

**EMPLOYMENT COMMITTEE
11 JUNE 2008**

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

1 INTRODUCTION

- 1.1 This annual report contains statistical information on both employees and applicants for jobs at the Council in terms of gender, disability, age and ethnicity. The Race Relations (Amendment) Act 2000 (RRA) requires the organisation to ethnically monitor the following:
- (i) Numbers of staff in post.
 - (ii) Applicants for employment/training/promotion.
 - (iii) Numbers receiving training.
 - (iv) Performance assessment outcomes.
 - (v) Grievance.
 - (vi) Disciplinary.
 - (vii) Leavers.
- 1.2 Legislation now exists to protect employees from discrimination on the grounds of their sexual orientation or religious belief, but the Council does not currently collect this data as it is seen to be sensitive. However, data on religion or belief may soon need to be collected and compared with census data for the Bracknell Forest area. This may be in place for next years report.
- 1.3 The Employment Committee is aware that the aim of gathering this information is to ensure that it works towards having a workforce which is representative of the community it serves.
- 1.4 The Commission for Racial Equality requires information on the ethnicity of the workforce to be available to the public by 31 May each year. Inspection bodies such as CSCI enforce this requirement. This information will therefore already be on the Council's website when the Employment Committee meets.

2 THE COUNCIL'S STATISTICAL INFORMATION

- (i) The Council has had a monitoring system in place for some time to collect figures in relation to its existing workforce and applicants for jobs with the exception of the "promotion" requirement mentioned in 1(ii) above. This is because all posts are filled by open advertisements. Promotion is therefore covered under the general recruitment category for monitoring purposes.
- (ii) With regard to "Performance Assessment Monitoring" paragraph 1(iv), the Commission for Racial Equality requires information only where a benefit or disadvantage results from the performance assessment. As there is no financial benefit or penalty arising from the Council's appraisal system, there is no requirement to monitor it by ethnicity. Should the system change at any point in the future such that a benefit or disadvantage might arise from the appraisal, an appropriate monitoring system would be investigated.

2.2 Corporate Human Resources and departmental HR and administrative officers collect a range of statistics on applicants and current employees. These figures, attached in the Appendices show the following;

- (a) recruitment information from 1 April 2007 to 31 March 2008 split by ethnicity, age, gender and disability of applicants.
- (b) workforce information as at 1 April 2007 to 31 March 2008 split by ethnicity, age, gender and disability.

2.3 The Committee should note that the following caveats apply to the information;

- (i) This report reflects the old Departmental titles as the Council wide reorganisation only took effect from 1 April 2008, and the figures illustrated are from the previous year up to 31 March 2008.
- (ii) Information on employees regarding disciplinary/grievances includes school based staff for the first time this year.
- (iii) In relation to the recruitment statistics only, none of the returns include schools based staff. Schools have delegated responsibility for recruitment and the collection of recruitment statistics so are required to undertake the recording of this information. Monitoring of their compliance including reporting annually to their Governing Body is undertaken as part of the routine audit programme of schools. These details were not collated centrally within the Education, Children's Services and Libraries Department however and are not included in these statistics.
- (iv) There may be some discrepancies in numbers on the charts compared to actual numbers of employees/candidates. This is because information on disability, ethnicity and age 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).

- (v) The information relating to the economically active Bracknell population by ethnicity is from the latest 2001 Census, and has been quoted as a comparison with the workforce statistics in this report. "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 workforce at the Council reasonably appropriate.
- (vi) The recruitment statistics show the activity level over the year of 1 April 2007 to 31 March 2008 as recorded by the recruiting departments.
- (vii) Departmental year on year comparisons may not be entirely reliable as reorganisations can alter the composition and size of the departments. For example, in February 2008, many Housing staff were transferred under TUPE to the new Bracknell Forest Homes Housing Association.
- viii) 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, longer courses such as a degree in Social Work or Diploma in Human Resource Management, courses undertaken through day release arrangements. The statistics relate to the training places taken up and it should be noted that the same person undertaking more than one training event will therefore appear in the statistics more than once.

2.4 The statistics gathered highlight the following information:

Gender

- (i) A significant majority of the Council's employees are female (79%) compared to male (21%) which reflects little change on previous years' figures. This pattern has remained very stable over the last few years and is typical of local government in the UK. The number of female employees is still greatest in Education, Children's Services and Libraries (85%) and Social Services/Housing (83%). Education and care are occupations which tend to attract larger numbers of women than men nationally. Corporate Services and Environment and Leisure are closer to a 50/50 split, with figures of 62% female and 51% female respectively.
- (ii) 71% (last year 71%) of applicants for jobs with the Council are female, so the proportion of male and female applicants is the same as last year and broadly similar to the workforce composition. The department which attracted the largest proportion of female applicants was Education, Children's Services and Libraries, 84% (last year 78%.) No departments attracted more male than female applicants.
- (iii) 75% (last year 74%) of the successful applicants for all jobs with the Council were female.

- (iv) Of the leavers, 67% were female and 33% were male, broadly proportional to the workforce.
- (v) 82% of training course places arranged through Corporate Learning and Development were taken up by female employees, which is broadly consistent with the composition of the workforce.

Age

- (i) The Council's workforce has low numbers under the age of 29 (14.5%) and particularly under the age of 19 (1%). Only 8% are over 60, even though employees now have the opportunity to work beyond retirement age. The main body of staff are aged between 30 to 39 (22%), 40 to 49 (29.5%) and 50 to 59 (26%).
- (ii) The Council has low numbers of applicants for vacancies under the age of 19 (2%) and over the age of 60 (2%). The higher numbers of applicants were aged between 20 to 29 (32.5%), 30 to 39 (25%), 40 to 49 (23.5%) and 50 to 59 (15%). These figures are broadly consistent with the workforce composition and fairly evenly spread throughout the ages.
- (iii) The ages of the successful candidates are similar to the numbers of applicants in each age band. Again the low numbers of successful candidates for vacancies are under the age of 19 (2%) and over the age of 60 (1%). The higher numbers of successful candidates are aged between 20 to 29 (29%), 30 to 39 (23%), 40 to 49 (27%) and 50 to 59 (18%).
- (iv) Of the Council's leavers, 2% were under 19 years of age, 21% aged between 20 to 29, 20% between 30 to 39, 24% aged between 40 to 49, 20% between 50 to 59, 13% over 60 years. This is proportional with the workforce generally.
- (v) The ages of employees who take up training courses is very similar to the work force figures. Again, low numbers under the age of 29 (15%) and particularly under the age of 19 (1%) with only 8% being over 60 years old. Staff aged between 30 to 39 (22%), 40 to 49 (28%) and 50 to 59 (27%) are the main attendees on the internally run courses.
- (vi) All of the above tends to suggest that neither training opportunities nor the likelihood of leaving are disproportionately occurring in particular age brackets.

Disability

The published 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) 1.42% (1.67% last year) of the Council's workforce declared themselves as having a disability.

- (ii) 1.84% (1.04% last year) of job applicants to the Council declared themselves as having a disability.
- (iii) six disabled applicants were successful in gaining employment with the Council (2%); last year there were no successful applicants who declared a disability.
- (iv) Of leavers, 2.2% had declared a disability.
- (v) 3% of training places were taken by those who declared a disability, which is broadly consistent with the workforce composition.

Ethnicity

For the purposes of this report, "ethnic minority" includes all the categories except "White British". For the purposes of comparison, the economically active population of the Bracknell Forest area as described in the 2001 Census had 90% of white British, 5% of other white ethnic origin and 5% of non-white ethnic origin.

- (i) Across the workforce, of those who declared their ethnicity, 3.6% declare they have a non-white ethnic origin (compared to 3.17% last year), 3.5% declare they have other white ethnic origin and 92.8% declare they have a white British ethnic origin. It would seem that the trend of non-white ethnic origin in the workforce is moving gradually upwards, to become more reflective of the general population, although there is still a gap. The number of successful applicants of a non-white ethnic origin (below) is encouraging in this respect as it is consistently higher than the proportions in the current workforce and suggests that this group is not being unfairly excluded from the workforce.
- (ii) 16.8% of applicants declare themselves as having a non-white ethnic origin compared to 15.4% last year. 6.6% of applicants declare themselves as having a white other ethnic origin.
- (iii) 7.8% (last year 7.6%) of successful applicants are of non-white ethnic origin and 6.3% are of other white ethnic origin.
- (iv) Of those leavers who declared their ethnicity, 4% were from a non-white ethnic group, a slightly higher proportion to that in the general workforce. Last years figure (6%) was also higher than the general workforce figures. A further 5.2% of leavers declared themselves as having other white ethnic origin.
- (v) For the period 1 April 2007 to 31 March 2008 there were a total of 3051 placements on internal training courses, although the way the statistics are gathered may mean that the same person may have attended more than one training course. 90% were white British and 5% from a non-white ethnic background and 5% from a white other ethnic origin.

Grievances and Disciplinaries

- (i) In the period 1 April 2007 to 31 March 2008, there were 30 disciplinary cases. Except for two employees of Black Caribbean and Asian origin respectively, others involved staff of white ethnicity. 20 of these employees were male; 7 were over 50, one had a disability. There were no issues relating to sex, race or disability involved in the types of misconduct being investigated.
- (ii) In the period 1 April 2007 to 31 March 2008 there were 9 grievances lodged. All 8 were of white British and one was white other; 2 were male; two had declared themselves disabled; 3 were over 50. No issues related to sex, race or disability.

2.5 CONCLUSION

This is the seventh year of collecting statistical information on the workforce and applicants for Council vacancies. Most of the trends are consistent with previous monitoring. The Committee is reminded that percentage changes sometimes relate to very small numbers – a 1% change in the Council's workforce relates to only around 30 people. Changes in the composition of the whole workforce only happen slowly, as many employees are long term Council employees. The age and gender profiles shown are typical of local government; the ethnicity and disability profiles will continue to be monitored carefully to see if they carry on moving towards a position more reflective of the community of Bracknell Forest, as it has done in previous years.

Background Papers

None

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