

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.

	31.03.2006	31.3.2007	31.3.2008
Ethnicity:-			
Asian	0	0	0
Black Caribbean	2	2	2
Chinese	1	1	1
Mixed any other background	1	1	1
Mixed White & Asian	1	2	1
White (any other background)	4	6	6
White Irish	1	1	1
White British	369	378	383
Not known	7	3	3
Gender:-			
Male	196	194	195
Female	190	200	203
Disability:-			
Not Disabled	364	378	378
Disabled	11	14	14
Not Known	11	2	6
Total number of Employees	386	394	398

The total workforce as at 31st March 2008 was 398, an increase of 1% 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 393 employees who responded to the specific question regarding ethnicity it was identified 1.27% are from black or minority ethnic backgrounds compared to 1.55% in 2006/07. It is worth noting that when the Council reports on BVPI figures, only the employees who have answered the specific questions are included. 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). The national average for BMEs is 7.7% and only 9 local authorities in England are at least 80% representative of their local population.

There has been a slight decrease in the average number of black and ethnic minority employees during 2007/08 and thus 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 2007/08 the Council reported 84.21% against this BVPI, the same as reported in 2006/07 demonstrating that the Council continues to work hard to try and increase this performance indicator.

BVPI 2a – The level of the Equality Standard for Local Government to which the authority conforms, is Level 2 for 2007/08. The Council previously received confirmation that it had

reached Level 2 of the Equality Standard following an external assessment carried out by two external consultants. However a decision was made not to work towards Level 3 of the Equality Standard during 2007/08. The five Wiltshire authorities agreed to concentrate on building best practice in equality and diversity into the new unitary Council rather than each authority aiming to work towards Level 3 of the Equality Standard.

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 2007/08.

The Council undertook a review of the senior management structure which resulted in the majority of new posts being filled by current employees in accordance with the Council's policies. Following the County unitary bid it was decided that we would not proceed with the review and therefore there was minimal external recruitment activity with no applicants declaring ethnic minority status.

The highest representation of employees who are from black and minority ethnic backgrounds are employed between Grades 5 and 8.

Analysis by Gender

There has been a slight increase in both female and male employees during 2007/08. Female employees represent 51% of the workforce compared to 49% male. Overall in local government 70% of employees are women (source: LG Pay and Workforce Strategy Survey 2006). In terms of the population of North Wiltshire (125,372), 49.47% are men, compared to 50.53% being women.

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 second quartile for districts (06/07 quartile data) with 32%, against a target of 30%.

Analysis by Disability

There has been no change in the number of employees in post declaring they have a disability. There has also been a slight increase in the number of employees not 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.

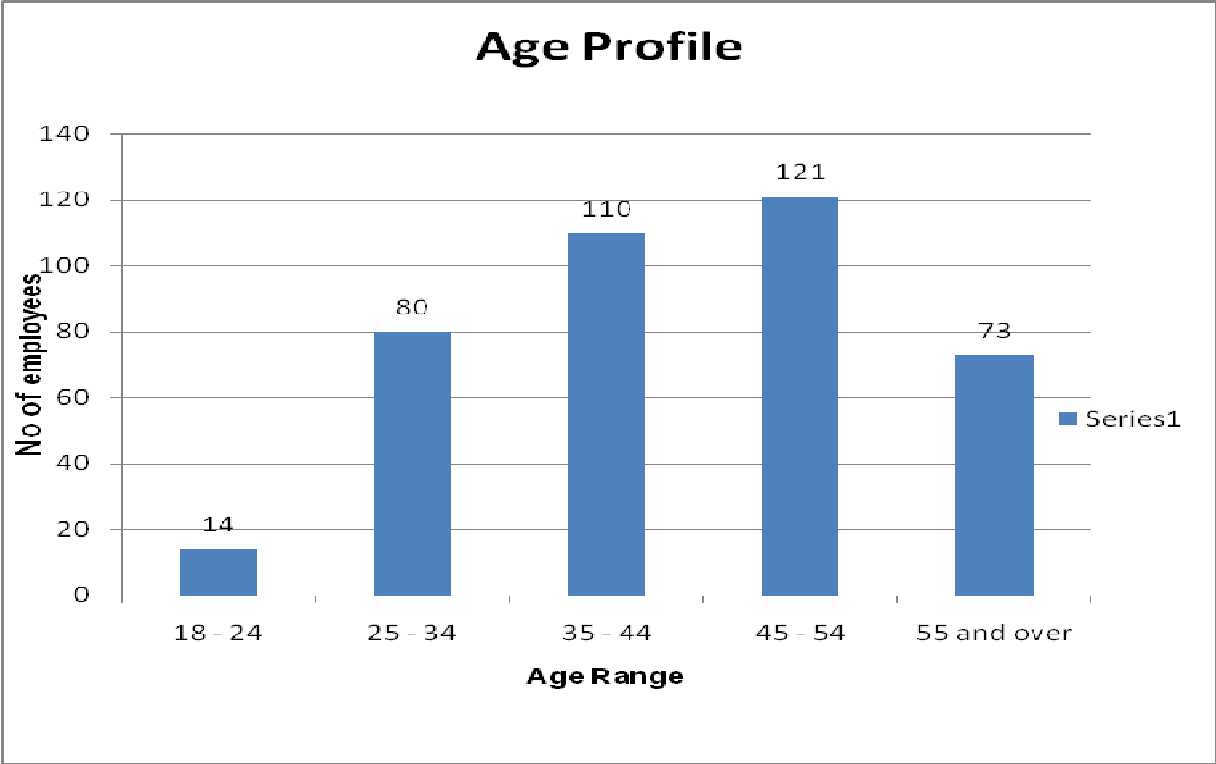
In terms of the Best Value Performance Indicator 16a - the % of Local Authority employees declaring they meet the DDA (1995) definition as % of the total workforce. The Council's annual figure was 3.58% compared to 3.64% during 2006/07. The percentage of economically active people declaring they meet the DDA definition in the local area is 10.24%.

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 top quartile (06/07 quartile data) with 8%

of the top 5% of salary earners declaring they have a disability. This is a significant increase on the previous year's reporting of 4%.

Analysis of Age

The age profile of employees as at 31st March 2008:



18 to 24 year olds represent only 3.5% of the Council's workforce and the 25 to 34 year olds, 20.1%.

The most represented age group is the 45 to 54 years olds at 30.4%.

Analysis of Employees involved in Grievance procedures

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

	1.4.05 to 31.3.06	1.4.06 to 31.3.07	1.4.07 to 31.3.08
Ethnicity:-			
White British	5	2	2
Unknown	1	0	0
Gender:-			
Male	1	1	1
Female	5	1	1
Declared disabled:-			
Yes	0	0	0
No	6	2	2
Total no. of employees involved in grievance per year	6	2	2

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 no change in the number of grievances raised during 2007/08, 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:-

	1.4.05 to 31.3.06	1.4.06 to 31.3.07	1.4.07 to 31.3.08
Ethnicity:-			
White British	7	8	11
Unknown	0	0	0
Gender:-			
Male	6	7	10
Female	1	1	1
Declared disabled:-			
Yes	6	7	1
No	1	0	10
Not Known	0	1	
Total no. of employees involved in grievance per year	7	8	11

There has been an increase in the number of employees involved in disciplinary procedures during 2007/08. These have primarily been within Environmental Services.

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:-

	1.4.05 to 31.3.06	1.4.06 to 31.3.07	1.4.07 to 31.3.08
Ethnicity:-			
Asian or Asian British	0	0	0
Asian or Asian British Indian	1	0	0
Black or Black British Caribbean	0	0	0
Other Mixed	1	0	0
Other White	1	0	1
White British	29	53	56
White Irish	0	1	2
Not Known	1	2	1
Gender:-			
Male	18	29	31
Female	15	27	29
Declared disabled:-			
Yes	2	2	3
No	31	54	55
Not Known	0	0	2
Total no. of Leavers	33	56	60

Turnover

There has been a 7.1% increase in the number of leavers during 2007/08 compared to the previous year. The turnover rate for 2007/08 is 15.15% compared to 14.43% the previous year. The median turnover figure for all English Councils was 13.6% in 2005/06 compared to the private sector average of 22.6%.

The turnover rate for other authorities are:-

Kennet – 15.04%

West Wilts – 15.44%

Wiltshire County Council – 15.36

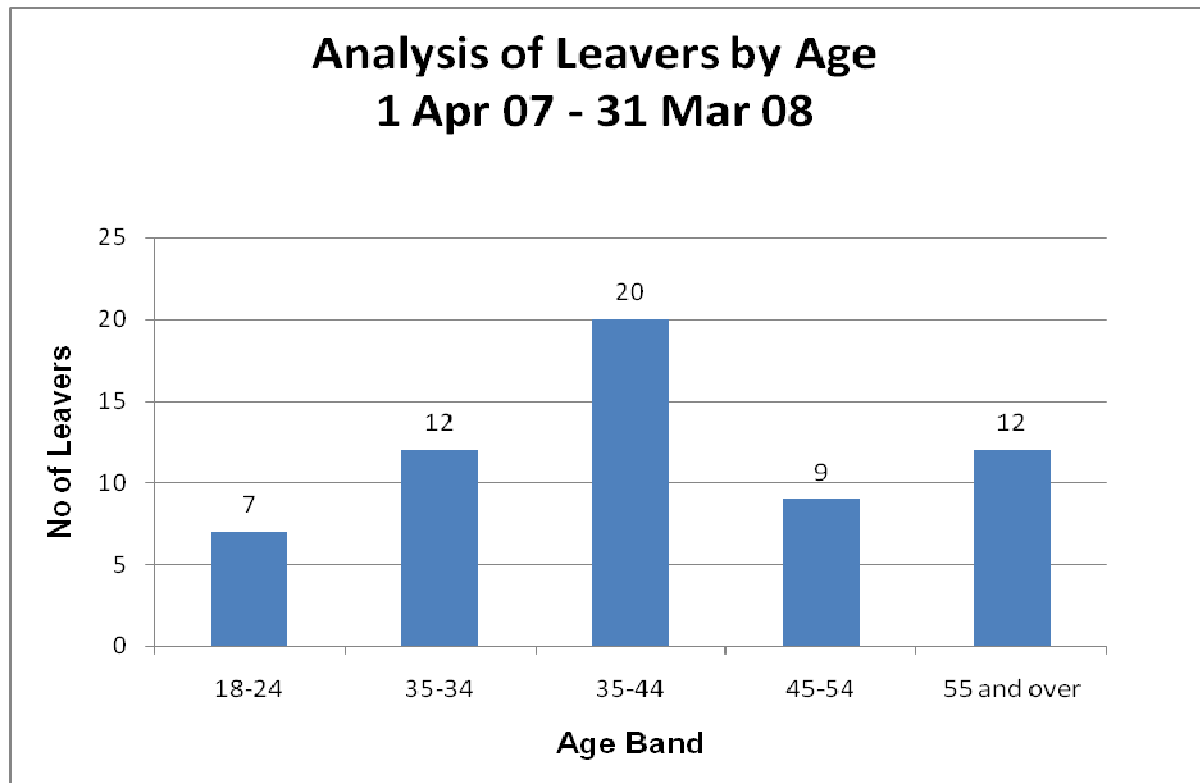
Salisbury- 15.6%

The workforce turnover has not increased by a significant amount and given the current move to unitary status has remained quite stable.

Analysis of Leavers by Gender

The gender split of leavers is fairly even, 31 male, 29 female.

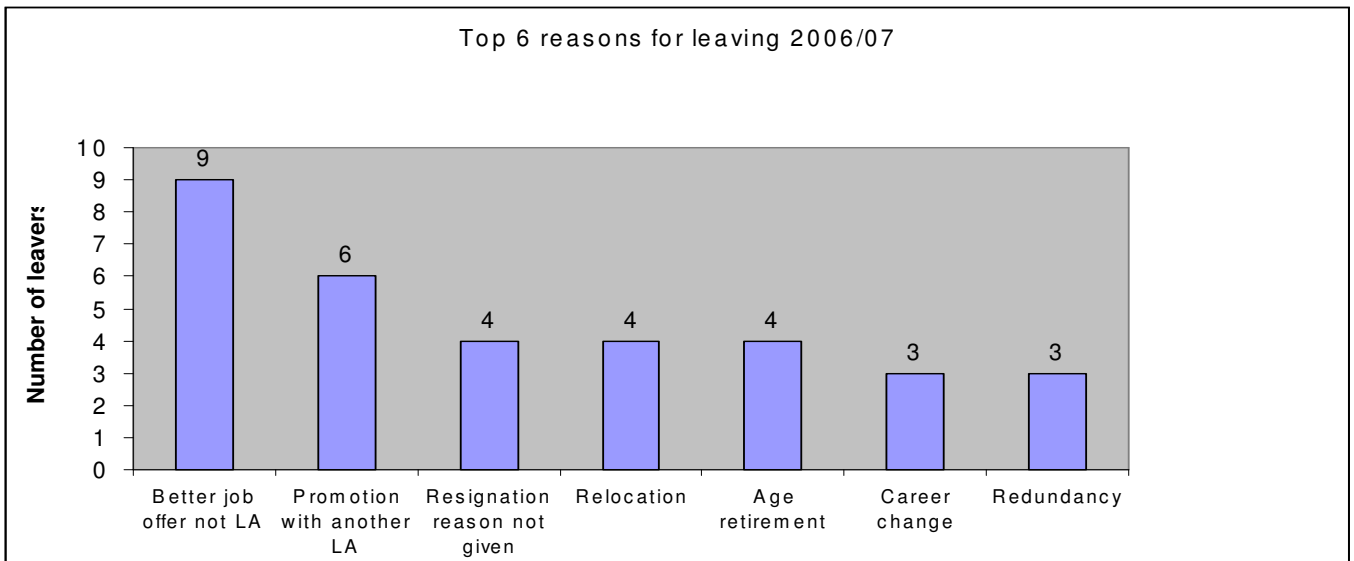
Analysis of Leavers by Age



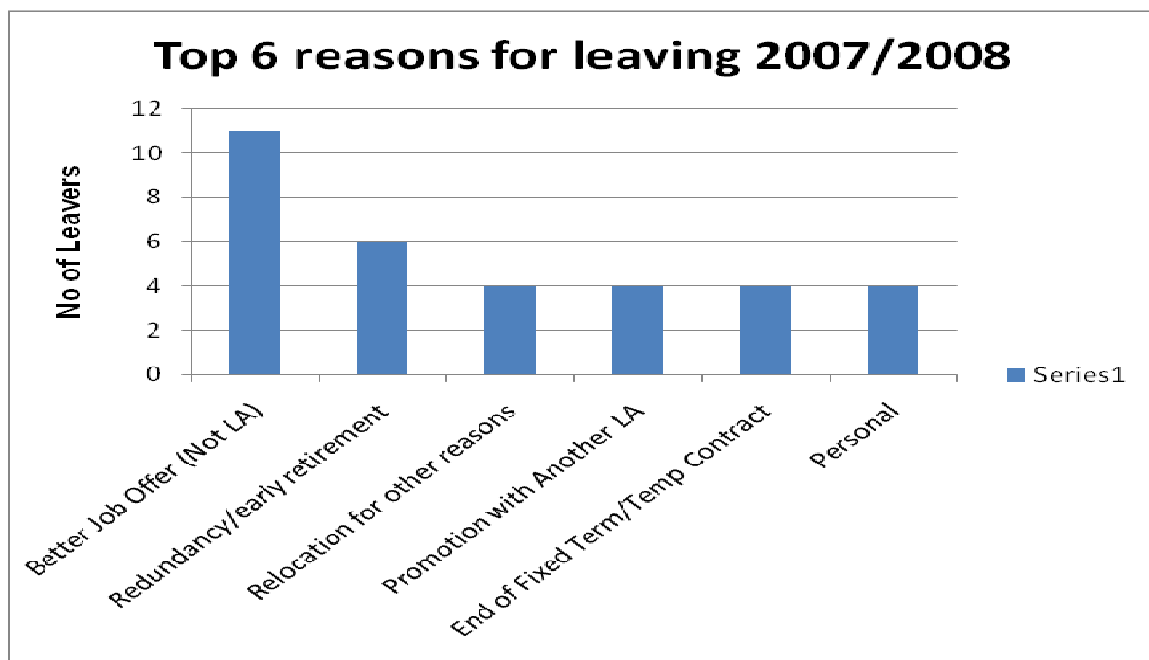
The highest number of employees who had left the Council were within the 35 to 44 age band, whereas with the age profile of the workforce, the highest percentage of employees is to be found within the 45 to 54 age band.

Analysis of Reasons for Leaving

The following graphs provide a breakdown of the 6 main reasons why employees left the Council during 2006/07 and 2007/08.



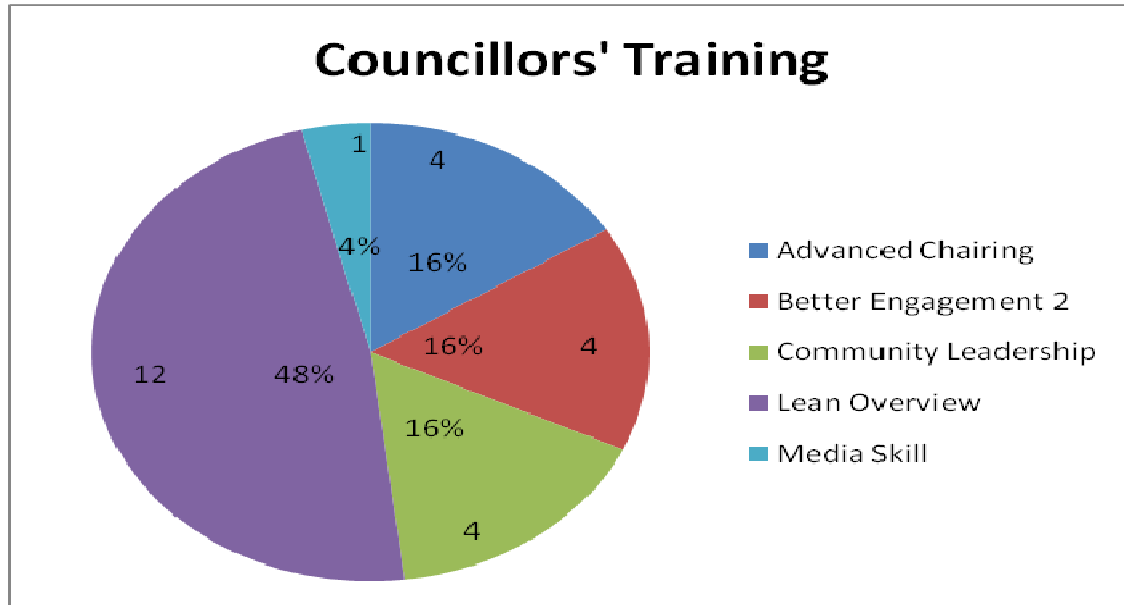
Top 6 reasons for leaving 2007/08



There has been an increase in the number of employees leaving for better jobs with other organisations. There has only been one employee retire this year compared to 4 previously. In addition there has been a slight increase in the numbers made redundant.

Councillors' Training

<i>Training</i>	<i>Attendance</i>
Advanced Chairing	4
Better Engagement 2	4
Community Leadership	4
Lean Overview	12
Media Skill	1



Member training is now being linked to the new authority and no new courses for North Wiltshire are being booked. The Members' Development Group no longer meets on a regular basis but will come together if a training or development issue needs them to.

Employees Training

<i>Training Course</i>	<i>Attendance</i>	<i>Training Course</i>	<i>Attendance</i>
Anti-Social Behaviour Workshop	1	MS Office 2007	186
Asbestos Training ACOP L143	5	National Certificate in Housing	1
Attendance Management	5	NTM Familiarisation Course	3
Bachelor of Arts Degree	1	P2 Elect/Hyd Troubleshooting	3
Basic Project Management	14	Performance Appraisal	9
BSc Hons Environmental Health	1	Personal Safety & Conflict Handling Skills	57
Bullying & Harassment	43	Presentation Skills	1
Business Change Manager Role	6	Prince 2 Overview	6
Certificate in First Line Management	1	Principles of Change Management	7
Certificate in Management Studies	10	Recruitment & Selection	51
Chartered Institute of Purchasing and Supply	14	Respect for People	333
Copy Writing	4	Restructuring & Redundancy seminar	1
DELPHI	1	Risk Management	11
Dennis Eagle Miscellaneous Courses	1	Terberg Binlift Maintenance	1
Digital Tacho Trainer Training	2	Waste Management	1
Disability Awareness	73		
Disciplinary & Grievance	28		
Diversity Training - Respect for People	2		
Drug Awareness	8		
Embracing Change	30		
Equalities in Procurement	2		
Equality Impact Assessment	12		
Equality Impact assessment - Train the Trainer	1		
Equality to Quality	5		
European Computer Driving Licence	1		
Excel	1		
First Aid	3		
Graffiti Removal Training	4		
Housing Practitioner	1		
HR/ICT/Fraud Induction	24		

The three highest completed courses were Respect for People, Microsoft Office 2007 and Disability Awareness. The Council continues to actively encourage employees to attend training and plan for training identified by appraisals. We are also proactively identifying opportunities for joint training with the other partner Councils in Wiltshire.

Appraisals – work is being carried out by the Training Co-ordinator to ensure that HR have up-to-date information confirming the number of appraisals that have been carried out by managers across the authority and that this information is readily available for the forthcoming transition to the new authority. A new appraisal system is also being worked upon by the Learning & Development group in readiness for the new Unitary Authority.