.9%	9.6%
White British	82.1%	82%	85%	84%	85.1%	77.9%	86.5%

- (i) Across the workforce, of those who declared their ethnicity, 9.5% said they are of a BME origin, higher than last year at 8.9%; and 90.5% (91.1% last year) declare they have a White British ethnic origin. These figures show that the workforce overall is gradually becoming more diverse.
- (ii) The number of applicants (non school only) of a BME origin has decreased this year to 25.6%, compared to 27.1% last year, however the number of successful applicants of a BME origin has gone up slightly to 19.7% from 17.4% last year. Although the current workforce figure (non school only) of 10.2% 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.
- (iii) The statistics continue to show that there are a higher percentage of BME applicants than are recruited with the exception of Adult Social Care, Health & Housing. This is a pattern that has been noted for the previous few years but previous reviews have not shown any discriminatory bias. Further analysis will be undertaken this year to establish if this does reflect any bias or if the applicants are not meeting person specifications.

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- (iv) The percentage of leavers from a BME background seem to be a higher percentage than that of staff. However the percentage of permanently employed voluntary leavers that are of a BME background is actually 9.1% which is lower than the total staff percentage. For non schools in particular, the permanently employed voluntary leavers figure would be 14.3% which is still relatively high compared with the staff percentage. CYPL had a high ratio of leavers from a BME background this year and even if you only take permanent voluntary leavers the percentage is still 25.6% which is still quite a lot higher than the staff figure. It is to 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 reveal no particular pattern of leaver reasons which appear to be directly related to ethnicity. Further analysis will be undertaken this year to establish the patterns involved.
- (v) 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
Workforce		
BME	9.5% (8.9%)	15.1%
White British	90.5% (91.1%)	84.9%

These figures show the authority has a less diverse population than the surrounding area. However figures are improving year on year.

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9. RELIGION/BELIEF

9.1 The statistics for religion/belief are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
Workforce							
Buddhist	0.4%	0.8%	0.2%	0.9%	1.3%	0.9%	0%
Christian	61.2%	56.9%	64.3%	57.2%	56.8%	57.2%	56.4%
Hindu	0.3%	0.7%	0.1%	1.7%	0.4%	0.3%	0.6%
Jewish	0.2%	0.2%	0.2%	0.4%	0%	0.3%	0.3%
Muslim	0.6%	0.7%	0.5%	1.3%	0.6%	0.6%	0.6%
None	23.3%	30.8%	18.0%	31%	32.5%	28.6%	30.6%
Not specified	9.6%	5.2%	12.6%	3.5%	4.9%	5.5%	6.2%
Other	3.7%	3.7%	3.7%	2.2%	3%	5.5%	4%
Sikh	0.7%	1%	0.4%	1.7%	0.4%	0.9%	1.4%
Applicants							
Buddhist	0.8%	1.2%	0.3%	0.8%	1.3%	2.1%	0.7%
Christian	51.7%	47.5%	55.6%	52.6%	44.2%	48.6%	51.3%
Hindu	3.4%	2.9%	3.9%	2.6%	1.9%	5.1%	3.4%
Jewish	0.1%	0.1%	0.1%	0.3%	0%	0.1%	0.3%
Muslim	1.7%	2.1%	1.3%	4.1%	1.5%	3%	1.9%
None	34.7%	37.4%	32.3%	32%	41.8%	33.8%	33.2%
Not Declared	3.8%	4.4%	3.1%	2.6%	5.3%	3.4%	4.1%
Other	3%	3.4%	2.6%	3.4%	3.3%	3.6%	3.7%
Sikh	0.9%	0.9%	0.8%	1.8%	0.7%	0.3%	1.4%
Recruitment							
Buddhist		0.9%		0%	1.2%	1.7%	0%
Christian		47.5%		60%	40.5%	56.9%	45.5%
Hindu		1.8%		0%	2.4%	3.4%	0%
Jewish		0%		0%	0%	0%	0%
Muslim	N/A	0.4%	N/A	0%	1.2%	0%	0%
None		41.7%		33.3%	47.6%	27.6%	48.5%
Not Declared		3.6%		0%	3.6%	6.9%	1.5%
Other		3.6%		6.7%	3.6%	3.4%	3%
Sikh		0.4%		0%	0%	0%	1.5%
Leavers							
Buddhist	0%	0%	0%	0%	0%	0%	0%
Christian	56.3%	58.2%	54.2%	55.6%	48.4%	59.5%	71.7%
Hindu	1.9%	3.6%	0%	0%	3.1%	5.4%	4.3%
Jewish	0%	0%	0%	0%	0%	0%	0%
Muslim	1.6%	1.8%	1.3%	0%	1.6%	0%	4.3%
None	22.6%	27.3%	17.6%	27.8%	39.1%	21.6%	15.2%
Not Declared	13.5%	3.6%	24.2%	11.1%	4.7%	0%	2.2%
Other	3.8%	5.5%	2%	5.6%	3.1%	13.5%	2.2%
Sikh	0.3%	0%	0.7%	0%	0%	0%	0%
Training							
Buddhist	0.7%	0.8%	0%	0.4%	2%	1%	0%
Christian	69.9%	68.8%	93.9%	59.4%	70.3%	70.3%	68.4%
Hindu	0.5%	0.5%	0%	2.1%	1%	0.3%	0.1%
Jewish	0.2%	0.2%	0%	0.4%	0%	0.5%	0%
Muslim	1.2%	1.1%	3%	3.8%	1.3%	0.6%	1.2%
None	22.2%	23.1%	1.5%	30.08%	23%	20.7%	24.8%
Not Declared	0%	0%	0%	0%	0%	0%	0%
Other	3.8%	4%	0%	1.3%	1.5%	5.4%	3.7%
Sikh	1.4%	1.4%	1.5%	1.7%	0.8%	1.2%	1.8%

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- 9.2 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	0.4% (0.4%)	0.8%
Christian	61.2% (61.1%)	64.8%
Hindu	0.3% (0.4%)	1.7%
Jewish	0.2% (0.2%)	0.2%
Muslim	0.6% (0.8%)	1.2%
None	23.3% (20.8%)	30.4%
Other	3.7% (4%)	0.5%
Sikh	0.7% (0.5%)	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 roughly comparable to the 2011 Census figures for Bracknell Forest.

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10 SEXUAL ORIENTATION

10.1 The statistics for sexual orientation are as follows:

Calculations based on self declarations	Whole Authority	Non School	Schools Only	Chief Execs & Corporate Services	Env Culture & Communities	Adult Social Care & Health	Children, Young People & Learning
Workforce							
Bisexual	0.3%	0.6%	0.1%	0.5%	0.6%	0.9%	0.4%
Gay Man	0.4%	0.5%	0.4%	0.5%	0.6%	0.4%	0.4%
Heterosexual/ Straight	76%	87.1%	69.2%	91.1%	87%	86.8%	84.6%
Lesbian/Gay Woman	0.4%	0.9%	0.2%	0.5%	0.3%	1.3%	1.5%
Prefer not to say	22.9%	10.9%	30.2%	7.4%	11.5%	10.6%	13.2%
Applicants							
Bisexual	0.9%	1%	0.7%	0.3%	1.3%	1.1%	0.7%
Gay Man	0.5%	0.7%	0.2%	0.8%	0.6%	1.0%	0.6%
Heterosexual/ Straight	94.9%	94.3%	95.5%	95.9%	94.4%	93.7%	94%
Lesbian/Gay Woman	0.3%	0.4%	0.3%	0.3%	0.2%	1%	0.4%
Prefer not to say	3.4%	3.6%	3.3%	2.8%	3.4%	3.3%	4.2%
Recruitment							
Bisexual		0.9%		0%	01.2%	1.7%	0%
Gay Man		09%		0%	0%	0%	3%
Heterosexual/ Straight	N/A	93.2%	N/A	93.3%	93.9%	94.8%	90.9%
Lesbian/Gay Woman		1.4%		0%	0%	1.7%	3%
Prefer not to say		3.6%		6.7%	4.9%	1.7%	3%
Leaver							
Bisexual	0.5%	1.5%	0%	0%	0%	7.1%	0%
Gay Man	0.5%	0%	0.9%	0%	0%	0%	0%
Heterosexual/ Straight	63.7%	82.4%	52.6%	72.7%	95.7%	57.1%	90%
Lesbian/Gay Woman	0.5%	1.5%	0%	0%	0%	7.1%	0%
Prefer not to say	34.6%	14.7%	46.5%	27.3%	4.3%	28.6%	10%
Training							
Bisexual	0.7%	0.8%	0%	0%	0.3%	1.4%	0.4%
Gay Man	0.4%	0.4%	0%	0%	0.8%	0.2%	0.7%
Heterosexual/ Straight	67.3%	69.8%	36%	83.7%	76.6%	64.2%	71.4%
Lesbian/Gay Woman	0.5%	0.5%	0%	0.4%	0.3%	0.8%	0.1%
Prefer not to say	31.1%	28.5%	64%	15.9%	22.1%	33.4%	27.4%

10.2 Data from the Integrated Household Survey 2012, showed that 1.6% of the national population defined themselves as being lesbian, gay or bisexual (LGB). More younger people defined themselves as LGB (2.7% of 16 to 24 year olds). This dropped to 0.5% for people aged over 65. Using the figures for the South East from the Integrated Housing Survey gives a figure of 1.6% for Bracknell Forest also. If this figure is accurate, the Council's workforce is broadly representative at 1.1%.

- 10.3 The Council's figures for 2013/14 are very similar to the figures reported last year for 2012/13.
- 10.4 Sexual orientation is a sensitive area which is difficult to monitor comprehensively, and a relatively high proportion of employees have chosen not to state their sexual orientation (30.2% of staff in schools preferred not to say). This is a lot lower than the figure for last year when over 50% preferred not to say. It is hoped that this is because of increased confidence to declare their sexuality. During the last year we carried out a review of Personal Details and this has led to an increase in the amount of data we hold on staff (70% now declare a sexuality compared to just under 50% previously).

11 GRIEVANCES AND DISCIPLINARIES

- 11.1 In the period 1 April 2013 to 31 March 2014, there were 9 disciplinary cases. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 22.2% of those disciplined were female. 55.5% were 30-49 and 44.5% were age 50 or over. None those were of a BME origin, whilst all but one of them were White British. None declared that they were disabled. 45.5% of those disciplined were Christian, 11.1% stated that they had no religion/belief and 43.4% did not wish to declare their religion/belief. 66.7% of these employees preferred not to disclose their sexual orientation, 33.3% stated that they were heterosexual/straight.
- 11.2 In the period 1 April 2013 to 31 March 2014 there was 1 grievance lodged. It did not cite diversity issues e.g. racist or sexist behaviour as the basis of the case. Details are not given for this one individual as this may allow them to be identifiable.

12. REVIEW OF LAST YEARS STRATEGIES

- 12.1 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. There have also been awareness sessions for staff on working with people with learning disabilities, hearing impairments and autism etc. In addition, workshops were delivered to relevant staff on carrying out high quality Equality Impact Assessments.
 - (ii) Continued to place significant emphasis on equalities and diversity as part of induction training and within a wide range of courses.
 - (iii) Continued to include equalities issues as part of the training programme delivered to all staff engaged in face to face or other direct contact with the public.

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- (iv) Ensure the corporate training programme covers equality and diversity training for supervisors/team leaders, in order to ensure that recruitment processes are free from bias.
- (v) Produced a seventh Pay and Workforce Strategy which included a strong equalities thread.
- (vi) Emphasised equalities in training provided on recruitment and selection.

13. STRATEGIES FOR 2014/15

13.1 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) Analyse the staff survey to seek employee views particularly around staff satisfaction criteria, fairness and discrimination, and comparing the protected characteristics to previous surveys, expanding the range of protected characteristics for analysis.
- (iv) Continue to ensure that there is an appropriate equality and diversity training programme in place including local context especially relating to cultural awareness.
- (vi) Ensure that appropriate managers have attended fair recruitment training and attend refresher training sessions as required, updating course content regularly.
- (vii) Provide a range of e-learning packages on specific disabilities eg autism, learning disability, mental capacity, etc.
- (viii) Continue to support and promote the “Two Ticks” positive about disability recruitment initiative.
- (ix) Further develop the programme of support to encourage improved representation in the workforce from all parts of the community; this may include some positive action.
- (x) Carry out the actions identified in accordance with the IDEA Equality Framework Peer Review and in order to move the Council towards the Excellent level.
- (xi) Continue to revise and update all recruitment related workshops to reflect up to date techniques and good practice.

- (xii) To carry out further analysis on the reasons behind the lower number of non-schools applicants in the up to 29 year age band recruited than in other age bands.
- (xiii) To carry out further analysis on the reasons behind the higher percentage of leavers from a BME background than of other staff.

14 EQUALITIES IMPACT ASSESSMENT

Equalities issues are discussed in the report.

15 STRATEGIC RISK MANAGEMENT ISSUES

No strategic risk issues identified.

Background Papers

Departmental returns figures.

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