

# “All of Us” in Bracknell Forest

## Equalities Monitoring - Workforce

### Annual Report 2014-15



Published: January 2016

## **1. INTRODUCTION**

- 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. The Council intends to apply for assessment on 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. THE COMMUNITY BACKGROUND**

- 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 10 years from 10.7% to 19.5%. The figure has increased by 0.8% since the previous year.
- 2.3 The population of the Borough is ageing. Based on 2011 Census data the estimate for the number of people aged 65+ in 2015 is 13.9% 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.
- 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 14 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 2014 to 31 March 2015 split by ethnicity, age, gender, disability, religion or belief and sexual orientation.
  - (ii) workforce information as at 1 April 2015 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 64.3 Full Time Equivalents, so an increase or decrease of one full time equivalent would represent a change of 1.6%. 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 the year 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 2015/16 the Self Service module of the new HR/Payroll System will be brought in on a rolling basis. 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 communications 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 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 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 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, 45.57% (39.8% 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 42%. The Council's aim last year was to achieve a level of 39%, which it has exceeded.
- (ii) Of the top 5% of earners in the Council, 3.11% (4.3% last year) were disabled, which is lower than the figure from last year. The average for all councils in England is 4% so the Council is slightly lower than the national average. 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. The number of employees with a disability in this group has gone down from 3 to 2.
- (iii) Of the top 5% of earners, 1.56% (4.3% last year) were from a BME background, this shows quite a large decrease from last year. This is significantly lower than the average for all councils in England, which stands at 5%. 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. The number of BME employees in this group has gone down from 3 to 1.
- (iv) The voluntary turnover figure for 2013/14 was 13.4% compared to 12.6% in 2012/13. This figure has slightly increased compared to last year and it is also slightly higher than the target of 13% for 2014/15. Analysis shows the number of leavers within both non Schools and Schools has increased this year. This could be as a result of increased confidence in the economic state of the UK leading to employees looking for opportunities to move on.

The figure for this year's percentage of voluntary staff leaving within 1 year is 17.8% compared to last year's 18.1%. This shows an improvement on last year and is well below the target of 20%.

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 2014/15 is 14.4% is compared to 16.8% last year and therefore shows a similar improvement.

- (v) Recent Gender Pay Gap research across management professions carried out by CMI shows a current gap of 22%. This is based on

responses from both Private and Public Organisations. Calculations based on staff within Bracknell Forest that earn in excess of £40,000 show a gender pay gap of 8.5%. Gender Pay Gaps are usually lower in public sector organisations but this figure shows BFC in a very good light.

The introduction of the Bracknell Forest Supplement has improved the salary level of the lower paid staff which is often largely female.

- 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 2015/16 have been set at 45% female; 5% with a disability and 4.5% who are from a BME background. These are set and agreed by Corporate Services Departmental Management Team.
- 4.3 In statistics published in November 2014, the Office for National Statistics the gender gap in the UK stands at 19.1% based on average hourly rate this is slightly higher than the previous year when the figure was 18%. 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 19.7% and has increased slightly since last year (17.6%), which is roughly in line with the national picture. Within Bracknell Forest the average salary for men has increased since last year whilst the average pay for a woman has remained roughly the same. One reason for this is that during the year the Landscape function was transferred out of the Authority. This function was male dominated with the majority being paid below the average pay figure for men.
- 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 13/14 | Outturn 14/15 | Target 14/15 | Comments  | Status   |
|----------|---|---------------|---------------|--------------|---|----------|
| LO66     | The percentage of top 5% of earners that are women          | 39.80%        | 45.57%        | 39%          |   | Positive |
| LO67     | The percentage of top 5% of earners from an ethnic minority | 4.30%         | 1.56%         | 4.50%        | Numbers of staff have gone down from 3 to 1   | Negative |
| LO68     | Top 5% of earners that are disabled                         | 4.30%         | 3.11%         | 6.00%        | Last year we had 3 people with a Disability on the top 5% this year this has reduced down to 2. | Negative |

| No of PI | Description of PI  | Outturn 13/14 | Outturn 14/15 | Target 14/15 | Comments   | Status    |
|----------|--|---------------|---------------|--------------|--|-----------|
| LO70     | The percentage of local authority employees who claim they meet the DDA definition | 2.10%         | 1.96%         | 3.30%        | The figures have gone from 77 to 69. This would be because of a mixture of leavers and lack of information on or no disabled starters.           | Negative  |
| LO71     | The percentage of local authority employees from ethnic minority communities       | 5.10%         | 5.19%         | 4.50%        |  | No change |
| LO72     | Gender Pay Gap inc Bracknell Forest Supplement                                     | 17.60%        | 19.70%        | 18.00%       | Female average static but male average up by approx £500. It seems likely that the reason for this could be the transfer of landscape employees. | Negative  |
| LO73     | Average number of off the job training days per employee                           | 2.9           | 2.9           | 3.0          |  | No change |
| LO74     | Average amount spent on training per employee                                      | £370          | £352          | £325         |  | No change |
| L130     | Percentage staff turnover inc schools  | 12.64%        | 13.41%        | 13.00%       | No of leavers has gone up from 500 to 531. Numbers up in both schools and non schools  | Negative  |
| L131     | Percentage staff leaving within one year of starting inc schools                   | 18.08%        | 17.81%        | 20.00%       |  | Positive  |
| L174     | Days lost to sickness per employee   | 5.5           | 5.2           | 6.50%        |  | Positive  |

## WORKFORCE COMPOSITION

### 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 |
|--------------------|-----------------|------------|-------------|----------------------------------|---------------------------|----------------------------|-----------------------------------|
| <b>Workforce</b>   |                 |            |             |                                  |                           |                            |                                   |
| Male               | 20%             | 29%        | 14%         | 35%                              | 44%                       | 18%                        | 16%                               |
| Female             | 80%             | 71%        | 86%         | 65%                              | 56%                       | 82%                        | 84%                               |
| <b>Applicants</b>  |                 |            |             |                                  |                           |                            |                                   |
| Male               | 23%             | 31%        | 14%         | 37%                              | 38%                       | 22%                        | 15%                               |
| Female             | 77%             | 69%        | 86%         | 63%                              | 62%                       | 78%                        | 85%                               |
| <b>Recruitment</b> |                 |            |             |                                  |                           |                            |                                   |
| Male               | N/A             | 30%        | N/A         | 19%                              | 40%                       | 20%                        | 21%                               |
| Female             | N/A             | 70%        | N/A         | 81%                              | 60%                       | 80%                        | 79%                               |
| <b>Leavers</b>     |                 |            |             |                                  |                           |                            |                                   |
| Male               | 25%             | 38%        | 17%         | 35%                              | 62%                       | 22%                        | 16%                               |
| Female             | 75%             | 62%        | 83%         | 65%                              | 38%                       | 78%                        | 84%                               |
| <b>Training</b>    |                 |            |             |                                  |                           |                            |                                   |
| Male               | 21%             | 21%        | 20%         | 23%                              | 44%                       | 17%                        | 14%                               |
| Female             | 79%             | 79%        | 80%         | 77%                              | 56%                       | 83%                        | 86%                               |

- (i) A significant majority of the whole authority's employees are female (80%) compared to male (20%), which is the same figure as last year. The Quarterly Public Sector Employee Survey shows that as at 31<sup>st</sup> March 2015, 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 Environment, Culture & Communities. This would include Landscape staff who transferred out of the Authority. However if you just look at Voluntary Leavers the percentage of male leavers in that Department goes down to 46% which is more in line with the staffing figures.
- (iii) During the past year, there has been no indication of employment issues for any transgender staff.



## 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 |
|--------------------|-----------------|------------|--------------|----------------------------------|---------------------------|----------------------------|-----------------------------------|
| <b>Workforce</b>   |                 |            |              |                                  |                           |                            |                                   |
| Up to 29           | 17%             | 14%        | 19.1%        | 10.7%                            | 19.2%                     | 12.1%                      | 17.9%                             |
| 30 – 49            | 52.5%           | 48.3%      | 55.2%        | 51.4%                            | 44.1%                     | 48%                        | 54.7%                             |
| 50 & above         | 30.5%           | 37.7%      | 25.7%        | 37.9%                            | 36.7%                     | 39.9%                      | 27.4%                             |
| <b>Applicants</b>  |                 |            |              |                                  |                           |                            |                                   |
| Up to 29           | 35.2%           | 39.6%      | 30.3%        | 39.7%                            | 45.8%                     | 29.5%                      | 31.7%                             |
| 30 – 49            | 52.6%           | 45%        | 61.2%        | 43.4%                            | 39.5%                     | 55%                        | 52.8%                             |
| 50 & above         | 12.2%           | 15.4%      | 8.5%         | 16.9%                            | 14.7%                     | 15.5%                      | 15.5%                             |
| <b>Recruitment</b> |                 |            |              |                                  |                           |                            |                                   |
| Up to 29           | N/A             | 32.6%      | N/A          | 30.8%                            | 46.4%                     | 16.1%                      | 18.8%                             |
| 30 – 49            |                 | 49.4%      |              | 53.8%                            | 40.8%                     | 59.7%                      | 56.2%                             |
| 50 & above         |                 | 18%        |              | 15.4%                            | 12.8%                     | 24.2%                      | 25%                               |
| <b>Leavers</b>     |                 |            |              |                                  |                           |                            |                                   |
| Up to 29           | 25.5%           | 18.2%      | 30%          | 22.6%                            | 23.1%                     | 9.8%                       | 15.5%                             |
| 30 – 49            | 45.9%           | 42.9%      | 47.7%        | 38.7%                            | 42.9%                     | 39.2%                      | 48.3%                             |
| 50 & above         | 28.6%           | 38.9%      | 22.3%        | 38.7%                            | 34.0%                     | 51%                        | 36.2%                             |
| <b>Training</b>    |                 |            |              |                                  |                           |                            |                                   |
| Up to 29           | 13.4%           | 13.8%      | 10%          | 14%                              | 17.9%                     | 12%                        | 14.3%                             |
| 30 – 49            | 51%             | 49.9%      | 60.3%        | 54.6%                            | 48%                       | 46.5%                      | 55%                               |
| 50 & above         | 35.6%           | 36.3%      | 29.7%        | 31.4%                            | 34.1%                     | 41.5%                      | 30.7%                             |

6.2 The workforce figures are fairly similar to last year's figures. They do show a decrease in the number of staff aged 50 and above across the board. For the Authority as a whole the figure has reduced from 33.7% to 30.5%. There has been an increase in the number of non schools leavers aged up to 29 especially in Corporate Services & Chief Execs (22.6% from 13.1%). Looking in more detail at the leavers within this Department the majority are from Customer Services which is traditionally a career for the younger person with shorter periods in the job. Overall the Council's Age Profile seems to be staying relatively steady with a movement towards to a younger workforce.

6.3 The workforce figures show that 52.5% of staff are aged between 30 to 49 (51.6% 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. The figures however are very similar to last year. Following last year's report, further analysis was undertaken on recruitment activities and no evidence of inappropriate discrimination due to age bias could be found.

- 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. In the Over 50 range there will be an increased number of staff that will be looking to take retirement in fact according to the figures 39% of leavers who were over 50 were retiring.

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   | 1.8%            | 3%         | 1%           | 2.9%                             | 3.2%                      | 2.9%                       | 2.8%                              |
| Applicants  | 3.4             | 4.4%       | 2.4%         | 3.3%                             | 4.5%                      | 4.1%                       | 5.3%                              |
| Recruitment | N/A             | 1.4%       | N/A          | 0%                               | 1.3%                      | 3.2%                       | 0%                                |
| Leavers     | 1.5%            | 2.6%       | 0.8%         | 6.5%                             | 1.1%                      | 5.9%                       | 0%                                |
| Training    | 2.9%            | 3.2%       | 0.4%         | 2.3%                             | 3%                        | 3.2%                       | 3.6%                              |

- 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) 1.8% (2% last year) of the Council's workforce declared themselves as having a disability. It has been over a year since we last had a personal details update. The normal pattern is for the self declared figure to go down at this point, because declarations of disability were specifically prompted in the previous year. The new HR/Payroll System which has just gone live will by the end of the year enable staff to amend their personal details at any point during the year so it is hoped that more accurate and timely information will be available from next year.
- (ii) 1.4% (2.3% 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. Following last year's report, further analysis was undertaken in relation to this to see if there was any undue bias in our recruitment procedures. No evidence of unfair discrimination was found. The Council's commitment to disabled candidates under the Two Tick system was evidenced in our sample.

- (iii) Of leavers, 1.5% (0.5% last year) had declared a disability. This figure has increased in the past year but is still in line with the overall percentage of staff who have a disability. Two directorates have a higher ratio of leavers with a disability, Corporate Services and Adult Social Care Health & Housing. Looking at leavers within these two sections all the disabled leavers left for voluntary reasons. It should be noted that there is a smaller number of people within Corporate Services and therefore each leaver corresponds to a high percentage.
- (iv) 2.9% (2.4% last year) of training places were taken by those who declared a disability, which is a higher proportion than the workforce composition.

## 8. ETHNICITY

8.1 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 | Children, Young People & Learning |
|---|-----------------|------------|-------------|----------------------------------|---------------------------|----------------------------|-----------------------------------|
| <b>Workforce</b>                        |                 |            |             |                                  |                           |                            |                                   |
| BME                                     | 9.3%            | 11.5%      | 7.6%        | 10.8%                            | 8.6%                      | 15.7%                      | 11.6%                             |
| White British                           | 90.3%           | 88.2%      | 91.8%       | 89.2%                            | 90.6%                     | 84.3%                      | 88.4%                             |
| <b>Applicants</b>                       |                 |            |             |                                  |                           |                            |                                   |
| BME                                     | 25.5%           | 27.2%      | 23.6%       | 26.7%                            | 25.1%                     | 32.1%                      | 27.5%                             |
| White British                           | 74.5%           | 72.8%      | 76.4%       | 73.3%                            | 74.1%                     | 67.9%                      | 72.5%                             |
| <b>Recruitment</b>                      |                 |            |             |                                  |                           |                            |                                   |
| BME                                     | N/A             | 27.4%      | N/A         | 11.5%                            | 32.9%                     | 32.8%                      | 10.4%                             |
| White British                           |                 | 72.6%      |             | 88.5%                            | 67.1%                     | 67.1%                      | 89.6%                             |
| <b>Leavers</b>                          |                 |            |             |                                  |                           |                            |                                   |
| BME                                     | 10.8%           | 13%        | 9.2%        | 16.7%                            | 7.9%                      | 20%                        | 13%                               |
| White British                           | 88.1%           | 86.5%      | 89.2%       | 83.3%                            | 92.1%                     | 78%                        | 87%                               |
| <b>Training</b>                         |                 |            |             |                                  |                           |                            |                                   |
| BME                                     | 14.4%           | 15.3%      | 7.4%        | 10.4%                            | 7.7%                      | 20.5%                      | 12.8%                             |
| White British                           | 82.9%           | 82.8%      | 83.4%       | 88.2%                            | 90.3%                     | 77.8%                      | 84.8%                             |

- (i) Across the workforce, of those who declared their ethnicity, 9.3% said they are of a BME origin, slightly lower than last year at 9.5%; and 90.3% (90.5% last year) declare they have a White British ethnic origin. This is broadly comparable to last year.
- (ii) The number of applicants (non school only) of a BME origin has increased this year to 27.2%, compared to 25.6% last year, however the number of successful applicants of a BME origin has gone up by a

much larger figure to 27.4% from 19.7% last year. Although the current workforce figure (non school only) of 11.5% 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.

- (iii) Last year the statistics showed a higher number of applicants from BME backgrounds than were recruited and further analysis was carried out to establish if there was any bias. The results showed no evidence of direct discrimination. This year overall the figures are much the same although there are big differences with the figures for Corporate Services and Children, Young People & Learning, However there has also been a corresponding drop in the number of applicants from a BME background in those Departments.
- (iv) The percentage of leavers from a BME background seems to be a higher percentage than that of all staff. The percentage of permanently employed voluntary leavers that are of a BME background (non schools) is 14.8% which is also higher than the total staff percentage. Adult Social Care, Health & Housing and Corporate Services had a high ratio of leavers from a BME background this year, the adjusted figures for permanent voluntary are 18.9% and 18.2% respectively which is still higher than the staff figure however they are lower than the all leavers 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. Following last year's report further analysis was undertaken which supported these conclusions and noted that the workforce continues to become more diverse, many of the BME leavers went onto work elsewhere in Local Government.
- (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 |
|------------------|----------------------------|---------------------------------|
| <b>Workforce</b> |                            |                                 |
| BME              | 9.3% (9.5%)                | 15.1%                           |
| White British    | 90.3% (90.5%)              | 84.9%                           |

These figures show the authority has a less diverse population than the surrounding area.

## 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 |
|---|-----------------|------------|--------------|----------------------------------|---------------------------|----------------------------|-----------------------------------|
| <b>Workforce</b>                        |                 |            |              |                                  |                           |                            |                                   |
| Buddhist                                | 0.4%            | 0.7%       | 0.2%         | 0.4%                             | 1.6%                      | 0.3%                       | 0%                                |
| Christian                               | 61.4%           | 57.4%      | 64.4%        | 55.9%                            | 58.1%                     | 56.8%                      | 58%                               |
| Hindu                                   | 0.4%            | 1%         | 0%           | 2.3%                             | 0.9%                      | 0.6%                       | 0.6%                              |
| Jewish                                  | 0.2%            | 0.3%       | 0.1%         | 0.4%                             | 0%                        | 0.6%                       | 0.3%                              |
| Muslim                                  | 0.6%            | 0.8%       | 0.4%         | 0.9%                             | 0.9%                      | 0.9%                       | 0.6%                              |
| None                                    | 23.1%           | 29.7%      | 18.0%        | 32%                              | 30.6%                     | 27.9%                      | 28.9%                             |
| Not specified                           | 9.4%            | 5.1%       | 12.8%        | 3.6%                             | 4.4%                      | 5.7%                       | 6.2%                              |
| Other                                   | 3.8%            | 3.8%       | 3.7%         | 2.7%                             | 2.8%                      | 6%                         | 3.9%                              |
| Sikh                                    | 0.7%            | 1.1%       | 0.4%         | 1.8%                             | 0.7%                      | 0.9%                       | 1.5%                              |
| <b>Applicants</b>                       |                 |            |              |                                  |                           |                            |                                   |
| Buddhist                                | 0.6%            | 0.8%       | 0.3%         | 0.6%                             | 1%                        | 0.6%                       | 0.4%                              |
| Christian                               | 49.2%           | 46.9%      | 51.8%        | 47%                              | 44.1%                     | 49.7%                      | 52%                               |
| Hindu                                   | 2.5%            | 2.7%       | 2.3%         | 3.2%                             | 2.8%                      | 3.3%                       | 1.9%                              |
| Jewish                                  | 0.2%            | 0.2%       | 0.2%         | 0.3%                             | 0.1%                      | 0.2%                       | 0.1%                              |
| Muslim                                  | 2.8%            | 3%         | 2.5%         | 3.3%                             | 2.8%                      | 3.3%                       | 2.9%                              |
| None                                    | 36.2%           | 37.7%      | 34.5%        | 37.7%                            | 39.7%                     | 34.1%                      | 35.4%                             |
| Not Declared                            | 4%              | 4.4%       | 3.5%         | 3.2%                             | 5.5%                      | 2.7%                       | 4.3%                              |
| Other                                   | 3.5%            | 3.2%       | 3.7%         | 3.2%                             | 3.2%                      | 4.9%                       | 2.2%                              |
| Sikh                                    | 1.1%            | 0.9%       | 1.2%         | 1.6%                             | 0.7%                      | 1.1%                       | 0.9%                              |
| <b>Recruitment</b>                      |                 |            |              |                                  |                           |                            |                                   |
| Buddhist                                |                 | 1.5%       |              | 0%                               | 2.2%                      | 1.6%                       | 0%                                |
| Christian                               |                 | 46.3%      |              | 34.6%                            | 43.4%                     | 45.2%                      | 62.5%                             |
| Hindu                                   |                 | 1.5%       |              | 3.9%                             | 0.7%                      | 3.2%                       | 0%                                |
| Jewish                                  |                 | 0.7%       |              | 0%                               | 0.7%                      | 1.6%                       | 0%                                |
| Muslim                                  | N/A             | 2.9%       | N/A          | 0%                               | 4.4%                      | 3.2%                       | 0%                                |
| None                                    |                 | 37.9%      |              | 50%                              | 40.4%                     | 33.9%                      | 29.2%                             |
| Not Declared                            |                 | 6.2%       |              | 7.7%                             | 6.6%                      | 3.2%                       | 8.3%                              |
| Other                                   |                 | 2.9%       |              | 3.9%                             | 1.5%                      | 8.1%                       | 0%                                |
| Sikh                                    |                 | 1.1%       |              | 0%                               | 0%                        | 0%                         | 0%                                |
| <b>Leavers</b>                          |                 |            |              |                                  |                           |                            |                                   |
| Buddhist                                | 0.9%            | 1.5%       | 0.4%         | 3.6%                             | 0%                        | 4.6%                       | 0%                                |
| Christian                               | 60.3%           | 57.6%      | 62.3%        | 64.3%                            | 58.3%                     | 51.2%                      | 58.3%                             |
| Hindu                                   | 0.6%            | 1%         | 0.4%         | 3.6%                             | 0%                        | 2.3%                       | 0%                                |
| Jewish                                  | 0.7%            | 0.5%       | 0.8%         | 0%                               | 1.2%                      | 0%                         | 0%                                |
| Muslim                                  | 1.1%            | 1%         | 1.1%         | 3.6%                             | 1.2%                      | 0%                         | 0%                                |
| None                                    | 25.1%           | 32%        | 19.6%        | 21.4%                            | 33.3%                     | 32.6%                      | 35.4%                             |
| Not Declared                            | 7.5%            | 3%         | 11.1%        | 0%                               | 3.6%                      | 2.3%                       | 4.2%                              |
| Other                                   | 3.7%            | 3.4%       | 3.8%         | 3.6%                             | 2.4%                      | 7%                         | 2.1%                              |
| Sikh                                    | 0.2%            | 0%         | 0.4%         | 0%                               | 0%                        | 0%                         | 0%                                |
| <b>Training</b>                         |                 |            |              |                                  |                           |                            |                                   |
| Buddhist                                | 0.8%            | 0.8%       | 0.4%         | 0%                               | 3.2%                      | 0.7%                       | 0%                                |
| Christian                               | 86.1%           | 84.9%      | 98.2%        | 86.4%                            | 84.9%                     | 86.4%                      | 82.1%                             |
| Hindu                                   | 0.8%            | 0.9%       | 0%           | 1.9%                             | 0.9%                      | 0.1%                       | 1.7%                              |
| Jewish                                  | 1.2%            | 1.3%       | 0%           | 1%                               | 0.2%                      | 2.3%                       | 0.6%                              |
| Muslim                                  | 0.9%            | 1%         | 0.7%         | 0.7%                             | 0.4%                      | 1.2%                       | 1%                                |
| None                                    | 8.3%            | 9%         | 0.4%         | 7.4%                             | 7.2%                      | 8%                         | 12%                               |
| Not Declared                            | 0%              | 0%         | 0%           | 0%                               | 0%                        | 0%                         | 0%                                |
| Other                                   | 0.2%            | 0.2%       | 0%           | 0%                               | 1.3%                      | 0%                         | 0%                                |
| Sikh                                    | 1.8%            | 1.9%       | 0.4%         | 2.6%                             | 1.8%                      | 1.3%                       | 2.6%                              |

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<br>Forest<br>Workforce | Bracknell Forest<br>UA Census<br>2011 |
|------------------|----------------------------------|---------------------------------------|
| <b>Workforce</b> |                                  |                                       |
| Buddhist         | 0.4% (0.4%)                      | 0.8%                                  |
| Christian        | 61.4% (61.2%)                    | 64.8%                                 |
| Hindu            | 0.4% (0.3%)                      | 1.7%                                  |
| Jewish           | 0.2% (0.2%)                      | 0.2%                                  |
| Muslim           | 0.6% (0.6%)                      | 1.2%                                  |
| None             | 23.1% (23.3%)                    | 30.4%                                 |
| Other            | 3.8% (3.7%)                      | 0.5%                                  |
| Sikh             | 0.7% (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 roughly comparable to the 2011 Census figures for Bracknell Forest.

## 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 |
|---|-----------------|------------|--------------|----------------------------------|---------------------------|----------------------------|-----------------------------------|
| <b>Workforce</b>                        |                 |            |              |                                  |                           |                            |                                   |
| Bisexual                                | 0.3%            | 0.7%       | 0.1%         | 0.5%                             | 0.7%                      | 1%                         | 0.4%                              |
| Gay Man                                 | 0.3%            | 0.4%       | 0.2%         | 0.5%                             | 0.7%                      | 0.5%                       | 0%                                |
| Heterosexual/<br>Straight               | 75.8%           | 86.5%      | 69.3%        | 89.7%                            | 86.3%                     | 87.2%                      | 83.5%                             |
| Lesbian/Gay<br>Woman                    | 0.5%            | 1%         | 0.2%         | 1.1%                             | 0.4%                      | 1.5%                       | 1.3%                              |
| Prefer not to say                       | 23.1%           | 11.4%      | 30.2%        | 8.1%                             | 11.9%                     | 9.8%                       | 14.8%                             |
| <b>Applicants</b>                       |                 |            |              |                                  |                           |                            |                                   |
| Bisexual                                | 1.1%            | 1.2%       | 1.1%         | 0%                               | 1.8%                      | 0.6%                       | 1%                                |
| Gay Man                                 | 0.5%            | 0.7%       | 0.4%         | 1.4%                             | 0.6%                      | 0.5%                       | 0.5%                              |
| Heterosexual/<br>Straight               | 94.1%           | 93.7%      | 94.5%        | 95%                              | 92.5%                     | 95.5%                      | 94.2%                             |
| Lesbian/Gay<br>Woman                    | 0.3%            | 0.3%       | 0.2%         | 0.4%                             | 0.2%                      | 0.3%                       | 0.4%                              |
| Prefer not to say                       | 4%              | 4.2%       | 3.9%         | 3.2%                             | 5%                        | 3.1%                       | 3.8%                              |
| <b>Recruitment</b>                      |                 |            |              |                                  |                           |                            |                                   |
| Bisexual                                |                 | 0%         |              | 0%                               | 0%                        | 0%                         | 0%                                |
| Gay Man                                 |                 | 0.4%       |              | 3.8%                             | 0%                        | 0%                         | 0%                                |
| Heterosexual/<br>Straight               | N/A             | 92%        | N/A          | 88.5%                            | 92.9%                     | 90.2%                      | 93.8%                             |
| Lesbian/Gay<br>Woman                    |                 | 1.1%       |              | 3.8%                             | 0%                        | 1.6%                       | 2.1%                              |
| Prefer not to say                       |                 | 6.5%       |              | 3.8%                             | 7.1%                      | 8.2%                       | 4.2%                              |
| <b>Leaver</b>                           |                 |            |              |                                  |                           |                            |                                   |
| Bisexual                                | 0.3%            | 0%         | 0.4%         | 0%                               | 0%                        | 0%                         | 0%                                |
| Gay Man                                 | 0.8%            | 0.7%       | 0.9%         | 0%                               | 0%                        | 0%                         | 3.6%                              |
| Heterosexual/<br>Straight               | 77.5%           | 88.3%      | 70.9%        | 100%                             | 90.5%                     | 80.8%                      | 82.1%                             |

|                           |       |       |       |       |       |       |       |
|---------------------------|-------|-------|-------|-------|-------|-------|-------|
| Lesbian/Gay Woman         | 0.3%  | 0.7%  | 0%    | 0%    | 0%    | 0%    | 3.6%  |
| Prefer not to say         | 21.1% | 10.2% | 27.7% | 0%    | 9.5%  | 19.2% | 10.7% |
| <b>Training</b>           |       |       |       |       |       |       |       |
| Bisexual                  | 0.4%  | 0.5%  | 0%    | 0.9%  | 0.7%  | 0.5%  | 0.2%  |
| Gay Man                   | 0.4%  | 0.3%  | 0.9%  | 0.5%  | 0.3%  | 0.3%  | 0.5%  |
| Heterosexual/<br>Straight | 48.8% | 49.5% | 43.9% | 67%   | 54.9% | 48%   | 42.5% |
| Lesbian/Gay Woman         | 1.2%  | 1.4%  | 0%    | 2%    | 0.1%  | 0.9%  | 2.6%  |
| Prefer not to say         | 49.1% | 48.3% | 55.2% | 29.7% | 43.9% | 50.4% | 54.3% |

10.2 Data from the Office for National Statistics in 2013 showed that 1.5% of the national population (Aged 17 – 64) 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 1.5%. If this figure is accurate, the Council's workforce has a slightly higher representation at 2%.

10.3 The Council's figures for 2014/15 are very similar to the figures reported last year for 2013/14.

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 in the last two years. It is hoped that once the self service part of the new HR/Payroll system comes on line and staff are able to update their personal details at any point that that more staff will have the confidence to declare their sexuality.

## 11 GRIEVANCES AND DISCIPLINARIES

11.1 In the period 1 April 2014 to 31 March 2015, there were 18 disciplinary cases. None of these cited diversity issues eg racist or sexist behaviour as the basis of the case. 22.2%(4) of those disciplined were female. 11.1%(2) were under 30, 55.5%(10) were 30-49 and 33.3%(6) were age 50 or over. None those were of a BME origin, whilst all but one of them were White British. 33.3%(6) declared that they were disabled. 50%(9) of those disciplined were Christian, 27.8%(5) stated that they had no religion/belief, 5.6%(1) were Buddhist and 11.1%(2) did not wish to declare their religion/belief. 44.4%(8) of these employees preferred not to disclose their sexual orientation, 55.6%(10) stated that they were heterosexual/straight.

11.2 In the period 1 April 2014 to 31 March 2015 there were 2 grievances lodged. 1 of these cited diversity issues e.g. racist or sexist behaviour as the basis of the case which is still ongoing. Details are not given for this one individual as this may allow them to be identified.

## 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 has also been the introduction of a range of e-learning packages including ones specifically on Faith & Belief and Autism.
- (ii) Widespread training on the importance of Equality Impact Assessments, their use and how to complete one properly.
- (iii) Continued to place significant emphasis on equalities and diversity as part of induction training and within a wide range of courses.
- (iv) 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.
- (v) The 2014 Staff Survey ensured that the range of characteristics available for analysis of staff views was expanded to include marital status and parental status. The staff survey already captured data on gender, age, ethnicity, religion/belief, disability etc to enable analysis of opinions by these characteristics. This enabled the report to highlight any significant variations in opinion within protected groups. The Staff survey is undertaken to seek the opinions of all staff, but the opportunity to see where those views vary amongst protected groups is a significant part of the three yearly exercise.
- (vi) The Council commissioned a follow up survey by QA based on the results of the staff survey to investigate areas of harassment and discrimination.
- (vii) Produced a eighth Pay and Workforce Strategy which included a strong equalities thread.
- (viii) In late 2014 the Council were successfully reassessed and continue to be accredited to use the Two Tick Disability Symbol in all job application materials.
- (ix) Analysis on some areas of concern from the 2014 Report has been carried out and action points agreed going forward.

### **13. STRATEGIES FOR 2015/16**

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) Distribute access to the Self Service part of the new HR/Payroll system across the Council 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) 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 specific disabilities eg learning disability, mental capacity, etc.
- (vi) Further develop the programme of support to encourage improved representation in the workforce from all parts of the community. Plans are being made to provide additional advice to community based groups in the area on how to optimise their job applications.
- (vii) Exit interviews will be undertaken on all leavers from ethnic minorities for a set period of time.
- (viii) Continue to revise and update all recruitment related workshops to reflect up to date techniques and good practice.

#### **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.

#### Contact for further information

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