

**EQUAL OPPORTUNITIES – WORKFORCE MONITORING****Employees in post**

The following table provides a comparison of employees over the past 3 years broken down by ethnicity, gender and disability.

	<b>31.03.2005</b>	<b>31.3.2006</b>	<b>31.3.2007</b>
<b>Ethnicity:-</b>			
Asian	1	0	0
Black Caribbean	2	2	2
Chinese	1	1	1
Mixed any other background	1	1	1
Mixed White & Asian	1	1	2
White (any other background)	5	4	6
White Irish	2	1	1
White British	360	369	378
Not known	9	7	3
<b>Gender:-</b>			
Male	190	196	194
Female	192	190	200
<b>Disability:-</b>			
Not Disabled	354	364	378
Disabled	13	11	14
Not Known	15	11	2
<b>Total number of Employees</b>	<b>382</b>	<b>386</b>	<b>394</b>

The total workforce as at 31<sup>st</sup> March 2007 was 394, an increase of 2% on last year.

**Analysis of Ethnicity**

The Best Value Performance Indicator (BVPI 17a) requires local authorities to compare the % of employees from black or minority ethnic backgrounds with the number of economically active people in the local community from black or minority ethnic backgrounds.

Of the 394 employees, 1.55% are from black or minority ethnic backgrounds compared to 1.35% in 2005/06. In terms of the number of economically active people in North Wiltshire (77,241), 1.64% are people from black or minority ethnic backgrounds (Census 2001).

When BVPI 17a is expressed as a percentage of BVPI 17b (percentage of economically active minority ethnic community population in the District) this gives a percentage of 94.51%.

Whilst there has been a slight increase in the average number of black and ethnic minority employees during 2006/07 the Council's target of 2.5% was not met.

BVPI 2b – the duty to promote race equality (the quality of an Authority's Race Equality Scheme and the improvements resulting from its applications). The Council's Race Equality Scheme has been incorporated into the Corporate Equality & Diversity Policy. For 2006/07 the Council reported 84.21% against this BVPI, compared to 73.68% in 2005/06. Through continuing work in 2007/08 it is hoped to see a further increase.

BVPI 2a – The level of the Equality Standard for Local Government to which the authority conforms, is now at Level 2 for 2006/07. The Council received confirmation that it had

reached Level 2 of the Equality Standard following an external assessment carried out by two external consultants. The Council's target for 2007/08 is to reach Level 3.

### **Analysis of Ethnicity by grade**

The top 5% of salary earners who are from black and minority ethnic backgrounds is 0% against a target of 2.20% (BVPI 11b). There has been no recruitment in this area during 2006/07.

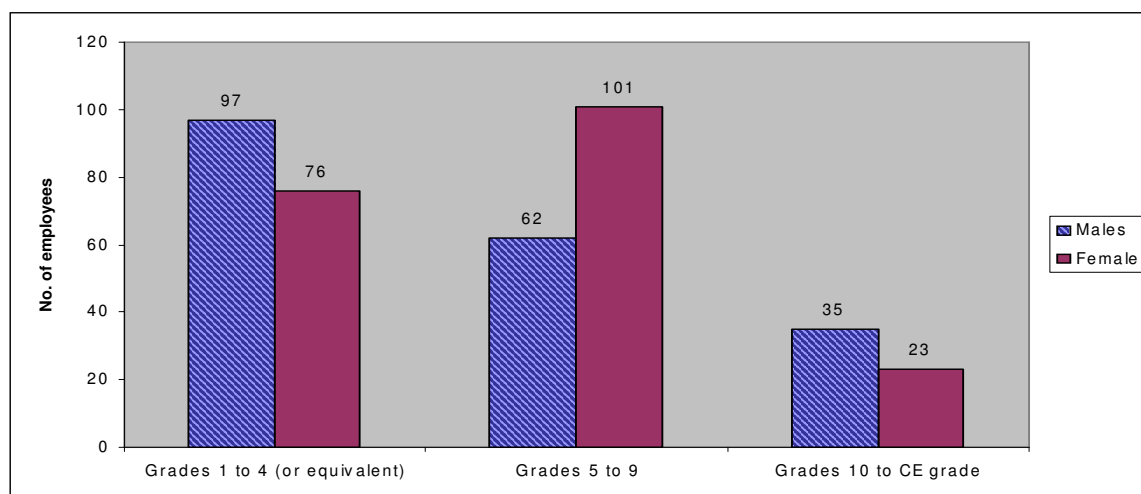
The highest representation (1.26%), of employees who are from black and minority ethnic backgrounds are employed between Grades 5 and 8.

### **Analysis by Gender**

There has been an increase in female employees and a decrease in male employees during 2006/07. Female employees represent 51% of the workforce compared to 49% male. This reflects the fact that more women nationally are employed in local government than men. (Source: Labour Force Survey 2005). In terms of the population of North Wiltshire (125,372), 49.47% are men, compared to 50.53% being women.

### **Analysis by Gender and Grade**

The male/female split of employees by grade:-



More men than women are employed on grades 1 to 4 - this can be attributed to the large number of men working within the Cleansing & Amenities service area.

Women represent a large number of employees within the middle grade bands.

In terms of how the authority performs against the Best Value Performance Indicator 11a – (the percentage of top 5% of earners that are women), the Council is in the top quartile for districts (05/06 quartile data) with 32%, against a target of 30%.

Other authorities, for this BVPI, have reported as follows:-

Kennet DC – 36.84%  
Salisbury DC – 36.84%  
West Wilts DC – 21.43%  
Wiltshire CC – 42.83%

### **Analysis of Gender and Part-time/Job-Share Working**

The male/female split of employees working part-time or job share:-

	<b>2005/06</b>	<b>2006/07</b>
Male	4.40%	3.80%
Female	16.83%	17.77%
<b>TOTAL</b>	<b>21.24%</b>	<b>21.57%</b>

The figures are fairly static. There has been a slight decrease in the number of men working part-time in comparison to a small increase in women working part-time. Overall there has been very little change to the number of employees working part-time.

### **Analysis by Disability**

There has been an increase in the number of employees in post declaring they have a disability compared to the previous year (+ 3 employees). There has also been an increase in the number of employees providing information on whether they are disabled or not.

There is a possibility that there could be some under-reporting from employees with a disability who do not wish to disclose this information. Some employees may feel that their disability is irrelevant to their job and therefore do not wish to disclose it. In addition, there could be some employees who are disabled under the Disability Discrimination Act, but do not necessarily know this.

The Council continues to support employees who become disabled through making reasonable adjustments or seeking alternative suitable employment and in encouraging them to declare their disability.

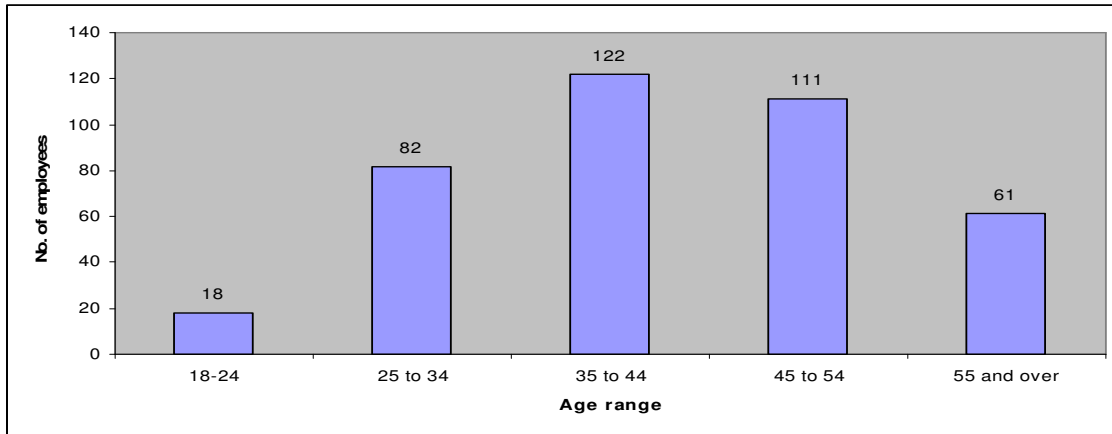
In terms of the Best Value Performance Indicator 16a - the % of Local Authority employees declaring they meet the DDA (1995) definition as % of the total workforce. The Council's annual figure was 3.64% compared to 3.28% during 2005/06. The percentage of economically active people declaring they meet the DDA definition in the local area is 10.24%.

When BVPI 16a is expressed as a percentage of BVPI 16b (percentage of economically active disabled people in the District declaring they are disabled) this gives a percentage of 35.5% which places NWDC in the second best quartile (05/06 quartile information).

In terms of how the authority performs against the BVPI 11c - (top 5% of salary earners declaring they have a disability) the Council is in the second quartile (05/06 quartile data) with 4% of the top 5% of salary earners declaring they have a disability. This is an increase on the previous year's reporting of 3.84%.

### **Analysis of Age**

The age profile of employees as at 31<sup>st</sup> March 2007:



18 to 24 year olds represent only 5% of the Council's workforce and the 25 to 34 year olds, 21%.

The most represented age group is the 35 to 44 years olds at 31%.

### **Analysis of Employees involved in Grievance procedures**

1.3 Comparison of employees involved in grievance procedures over the past 3 years:-

	<b>1.4.04 to 31.3.05</b>	<b>1.4.05 to 31.3.06</b>	<b>1.4.06 to 31.3.07</b>
<b>Ethnicity:-</b>			
White British	3	5	2
Unknown	0	1	0
<b>Gender:-</b>			
Male	1	1	1
Female	2	5	1
<b>Declared disabled:-</b>			
Yes	0	0	0
No	3	6	2
<b>Total no. of employees involved in grievance per year</b>	<b>3</b>	<b>6</b>	<b>2</b>

None of the employees over the past 3 years who have been involved in grievance procedures were from a black or minority ethnic background or were declared as having a disability. There has been a significant reduction in the number of grievances raised during 2006/07, compared to the previous year.

### **Analysis of Employees involved in Disciplinary procedures**

1.3 Comparison of employees involved in disciplinary procedures over the past 3 years:-

	<b>1.4.04 to 31.3.05</b>	<b>1.4.05 to 31.3.06</b>	<b>1.4.06 to 31.3.07</b>
<b>Ethnicity:-</b>			
White British	7	7	8
Unknown	0	0	0
<b>Gender:-</b>			
Male	7	6	7
Female	0	1	1
<b>Declared disabled:-</b>			
Yes	0	1	0
No	7	6	7
Not Known	0	0	1
<b>Total no. of employees involved in grievance per year</b>	<b>7</b>	<b>7</b>	<b>8</b>

There has been a slight increase in the number of employees involved in disciplinary procedures during 2006/07.

### **Analysis of Leavers & Turnover**

1.4 Comparison of employees who ceased employment with the Council over the past 3 years, broken down by ethnicity, gender and disability:-

	<b>1.4.04 to 31.3.05</b>	<b>1.4.05 to 31.3.06</b>	<b>1.4.06 to 31.3.07</b>
<b>Ethnicity:-</b>			
Asian or Asian British	0	0	0
Asian or Asian British Indian	0	1	0
Black or Black British Caribbean	1	0	0
Other Mixed	1	1	0
Other White	1	1	0
White British	49	29	53
White Irish	1	0	1
Not Known	0	1	2
<b>Gender:-</b>			
Male	23	18	29
Female	30	15	27
<b>Declared disabled:-</b>			
Yes	0	2	2
No	53	31	54
Not Known	0	0	0
<b>Total no. of Leavers</b>	<b>53</b>	<b>33</b>	<b>56</b>

### **Turnover**

There has been a 41% increase in the number of leavers during 2006/07 compared to the previous year. The turnover rate for 2006/07 is 14.43% compared to 8.82% the previous year.

The 2006 CIPD survey reported that the Public Sector turnover average is 13.3% and the overall employee turnover rate across all sectors is 18.3%.

The turnover rate for other authorities are:-

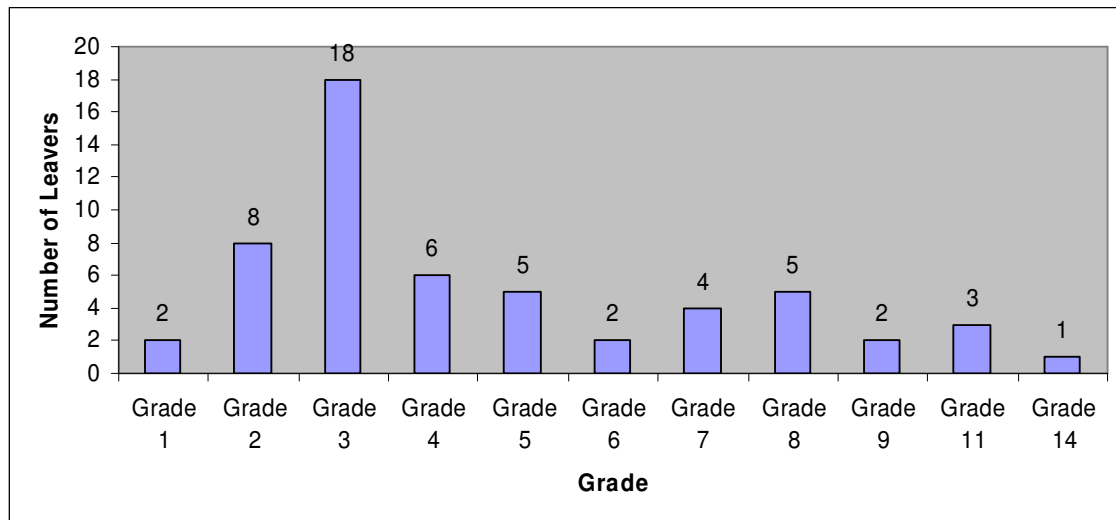
- Kennet – 15%
- West Wilts – 15%
- Wiltshire County Council – 16.4%
- Salisbury- 18%

Whilst there has been a significant increase in turnover compared to the previous year, it should be noted that NWDC's turnover rate is lower than those authorities mentioned above. In addition, the Council's previous year's turnover rate was exceptionally low at 8.82%.

### **Analysis of Leavers by Gender**

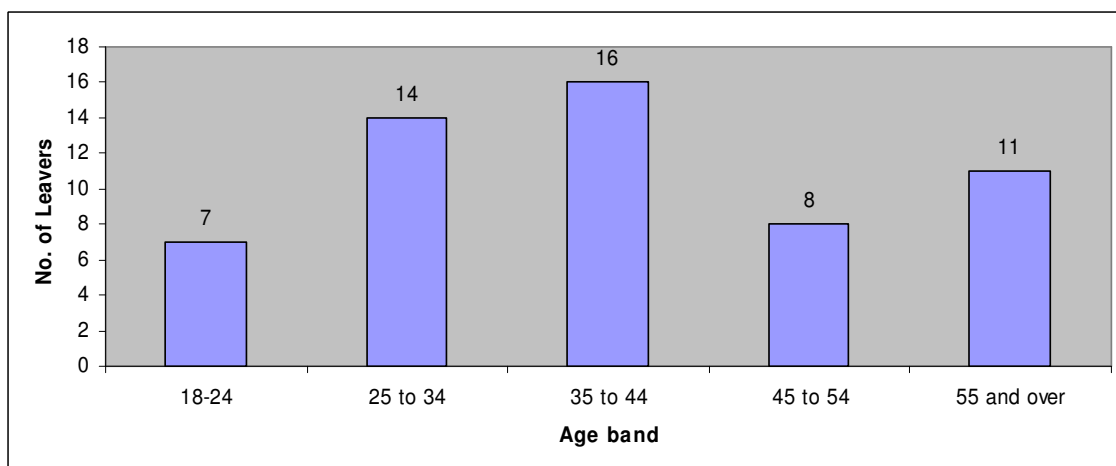
The gender split of leavers is fairly even, 29 male, 27 female.

### **Analysis of Leavers by Grade**



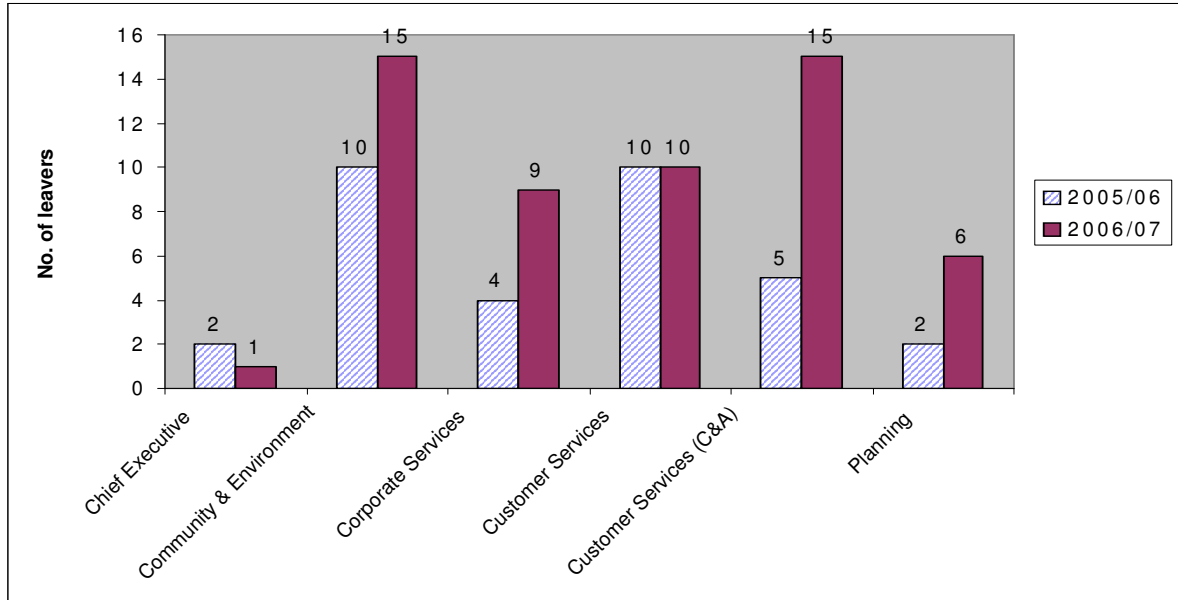
The highest number of employees who left, were those on Grade 3.

### **Analysis of Leavers by Age**



The highest number of employees who left the Council were within the 35 to 44 age band, which is consistent with the same age band being represented with the highest number of employees.

**Analysis of Leavers by Business Area**

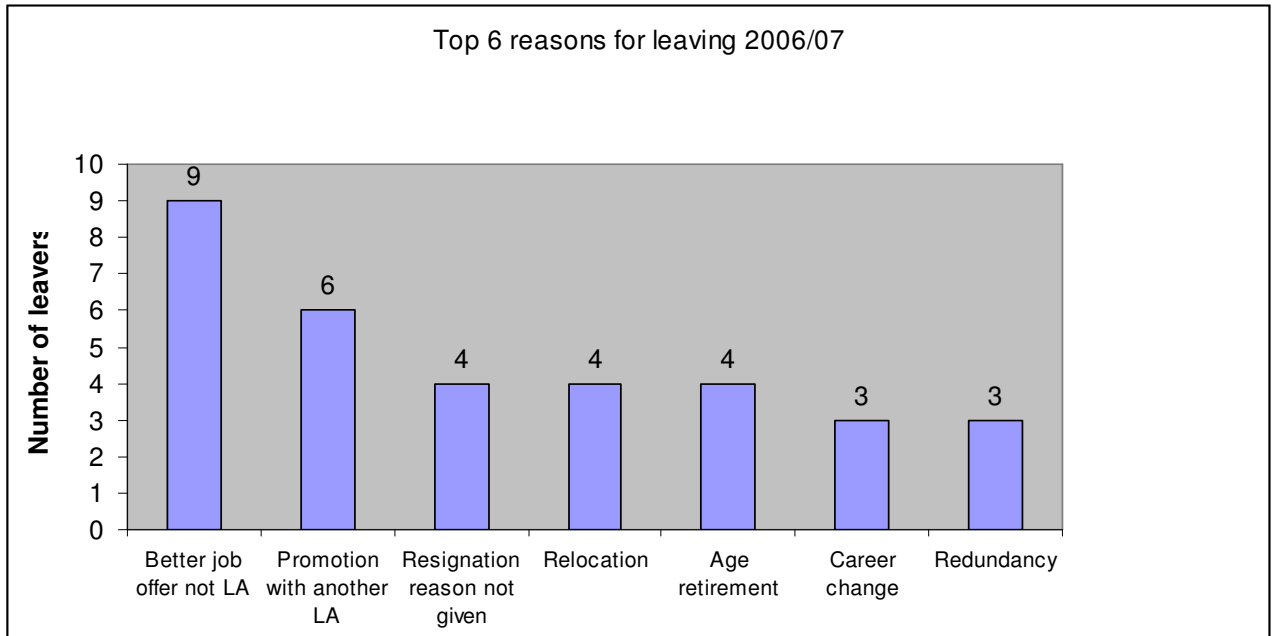


The majority of Business Areas have seen an increase in the number of leavers compared to the previous year. Both Cleansing & Amenities and Community & Environment have experienced the highest number of leavers during 2006/07.

**Analysis of Reasons for Leaving**

The following graphs provide a breakdown of the 6 main reasons why employees left the Council during 2005/06 and 2006/07.





There has been an increase in the number of employees leaving for better jobs with other local authorities and other organisations. In addition there has been a decrease in employees stating that the job did not meet their expectations.

Relocation has also been a popular reason for leaving during 2006/07 – only one employee left in the previous year for this reason.

There has been an increase in the number of employees being made redundant during 2006/07 which was attributed to the closure of the public conveniences.

#### **Leavers 1.4.07 to 31.7.07**

There has been a total of 27 leavers during 1.4.07 to 31.7.07 compared to 15 leavers during the same period the previous year. The graph below provides a breakdown of the reasons for leaving.

