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Wiltshire Council

**Equality and Diversity Employment Monitoring
Report**

draft

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Executive Summary

As a public body, Wiltshire Council is required to publish workforce data to demonstrate our compliance with the Public Sector Equality Duty (PSED) (Equality Act 2010). This report forms part of this duty and is based on workforce figures for 1 October 2017

This is the third year the report includes new data collected from employees via an equalities questionnaire. The questionnaire sought information on all the protected characteristics set out in the Equality Act 2010 and in addition requested information on unpaid caring responsibilities.

Data overview:

The total council non-schools workforce is currently 4597. This has reduced from 4660 in October 2016.

The percentage of staff who identified themselves as BME has increased to 2.63%. This was an increase from 2.51% in 2016.

The percentage of staff who identified themselves as having a disability fell slightly to 5.96% compared to 6.24% in 2016. The council will continue to take steps to improve the collection of monitoring data and the confidence of staff to provide it. This year the council successfully applied to become part of the governments new 'Disability Confident' employer scheme which replaces the 'two ticks' scheme and continues to take positive steps to attract, recruit and support disabled people.

70.79% of staff are female and 29.21% are male. These figures remain similar to previous years. 52.27% of women work part-time and 24.13% of men work part-time.

The largest group within the workforce are in the age range 45 – 55, which is 29.35%. Under 25's make up 5.96% of the workforce which represents a slight decrease from 2016. In terms of recruitment, the under 25's make up 19.03% of all appointees to the council and was the highest percentage by age group for internal promotions for appointments. The council continues to take steps to attract applicants from this age group to improve representation.

An equalities questionnaire was sent out to staff in 2016 to ask for their equality data to improve the accuracy of our data and steps have also been taken to increase the amount of data collected from applicants/new starters for jobs with the council. This has improved the unstated rates for recruitment in this report. However, there was a slight rise in the workforce unstated rates for disability and ethnicity and this has reinforced the need to continue to actively seek equality monitoring data from staff.

This is the third year data has also been collected on an extended range of protected characteristics. This included:

- Religion and belief
- Sexual Orientation
- Carers
- Gender Identity
- Marital status

The data shows a spread of representation in the workforce across all the categories data was requested on. The unstated figures in all the new categories above has improved again in this report, but it is noted that there generally remains a high level of unstated in these new categories. The data is set out in this report except where low figures may have an impact on employee confidentiality. The council will continue to work towards improving staff confidence in providing this data.

There was 1 dignity at work case, 31 disciplinaries and 4 grievances in this year's report. This year we have only included those cases that have been closed and where formal action has been taken to gain a more accurate picture of cases. There were 8 formal flexible working requests in the monitoring period which were all approved. 99 employees went on maternity leave between 1st October 2016 to 1st October 2017 and there were 6 non-returners.

There were 12,629 attendances at learning and development sessions compared to 20,150 in last year's report. The large increase last year's report was due to the introduction of 8 pieces of mandatory e-learning for staff to complete including equality and diversity, fire and bomb, mental health awareness training etc. There was a broad spectrum of attendance across the protected characteristics monitored, although the figures were slightly lower for males and the over 45's.

The council recruited and appointed a total of 993 applicants to posts in the council and of these there were 435 internal promotions. There was an increase in the number of appointments this year both internal and external and this was due to restructuring as a result of spending reviews and internally, the need protect staff against redundancies. There was a slight increase in the number of BME applicants to 7.90%, and a slight increase in the percentage of BME appointments to 3.73%.

In terms of remuneration, the percentage of male staff has slightly reduced in the higher salary bands of £40,000 per annum and above and females slightly increased. However, the percentage of females in this band remains below the expected rate in proportion to the percentage of females in the workforce.

This year the government has made it mandatory for all large private, voluntary and public sector employers with more than 250 employees to publish gender pay gap information. The overall gender pay gap for the council for 2017 is 5.36%, calculated by using median workforce figures and 7.81%, calculated using mean workforce figures. This is below the national gender pay gap rates which are 18.4 median and 17.4 mean and below the public sector median which is 13.1% (ONS 2017). A separate report on the council's gender pay gap can be found on the council website. ([link](#))

The report contains information on positive actions and an update on the work which the council continues to undertake to meet its workforce equality objectives.

Introduction

1. This report forms part of the overall reporting requirements of the Public Sector Equality Duty (PSED). The PSED places a specific duty on the council to publish information about its employees (where the organisation exceeds 150 staff) and service users broken down by relevant protected characteristic to show how the council is having due regard to:
 - Eliminating discrimination, harassment and victimisation
 - Advancing equality of opportunity
 - Fostering good relations between people
2. In line with the requirements of this duty the report is usually published on the council website on the 31 January each year. This year the publishing date has been changed to 30 March to streamline the requirement with the new gender pay gap obligations introduced by the government.
3. The council has monitored workforce equality and diversity data for a number of years and uses this information to understand diversity in the workforce. The information provides data to enable the council to analyse and assess the impact of policies, practices and decisions on those with protected characteristics in the workforce and to identify where action is required to remedy any negative effect or disadvantage experienced by particular groups and promote equality of opportunity for all.
4. This report sets out data based on the key employment areas which the council currently monitors in relation to workforce data. Where possible it also identifies key issues, which have been highlighted when reviewing the workforce data and draws comparisons and additional information from other external sources. This information has also been used to identify and inform the council's equality objectives along with

information from the staff survey. The council is legally required to set and review equality objectives under specific duties set out under the PSED.

5. The data contained in this report has been based on either headcount data as at 1 October 2017 or where monitoring information is reviewed over a year, the reference period which has been for the year 2016/2017

Who is included in the report and data gaps?

6. This report covers a head count of all non-schools staff employed by the council as at 1 October 2017. It does not include casual staff.
7. The council has collected and monitored equality data relating to the protected characteristics of race, disability, sex and age for some time. In 2015, we increased the range of equality data collected and staff and applicants to the council have been asked for information relating to all the protected characteristics including religion and belief, sexual orientation, marriage and civil partnerships, gender reassignment in addition to the characteristics previously monitored. Staff and applicants have also been asked for information on unpaid caring responsibilities. The work to increase the quality and range of information collected formed one of the council's equality objectives.
8. We also took steps again in 2016 year to seek further equality data from our staff via an equalities questionnaire to reduce the data gaps. This has resulted in a reduction in the data gaps, however it is noted that the percentages of unstated rates for the new data we started to collect in 2015 are still high. This has meant that where the figures are low for particular groups with protected characteristics the data has not been included in this report to protect individual confidentiality. In addition to this the newer data has not been cross referenced against other factors such as age and length of service and this will be reviewed once the unstated rates have improved and the data becomes more robust. The council will continue to seek to readdress this gap in data and reduce the number of unstated returns in the report by building confidence amongst staff in sharing this information. We also include equality data from the 2016 staff survey ([Appendix A](#)) for further information and comparison. The council currently undertakes a staff survey every other year.
9. Further information about data gaps can be found under the specific monitoring areas below.
10. This report does not include figures relating to staff employed in schools as schools are now responsible for producing their own equality and diversity information. They also have responsibility for agreeing their own workforce policies and procedures.

Workforce headcount

11. The non-schools workforce headcount figure on 01.10.2017 was 4597 compared with 4660 on 1.10.2016.

How we collect equality information

12. The monitoring information set out in this report has mainly been collected from the council's management information system (SAP), our recruitment system, Talentlink, and from monitoring information collected by staff in HR.
13. The data collected in SAP is based on information provided by staff during recruitment and throughout their employment. An equalities monitoring questionnaire was sent out last year to provide staff with the opportunity to update their equality and diversity

information and to help the council reduce any data gaps. The equalities monitoring questionnaire was supported with clear information about why we were collecting the information and how it would be used. Staff were encouraged to complete as much of the questionnaire as possible but could opt to state 'prefer not to say' if they did not feel comfortable filling in certain sections. If 'prefer not to say' was selected staff were encouraged to explain why they had selected this option to enable us to learn from the comments and take action to reduce any barriers where possible.

14. The council also collects additional anonymous equality and diversity data through the staff survey. This report contains some of this information in the appendix A.

Employee engagement and consultation

15. The council continues to experience a period of considerable change and employee engagement is a key priority.
16. Employee engagement takes place in a variety of ways including individual and team meetings, briefings, whole council staff forums, the council internal website 'the wire' and the weekly newsletter 'the electric wire'.
17. Last year the council launched a new staff engagement group called '#EPIC'. Staff were invited to join the engagement group from services across the council to be involved in devising and delivering ways of improving employee engagement and amplifying the workplace culture, to help the council to deliver better services. The group has been a big success and a second cohort of staff have now joined the group this year. This group provides staff with a new voice to make their ideas heard and be involved in their implementation by launching an initiative called EPIC Ideas. The group have also implemented and promoted EPIC Impressions which is a new scheme to encourage colleagues to say thank you and well done to one another.
18. Employee engagement also takes place through:

Staff Equality Network - the council has three staff networks which staff can choose to join. The networks offer mutual support, raise awareness and give advice on specific equality issues and act as a consultative voice to the council. The three networks were formally relaunched in October 2017 under the umbrella of "Staff Voices", with the aim of making staff engagement on equality and diversity more open and inclusive.

19. The staff networks are:
 - Carers and disability staff network
 - Black and minority ethnic (BME) staff network
 - LGBT (lesbian, gay, bisexual and trans) network (this is open to anyone working in the public sector, including the local authority area of Swindon).
20. Some examples of proactive engagement with the networks have been:
 - Staff Voices event in October 2017 – open to all staff and including personal stories from some of the network members, the event raised awareness of the importance of inclusion to a wide range of staff, including senior managers.
 - The council's promotion LGBT History month (LGBT network) for the fifth time in 2018. The (now annual) raising of the LGBT flag at county hall to mark this.
 - Working group to look at improving the evacuation and fire procedures for disabled staff (staff disability network).

- The council's involvement in and promotion of its (fostering and adoption) services for Swindon and Wiltshire Pride 2014 to 2016 (LGBT network).
 - The involvement of the staff carer's network in Carers week 2014 and in the proposed new engagement arrangements for consulting carers across Wiltshire through the Carers Representative Group.
 - Contribution to the development of the council's Transitioning at Work policy (LGBT network)
 - The co-development of a reasonable adjustments survey which has helped identify areas for improvement (Carers and disability staff network).
 - Input into task and finish group reviewing options for managing staff car parking (Carers and disability network)
 - Development of a staff role model booklet (to highlight each of the networks and to make them more accessible through personalisation).
 - Empowerment of staff networks by provision of tools for self-ownership (including development of network action plans for change).
 - Setting up virtual staff networks to make them more inclusive
21. **Manager HR Stakeholder panel** – this panel is made up of managers from across service areas and the Wiltshire geographical area. Manager consultation and feedback is sought on all significant changes to HR policies and HR projects via this panel, including on equality and diversity issues. Access to this group is now available online via our internal system 'grow'.
22. **Trade unions** - on-going engagement with the trade unions occurs on a regular basis via informal meetings and discussions and more formal meetings including the Joint Consultative Committee (JCC). Trade unions are regularly consulted on new and updated policies and projects, engaged in equality analysis panels and take an active part as members of job evaluation panels.
23. **Staff survey** - to increase staff engagement the council set up a bi-annual staff survey in 2011 to collect information from staff on their views and opinions and take suitable action on staff feedback. The most recent survey took place in November 2016 and the staff response rate for this was 65.7% (this was up 5.7% from the last survey in 2014). It indicated the employee engagement index for the council has risen to 58% (the employee engagement index is a national benchmarking standard used by BIS).

Corporate Equality and Diversity steering group

24. The Equality and Diversity steering group was set up to support Wiltshire Council with its commitment to integrate Equality and Diversity throughout its services and to help secure its vision of creating stronger, more resilient communities. The Steering Group provides guidance and advice on matters relating to equality and diversity to all areas within the council. This is achieved by:
- Providing a steer on the delivery of the council's aspirations and obligations in relation to equality and diversity. (This includes the development and progress reporting on [Wiltshire Council's Equality Objectives](#))
 - Facilitating communication, debate and dialogue at a strategic and service level relating to equality and diversity issues

- Identifying improvements needed to achieve the council's aspirations and obligations in relation to equality and diversity and to monitor progress made
- Using the expertise within the group to find practical solutions to any barriers that may present themselves in delivering the council's aspirations and obligations around equality and diversity
- Identifying and communicating examples of good practice and support continuous improvement
- Sharing and exchanging information, expertise, advice and guidance across the council from which all can learn and develop
- Promoting the need for fairness, justice and equality of access to services for all

The group consists of representation from all areas across the council. The group is chaired by the Chairman of the Council (member representative) and has a champion from the senior management team at director level.

Human Resource and policy review – HR direct – updates

25. The council has a range of policies which have been put in place to address equality concerns. These are available to all staff on the council's intranet - HR direct. HR policies and procedures are regularly updated and many include toolkits for managers offering further guidance and support with meeting templates and standard letters.
26. Policies include:
- Equality and diversity policy and procedure
 - Disability support in the workplace policy and procedure
 - Religion and belief in the workplace policy and procedure
 - Transgender guidance – transitioning at work
 - Carers support guidance and checklist
 - Dignity at work policy and procedure
 - Grievance policy and procedure
 - Disciplinary
 - Code of Conduct
 - Behaviours Framework policy and procedure
 - Appraisals
 - Flexible working policies
 - Career break scheme
27. All these policies have been developed in line with the Equality Act 2010 and have been widely consulted on (including trade unions, manager stakeholder panel) and assessed by an equality analysis panel. Staff are encouraged to give feedback on policies to HR via HR direct. An ongoing programme of HR policy review continues to take place including work on family friendly policies, dignity at work, grievance, behaviours framework, standby and callout arrangements, leaving questionnaire, learning and development policy and employment of overseas workers. New policies include time off for fostering policy and guidance on fluent english.

Due regard/ Equality Analysis panels

28. Equality Analysis Panels are used to ensure that due regard is given to the aims of the general equality duty when we plan, deliver and make decisions about the work of the council.
29. In relation to workforce employment policies and projects regular panels are set up to consider the impact of new and significantly changed policies and projects in relation to equality and diversity and the three general equality duties. External equality partners and staff from our staff networks are also invited to attend to ensure a breadth of perspective.
30. The corporate equality and diversity steering group continues to promote and provide support on equality impact assessments across services and provided workshops to improve skills in this area.
31. Equality analysis information can be viewed on our [web page](#).

Benchmarking and sharing good practice

32. The council belongs to the South West Equalities Network (SWEN) and regularly attends meetings with colleagues from other council's in the South West to share information, benchmarking and best practice.
33. The council are members of the employers network for equality and inclusion (ENEI). ENEI provide advice and support on equality issues related to all the protected characteristics.
34. The council also belongs to the Wiltshire Lead Officer Group for Equalities, which includes equality and diversity leads from the public sector organisations in Wiltshire and Swindon.

Workforce data and findings

35. See below a breakdown of staff by headcount, FTE and full/part time ratio. These figures are taken from the SAP payroll system as at 1 October 2017.
36. The data contained in this report is represented primarily in percentages, however, it is recognised that when reporting on small groups this can make the percentages appear disproportionately high compared to actual figures.
37. It is noted that where the figures in this report are low we have recognised that it may be possible to identify individuals and have either replaced the data with a * or have not include the data in order to comply with data protection requirements.

Staff in post

Numbers	Head count	FTE	PT	%	FT	%
Non-Schools	4597	3455	2025	43.45%	2572	55.19%

Ethnicity

See below for a breakdown of workforce figures for ethnicity

38. The figures from the Wiltshire census 2011 indicate that 3.56% of the working population in Wiltshire have a BME background. It should be noted that when comparing Wiltshire Council's percentage of BME staff with the BME working population found in Wiltshire that there is a strong military presence in Wiltshire with a high percentage of BME serving personnel. This reflects in the overall working age BME percentages for Wiltshire (derived from the Census 2011).

39. Our non-schools workforce data indicates that:

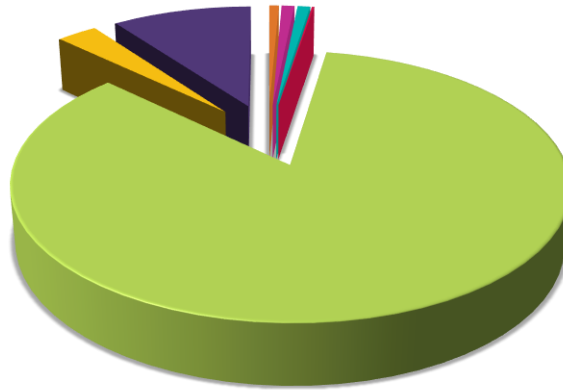
- 2.63% of the non-schools workforce has a BME background compared to 2.51% in 2016. We have included data from the Wiltshire census 2011 for further information.
- Within the group of staff who have declared that they have a BME background, 61.98% are female compared with 38.02% who are male. This is representative of the higher number of females employed by the council.
- A slightly higher percentage of BME staff, 66.94% work full-time compared to 55.95% of the total workforce work full-time.
- BME staff are represented in all the ranges for length of service and age. The percentage of BME staff with over 2 years' service is 76.03% compared to 84.05% for all other staff.
- The total 'unstated' figure (those staff not declaring) shows that 9.96% have not disclosed their ethnicity; this has slightly increased from last year's figure of 9.08% (11.15% in 2015/16). The council will continue to encourage staff to disclose this and to take steps to collect equality data from staff.

40. The council supports a BME staff networking network - see staff engagement and consultations section above.

Ethnicity – Headcount figures

Non-schools	Number	% of total	Census data
Asian	31	0.67%	1.3%
Black	42	0.91%	0.6%
Mixed Race	41	0.89%	1.2%
Other BME	7	0.15%	0.3%
BME Combined Total	121	2.63%	
White British	3886	84.53%	93.4%
White Other	132	2.87%	3.3%
Unstated	458	9.96%	
Total	4597	100.00%	

Ethnicity % by Headcount

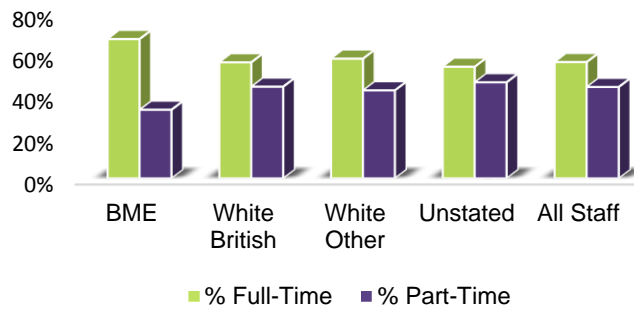


■ Asian
 ■ Black
 ■ Mixed Race
 ■ Other BME
 ■ White British
 ■ White Other
 ■ Unstated

Ethnicity by sex

Non-schools	Head Count	Female	% Female	Male	% Male
BME	121	75	61.98%	46	38.02%
White British	3886	2783	71.62%	1103	28.38%
White Other	132	99	75.00%	33	25.00%
Unstated	458	297	64.85%	161	35.15%
All Staff	4597	3254	70.79%	1343	29.21%

Ethnicity by full-time/part-time



Ethnicity by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
BME	121	5.79%	21.49%	31.40%	27.27%	13.22%	0.83%
White British	3886	6.00%	17.94%	21.33%	29.54%	21.46%	3.73%
White Other	132	2.27%	11.36%	34.09%	30.30%	18.18%	3.79%
Unstated	458	6.77%	17.47%	21.40%	27.95%	22.71%	3.71%
All Staff	4597	5.96%	17.79%	21.97%	29.35%	21.27%	3.65%

Ethnicity by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
BME	121	23.97%	23.14%	27.27%	19.83%	5.79%
White British	3886	15.57%	19.97%	21.10%	29.23%	14.13%
White Other	132	18.18%	20.45%	23.48%	31.82%	6.06%
Unstated	458	16.38%	16.16%	18.56%	38.43%	10.48%
All Staff	4597	15.95%	19.69%	21.08%	29.98%	13.31%

Disability

See below for a breakdown of workforce figures for disability

41. The figures from the Wiltshire census 2011 indicate that 10.63% of the working population, living in households or communal establishments, indicated their day to day activities were limited a little or a lot. Staff and applicants are encouraged to consider whether they declare a disability against the definition of disability in the Equality Act which may be different to these other surveys. The Equality Act defines disability as 'a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

42. Our non-schools workforce data indicates:

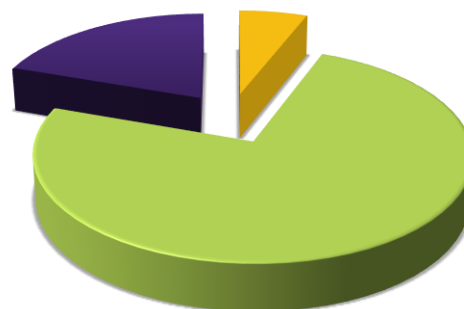
- 5.96% of the non-schools workforce has declared a disability compared to 6.24% in last year's report. Of those who declared that they had a disability, 72.63% were female and 27.37% were male. This is reflective of the higher percentage of female staff across the council.
- A slightly higher percentage of disabled staff, 59.85% work full-time compared to 55.95% of the total workforce work full-time.
- Disabled staff are represented in all the ranges for length of service and ages.
- 19.64% of staff have not disclosed whether they have a disability, this has increased slightly from 18.71% in last year's report 21.59% in 2014/5). The council will continue to take steps to encourage staff to disclose this information.

- A broad range of impairments have been declared by staff with a disability. In terms of the categories provided, declarations in relation to sensory impairments increased the most to 8.89% compared to 6.69% in last year's report. Mental health reduced slightly, 9.21% compared to 10.64% in last year's report. The council has recently increased the level of information and support on mental health and online mandatory e-learning on mental health for staff was launched last year. Mental health information and details of support are included on the intranet for managers and staff. Specific advice and support is available through occupational health and the council also provide a wellbeing help line which provides access to counselling services. A mental health policy is currently being considered and in 2017 there was a mental health awareness week.
 - It is noted that of our staff who have declared a disability some have indicated they have more than one condition.
43. The council already takes a range of steps to attract, recruit and support disabled applicants and staff at work. The government has recently launched the 'Disability Confident' scheme which replaces the 'two ticks' employer scheme and the council has successfully become part of the new scheme. Under the new 'Disability Confident' scheme the council continues to offer a guaranteed interview to all applicants who declare that they have a disability and meet the essential criteria for the post as set out in the person specification. The council is committed to enabling disabled staff to remain in their posts and has an occupational health team who work closely with managers and Access to Work to identify and consider reasonable adjustments where these are required. A reasonable adjustment budget is available to support adjustments. Support is available to staff through the carers and disability staff network. The council is a member of the employers employers network for equality and inclusion (ENEI) which provide advice on disability and other equality issues.

Disability by headcount

Non-schools	Number	% of total
Disabled	274	5.96%
Not Disabled	3420	74.40%
Unstated	903	19.64%
Total	4597	100.00%

Disability % by Headcount



■ Disabled
 ■ Not Disabled
 ■ Unstated

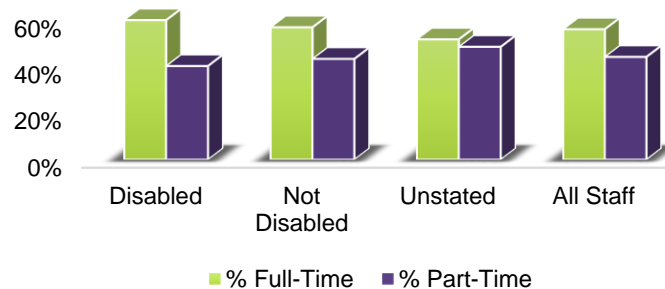
Disability by impairment

Describe your impairment	Impairment by percentage
Learning disability / difficulty	6.35 %
Long standing illness or health condition (e.g. cancer, HIV, diabetes)	22.86%
Mental health condition	9.21%
Other condition	15.56%
Physical or mobility impairment	17.78%
Sensory Impairment	8.89%
Unstated	19.37%
Grand Total	100.00%

Disability by sex

Non-schools	Head Count	Female	% Female	Male	% Male
Disabled	274	199	72.63%	75	27.37%
Not Disabled	3420	2474	72.34%	946	27.66%
Unstated	903	581	64.34%	322	35.66%
All Staff	4597	3254	70.79%	1343	29.21%

Disability by full-time / part-time



Disability by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Disabled	274	2.55%	13.14%	22.99%	31.75%	27.37%	2.19%
Not Disabled	3420	5.76%	17.78%	22.43%	29.42%	20.85%	3.77%
Unstated	903	7.75%	19.27%	19.93%	28.35%	21.04%	3.65%
All Staff	4597	5.96%	17.79%	21.97%	29.35%	21.27%	3.65%

Disability by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Disabled	274	12.41%	18.98%	19.71%	34.67%	14.23%
Not Disabled	3420	14.44%	20.03%	22.95%	28.95%	13.63%
Unstated	903	22.70%	18.60%	14.40%	32.45%	11.85%
All Staff	4597	15.95%	19.69%	21.08%	29.98%	13.31%

Sex (male/female)

See below for a breakdown of workforce figures for male and female staff.

44. Our workforce data for non-schools indicates:

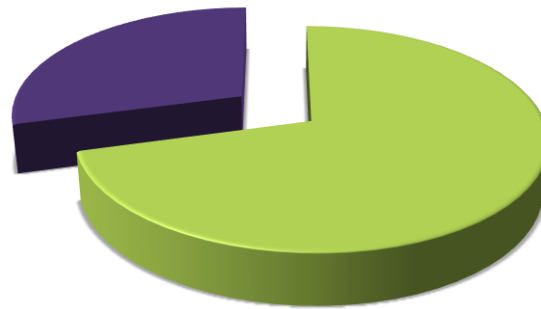
- The percentage of females is 70.79% and males 29.21% and these remain similar to the figures in last year's report which were female 70.00% and male 30.00%.
- 52.27% of women work part-time and 24.13% of men work part-time. A wide range of flexible working options including job sharing, term time only and annualised hours options are available to all staff in the council.
- The percentage of men in the workforce tends to be slightly higher than females in the under 34 age bands. The percentage of female staff is highest in the 45 – 54 age bands.

45. A men's health awareness week was organised in 2017 and a womens health awareness week is being organised for early 2018.

Sex – headcount

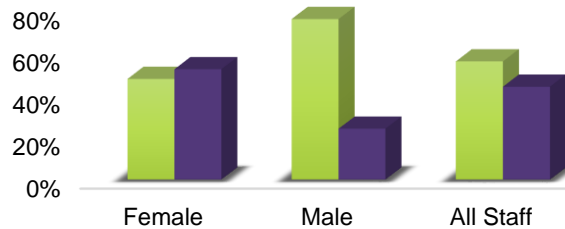
Non-schools	Number	% of total
Female	3254	70.79%
Male	1343	29.21%
Total	4597	100.00%

Sex % by Headcount



■ Female ■ Male

Sex by full-time / part-time



■ % Full-Time ■ % Part-Time

Sex by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Female	3254	4.70%	16.84%	22.25%	31.28%	21.45%	3.47%
Male	1343	9.01%	20.10%	21.30%	24.65%	20.85%	4.10%
All Staff	4597	5.96%	17.79%	21.97%	29.35%	21.27%	3.65%

Sex by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Female	3254	15.77%	19.70%	20.37%	31.01%	13.15%
Male	1343	16.38%	19.66%	22.78%	27.48%	13.70%
All Staff	4597	15.95%	19.69%	21.08%	29.98%	13.31%

Age

See below for a breakdown of workforce figures for age.

46. Our workforce data for non-schools indicates:

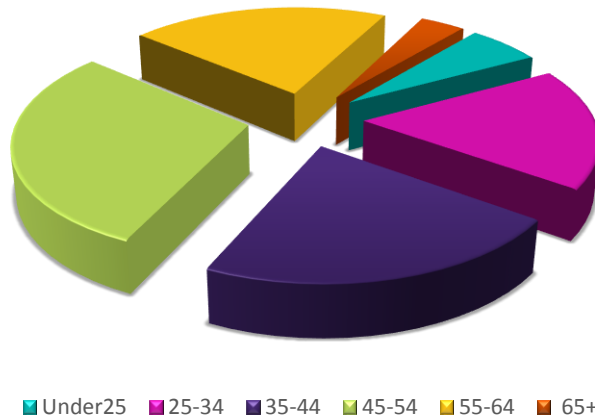
- The largest group within the workforce are in the age range 45 – 55, 29.35%.
- Under 25's make up 5.96% of the workforce (a decrease from 6.70% in 2016) and this compares to 9.24% in the working population of Wiltshire ([Source: ONS Mid Year Estimates 2016](#)) .
- The proportion of part-timers is higher than full-timers for the age ranges, under 25's and over 65's. A high proportion of under 25's are on part time contracts work in leisure where part-time contracts are more commonly in use.

47. Measures to look at under representation in the under 25's continue to be explored and initiatives developed including working on our employee brand to help attract this age group, offering more apprenticeships, work experience and supported internships for young people with a disability, creating other lower level entry roles and increasing engagement through clear progression schemes & development. The government new apprenticeship scheme including the introduction of the apprenticeship levy has also had an impact on increasing the level of apprenticeships provision in the council. Work has also taken place to improve engagement through use of social media particularly in relation to recruitment as we recognise that young people in particular are increasing engaged through social media. We also now offer more ways of applying for roles to include uploading a CV and covering letter or completing a single page application process.

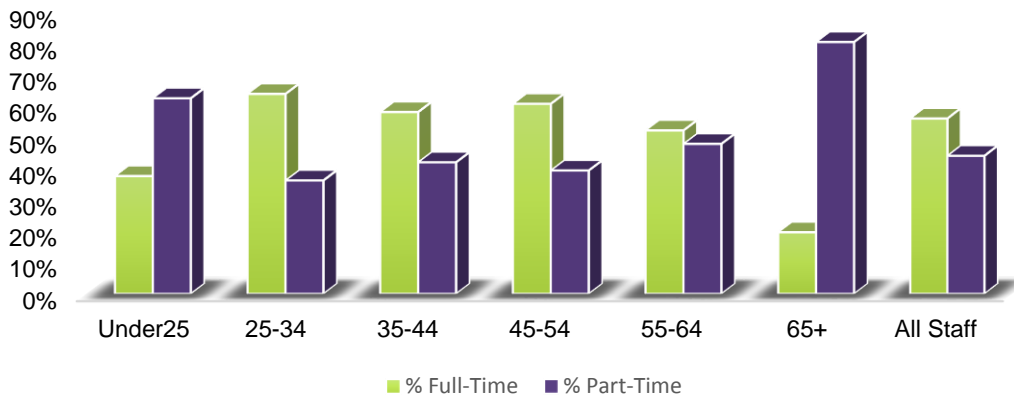
Age headcount

Non-schools	Number	% of total
Under25	274	5.96%
25-34	818	17.79%
35-44	1010	21.97%
45-54	1349	29.35%
55-64	978	21.27%
65+	168	3.65%
Total	4597	100.00%

Age % by Headcount



Age by full-time / part-time



Age – length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Under25	274	57.30%	35.77%	6.93%	0.00%	0.00%
25-34	818	21.88%	31.66%	31.78%	14.67%	0.00%
35-44	1010	15.84%	17.72%	23.17%	38.51%	4.75%
45-54	1349	10.16%	16.90%	18.09%	36.03%	18.83%
55-64	978	9.30%	11.86%	18.61%	32.41%	27.81%
65+	168	5.36%	14.88%	17.86%	39.29%	22.62%
All Staff	4597	15.95%	19.69%	21.08%	29.98%	13.31%

Religion and Belief

See below for a breakdown of workforce figures for religion and belief.

48. Our workforce data for non-schools indicates:

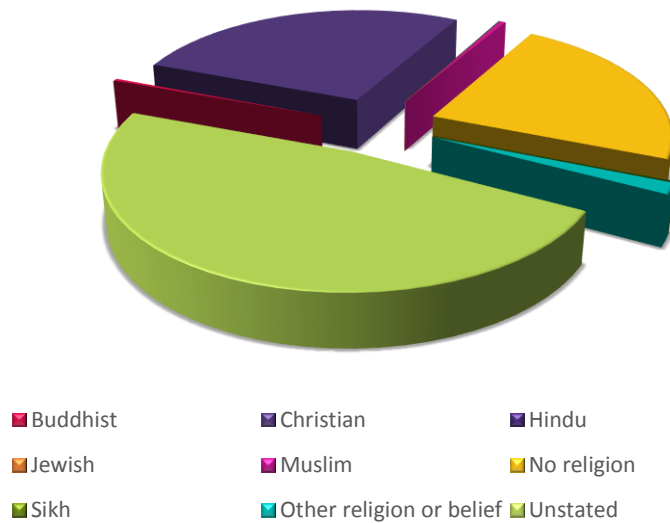
- This is the third year the council has included the protected characteristic of religion and belief in the information collected from staff for this monitoring report.
- 52.16% (compared to 46.52% in 2016) of employees have stated their religion or belief. The figures are relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- We have included the Wiltshire census 2011 data for further information. Our data indicates that we have lower percentages in comparison to census data. This difference varies across beliefs except in relation to Buddhist which is the same as the census and other religions or beliefs which is a higher rate than the census. This disparity may be related to our high unstated figure.
- Low figures in a number of categories has meant we are not able to include all data due to confidentiality reasons.
- Anonymous data from the staff survey set out in Appendix A also provides further information.

Religion and Belief – headcount

Non-schools	Number	% of total	Census data %
Buddhist	14	0.30%	0.3%
Christian	1243	27.04%	64%
Hindu	*	*	0.3%
Jewish	*	*	0.1%
Muslim	16	0.35%	0.4%
Sikh	*	*	0.1%
No religion	1045	22.73%	26.5%
Other religion or belief	72	1.57%	0.5%
Unstated	2199	47.84%	7.7%
Total	4597	100.00%	100.00%

Source: Wiltshire census 2011

Religious Beliefs % by Headcount



Sexual Orientation

See below for a breakdown of workforce figures for sexual orientation.

49. Our workforce data for non-schools indicates:

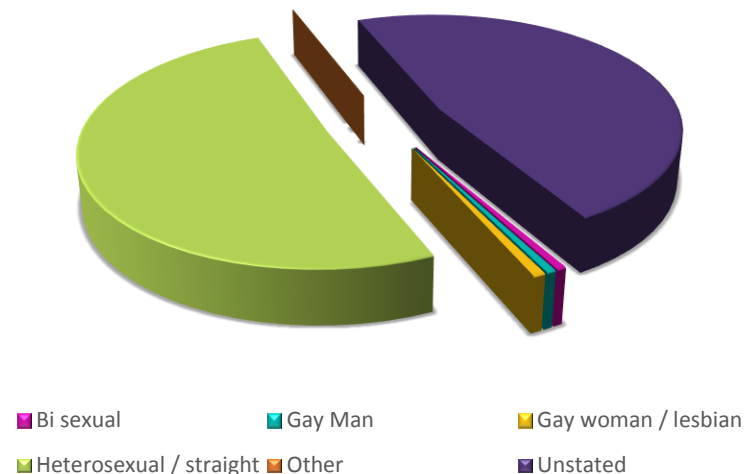
- This is the third year the council has included the protected characteristic of sexual orientation in the information collected from staff for this monitoring report.
- 52.56% (compared to 46.85% in 2016) of employees have stated their sexual orientation. The figures are relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- We have included national data for further information. Our information indicates that a number of our percentages are below the national data. Heterosexual (attracted to the opposite sex) sexual orientation in our workforce is 50.77% in comparison to 93.4% nationally. This disparity is most likely to be related to our high unstated figure.
- It is noted that our workforce figures for gay man/ woman (lesbian) is in line with national data. Anonymous data from the staff survey set out in Appendix A indicate higher percentages for each category.

Sexual Orientation – headcount

Non-schools	Number	% of total	National %
Bi sexual	25	0.54%	0.8%
Gay Man	24	0.52%	1.2 %
Gay woman / lesbian	32	0.70%	
Heterosexual	2334	50.77%	93.4%
Other	*	*	0.5%
Unstated	2181	47.44%	4.1%
Total	4597	100.00%	

Source: [ONS statistical bulletin – Sexual identity, UK:2016](#)

Sexual Orientation % by Headcount



Caring Responsibilities

See below for a breakdown of workforce figures for caring responsibilities.

- The definition of unpaid caring responsibilities is giving help or support to family members, friends, neighbours or others because of a long term physical or mental health or disability, or problems relating to old age

43. Our workforce data for non-schools indicates:

- This is the third year the council has included the characteristic of caring in the information collected from staff for this monitoring report.
- 11.33% (compared to 12.12% in 2016) of the workforce indicated that they had unpaid caring responsibilities and this compares with 10.1% of the Wiltshire

population in the 2011 census. Additionally, 28.71% of employees indicated unpaid caring responsibilities in the 2016 staff survey which was anonymous.

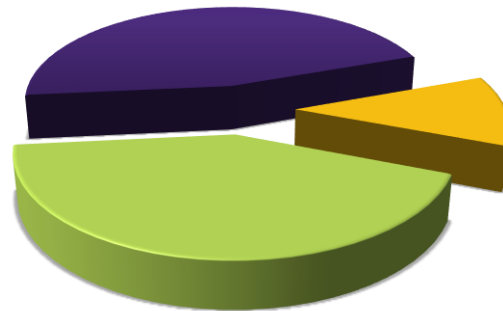
- 42.70% indicated that they had no unpaid caring responsibilities compared to 89.9% of the Wiltshire population in the 2011 census.
- 54.04% (compared to 47.75% in 2016) of employees have stated whether they have caring responsibilities. The figures are relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure
- The council has produced new guidance for managers and staff who are carers along with a checklist of support which is available to staff and to assist with conversations between managers and staff about caring responsibilities. This includes procedures for leave for carers, flexible working, career breaks etc. The council has links with a local charity, Carer Support Wiltshire and has signed the Carer Support Wiltshire - 'working for carers' charter. Links with this organisation provide additional sources of information and support to carers employed by the council and will provide access to e-learning for managers.

Caring Responsibilities – headcount

Non-schools	Number	% of total	Census data 2011
Carer	521	11.33%	10.1%
Not a carer	1963	42.70%	89.9%
Unstated	2113	45.96%	
Total	4597	100.00%	

Source: Wiltshire Census 2011

Caring Responsibilities % by Headcount



■ Carer ■ Not a carer ■ Unstated

Carers – Hours per week

Non-schools	Number	% of total
1-19 hours	385	73.90%
20-49 hours	48	9.21%
50 or more hours	37	7.10%
Hours Unstated	51	9.79%
Total	521	100.00%

Gender Identity

See below for a breakdown of workforce figures for gender identity.

50. See below for a breakdown of workforce figures for gender identity.

- This is the third year information has been specifically collected for the purposes of this report in relation to gender identity. Due to the low numbers, we are unable to include specific figures for this protected characteristic to ensure that we protect employee confidentiality.
- GIRES - the gender identity research and education society estimate that 1% of the UK population has experienced some degree of gender non-conformity. Most of them are as yet invisible.
- The council has an LGBT network and will continue to engage with staff through this network to understand the needs of our transgender staff. Last year the council produced some new guidance called 'Transgender guidance – transitioning at work'. The aim of the guidance is to provide information and support to transgender staff, their managers and other staff within the council. This guidance was initiated through consultation with the network.

Marital Status

See below for a breakdown of workforce figures for marital status.

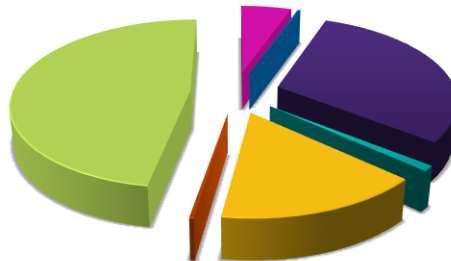
- This is the third year the council has included the protected characteristic of marital status in the information collected from staff for this monitoring report.
- 52.71% (compared to 46.95% in 2016) of employees have stated their marital status. The figures are relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- Our data indicates percentages below the percentages for the Wiltshire census data but this is likely to link to our high unstated figure.

Marital Status – headcount

Non-schools	Number	% of total	Census data 2011
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	246	5.35%	7.7%
In a registered same-sex civil partnership	12	0.26%	0.1%
Married	1383	30.08%	43.2%
Separated (but still legally married or still legally in a same-sex civil partnership)	47	1.02%	1.9%
Single (never married or never registered a same-sex civil partnership)	719	15.64%	22.1%
Widowed or surviving partner from a same-sex civil partnership	16	0.35%	5.6%
Unstated	2174	47.29%	
Total	4597	100.00%	

Source: Wiltshire census 2011

Marital Status % by Headcount



- Divorced or formerly in a same-sex civil partnership which is now legally dissolved
- In a registered same-sex civil partnership
- Married
- Separated (but still legally married or still legally in a same-sex civil partnership)
- Single (never been married or never registered as same-sex civil partnership)
- Widowed or surviving partner from a same-sex civil partnership
- Unstated

Recruitment monitoring

51. The council monitor the protected characteristics of all applicants who apply for roles through our Talentlink e-recruitment system. 99% of our applicants apply online. The council is currently reviewing how we can include data for the small number of applicants who use paper based application forms. This information excludes schools information as they do not use the e-recruitment system and monitor their own recruitment statistics.

52. This report looks at the overall applications received, the number of shortlisted applicants and successful/appointed applicants. The report also includes what percentage of those who applied from each group were shortlisted and went on to be appointed.
53. The equality declaration form which applicants are asked to complete when they apply for a role with the council is requested for monitoring purposes only and is not passed to the recruiting manager, so they are unable to see equality information.
54. Our workforce data for non-schools in the period 1st October 2016 – 30 September 2017 indicates:
- This year the council received a total of 6608 applications of which 1954 were shortlisted and 993 appointed. This was an increase on the recruitment figures in last year's report which were 4684 applications, 1718 shortlisted and 712 appointed.
 - 7.90% of all applications, 5.48% of shortlisted applicants and 3.73 % of appointments were from people who declared that they were from a BME background. These figures indicate a slight increase on last year's report. However, the percentages of applicants of type appointed as a percentage of those who applied has slightly decreased slightly to 7.09% compared to 7.23% in last year's report for BME staff. This will be kept under review further.
 - 6.49% of all applications, 6.65% of those shortlisted and 5.24% of those appointed declared that they had a disability. This represented a slight increase in all these percentages compared to last year's report. The percentage of disabled applicants appointed as a percentage of those who applied also increased to 12.12% compared to 9.17% from last year's report. The council is part of the new Disability Confident employer scheme introduced last year by the government to replace the 'two tick's employer scheme. Under the new scheme the council continues with the commitment to offer a guaranteed interview to disabled applicants who meet the minimum criteria for the post they are applying for and make reasonable adjustments to help applicants attend interviews where required (see information under Disability). Data on short listing indicates that the percentage of disabled candidates shortlisted was 30.30% compared to 28.66% for non-disabled staff.
 - 60.17% of applications received by the council were from female applicants and 32.22% were from male applicants. 58.61% of posts filled were filled by female applicants, with 26.89% filled by male applicants. This is broadly reflective of the current workforce split which is 70.79% female and 29.21% male.
 - The highest percentage of applicants appointed of type was the age group 35-44. The highest number of applications received were marginally from the age group 25-34. The percentages of under 25's appointed as a percentage of those who applied was 12.47% compared to 13.20% in last year's report. The under 25's represented 19.03% of all appointments. The council currently has a number of measures in place to support the under 25's (please see section on age above).
 - It is noted that the unstated figure for recruitment has significantly decreased in lots of areas this year e.g ethnicity has decreased to 7.40% from 15.67% in last year's report. This is possibly related to the use of CV's and introduction of the one page application which makes applying quicker and potentially increases the likelihood of applicants completing the equality monitoring form.

Recruitment by ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	7.90%	5.48%	3.73%	20.50%	34.58%	7.09%
White British	79.13%	80.60%	79.76%	30.12%	50.29%	15.15%
White Irish/Other	5.57%	3.84%	2.62%	20.38%	34.67%	7.07%
Unstated	7.40%	10.08%	13.90%	40.29%	70.05%	28.22%
Grand Total	100.00%	100.00%	100.00%	29.57%	50.82%	15.03%

Recruitment by disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	6.49%	6.65%	5.24%	30.30%	40.00%	12.12%
Not Disabled	83.38%	80.81%	78.25%	28.66%	49.21%	14.10%
Unstated	10.12%	12.54%	16.52%	36.62%	66.94%	24.51%
Grand Total	100.00%	100.00%	100.00%	29.57%	50.82%	15.03%

Recruitment by sex

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	60.17%	60.39%	58.61%	29.68%	49.32%	14.64%
Male	32.22%	29.12%	26.89%	26.73%	46.92%	12.54%
Unstated	7.16%	10.49%	14.50%	40.76%	70.24%	28.63%
Grand Total	100.00%	100.00%	100.00%	29.57%	50.82%	15.03%

Recruitment by age

Age Band	% of Total Applied	% of Total Shortlisted	% of Total Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Under 25	22.94%	17.55%	19.03%	22.63%	55.10%	12.47%
25 – 34	24.27%	19.45%	20.64%	23.69%	53.95%	12.78%
35 – 44	17.74%	19.19%	19.34%	32.00%	51.20%	16.38%
45 – 54	19.25%	23.90%	19.23%	36.71%	40.90%	15.02%
55 – 64	9.29%	9.98%	8.16%	31.76%	41.54%	13.19%
65 and over	0.56%	0.51%	0.40%	27.03%	40.00%	10.81%
Unstated	5.95%	9.42%	13.19%	46.82%	71.20%	33.33%
Grand Total	100.00%	100.00%	100.00%	29.57%	50.82%	15.03%

Internal promotions

55. The council monitors applications by staff for internal transfers and promotions. All roles (apart from front line positions) are advertised internally prior to any external advert to minimise potential staff redundancies as a result of on-going budget reductions. The information presented is for jobs advertised internally within Wiltshire Council (non-schools) and externally and is extracted from the total recruitment figures above. The information includes all positions regardless of whether that job represents a promotion or a sideways move within the council for the successful applicant.

56. Our workforce data for non-schools in the period 1st October 2016 – 30th September 2017 indicates:

- This year the council received 1276 applications from internal applicants of which 709 were shortlisted and 435 appointed. This compares to 306 internal appointments in 2016 this is due to restructuring as a result of spending reviews and the need to protect staff by undertaking internal appointments to reduce redundancies.
- 3.68% of internal applicants appointed declared that they are from BME backgrounds. This was a slight increase from 3.59% in last year's report. The percentages of applicants of type appointed indicate that a slightly lower percentage of BME, white Irish and other white applicants were appointed than expected compared to the numbers who applied. This may relate to the 'unstated' return rate.
- The percentage of internal disabled applicants appointed as a percentage of those disabled applicants who applied has increased to 32.50% compared to 24.00% in 2016. This compared to 33.36% for non-disabled internal applicants.
- The percentage of internal females appointed was 59.77 and 31.03 for male appointments. This is broadly reflective of the current workforce split which is 70.79% female and 29.21% male.
- In terms of age, the highest percentage of type appointed as a percentage of those who applied was in the under 25's band. The under 25's percentage of type appointed has increased to 36.81% from 27.21% in last year's report. The over 65's were the

lowest percentage of type appointed this year's report although they were the highest in the last year's report. The council has ongoing measures in place to support the employment of under 25's (see information under age).

Promotion by Ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	5.02%	3.95%	3.68%	43.75%	57.14%	25.00%
White British	85.34%	86.04%	86.21%	56.01%	61.48%	34.44%
White Irish/Other	3.84%	3.39%	2.07%	48.98%	37.50%	18.37%
Unstated	5.80%	6.63%	8.05%	63.51%	74.47%	47.30%
Grand Total	100.00%	100.00%	100.00%	55.56%	61.35%	34.09%

Promotion by Disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	6.27%	6.63%	5.98%	58.75%	55.32%	32.50%
Not Disabled	85.03%	83.64%	83.22%	54.65%	61.05%	33.36%
Unstated	8.70%	9.73%	10.80%	62.16%	68.12%	42.34%
Grand Total	100.00%	100.00%	100.00%	55.56%	61.35%	34.09%

Promotion by sex

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	59.33%	59.94%	59.77%	56.14%	61.18%	34.35%
Male	33.86%	32.58%	31.03%	53.47%	58.44%	31.25%
Unstated	6.82%	7.48%	9.20%	60.92%	75.47%	45.98%
Grand Total	100.00%	100.00%	100.00%	55.56%	61.35%	34.09%

Promotion by age

Age Band	% of Total Applied	% of Total Shortlisted	% of Total Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Under 25	11.29%	10.58%	12.18%	52.08%	70.67%	36.81%
25 – 34	24.45%	23.27%	24.83%	52.88%	65.45%	34.62%
35 – 44	25.00%	23.84%	23.45%	52.98%	60.36%	31.97%
45 – 54	22.26%	24.40%	21.38%	60.92%	53.76%	32.75%
55 – 64	10.82%	10.44%	9.89%	53.62%	58.11%	31.16%
65 and over	0.78%	0.99%	0.46%	70.00%	28.57%	20.00%
Unstated	5.41%	6.49%	7.82%	66.67%	73.91%	49.28%
Grand Total	100.00%	100.00%	100.00%	55.56%	61.35%	34.09%

Leaver monitoring

57. There were 648 non-school staff who ceased employment in the council between 1ST October 2016 and 30th September 2017.

58. Our workforce data for non-schools indicates:

- Overall the main reason for people leaving the council was resignation followed by voluntary redundancy. In total, there were 648 leavers over the period. This was a decrease from the previous year (674) although the main reasons for leaving were the same.
- 2.93% of leavers had declared that they had a BME background which is slightly higher than the proportion of BME staff in the workforce. 67.90% were female and 32.10% male and these percentages are roughly in line with the general workforce percentages for these groups.
- 5.40% of leavers had declared that they had a disability, this is slightly below the percentage of disabled employees in the workforce (5.96%). There was a higher percentage of disabled staff retiring on ill health grounds this year.
- The highest age range for voluntary redundancy is 55- 64 at 36.36% and generally the percentage of voluntary redundancy is higher in the age groups 35 and over.

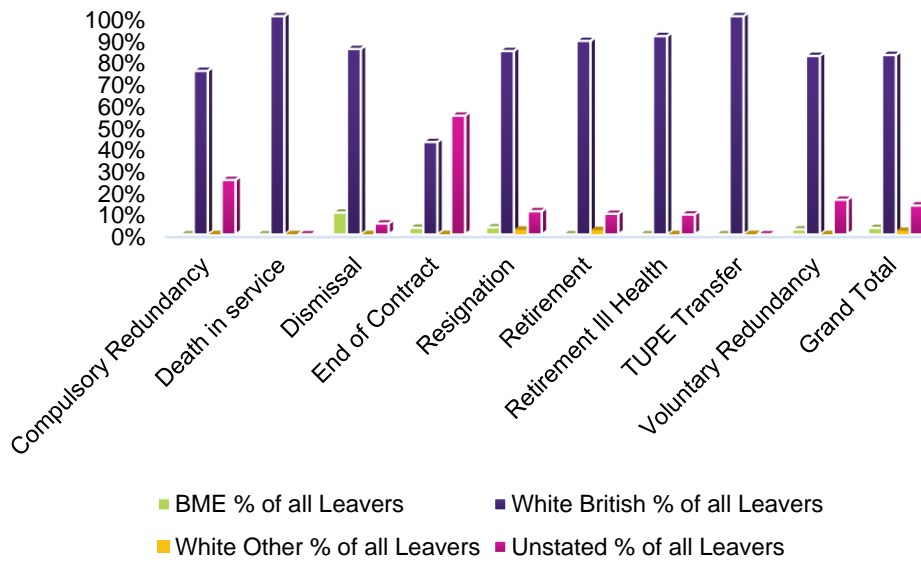
Leavers by Reason

Reason	All Leavers	% of All Leavers
Compulsory Redundancy	*	*
Death in Service	*	*
Dismissal	20	3.09%
End of Contract	33	5.09%
Resignation	433	66.82%
Retirement	53	8.18%
Retirement Ill Health	11	1.70%*
TUPE	*	*
Voluntary Redundancy	88	13.58%
Grand Total	648	100.00%

Leavers by Ethnicity

Reason	BME '% of all leavers	White British '% of all leavers	White Other '% of all leavers	Unstated '% of all leavers
Compulsory Redundancy	0.00%	75.00%	0.00%	25.00%
Death in Service	0.00%	100.00%	0.00%	0.00%
Dismissal	10.00%	85.00%	0.00%	5.00%
End of Contract	3.03%	42.42%	0.00%	54.55%
Resignation	3.23%	84.06%	2.08%	10.62%
Retirement	0.00%	88.86%	1.89%	9.43%
Retirement Ill Health	0.00%	90.91%	0.00%	9.09%
TUPE Transfer	0.00%	100.00%	0.00%	0.00%
Voluntary Redundancy	2.27%	81.82%	0.00%	15.91%
Grand Total	2.93%	82.25%	1.54%	13.27%

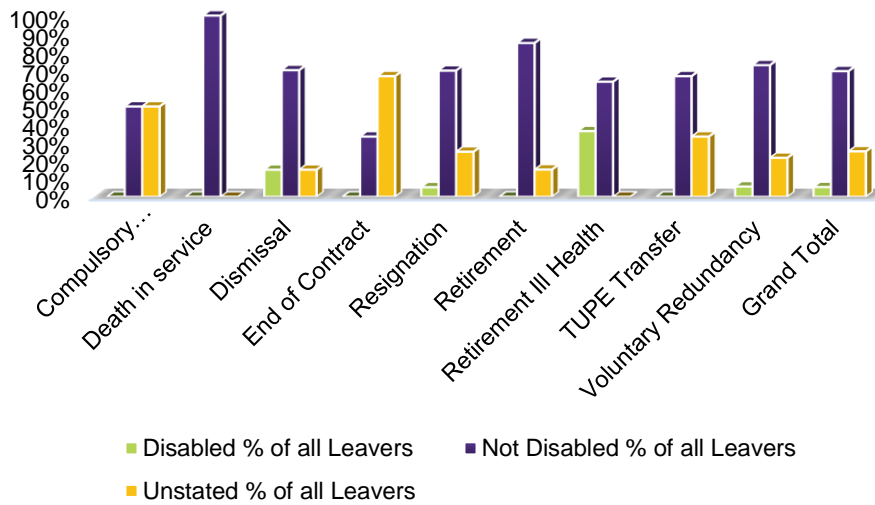
Leavers by Ethnicity % of all Leavers



Leaver by disability

Reason	Disabled % of all leavers	Not Disabled % of all leavers	Unstated % of all leavers
Compulsory Redundancy	0.00%	50.00%	50.00%
Death in Service	0.00%	100.00%	0.00%
Dismissal	15.00%	70.00%	15.00%
End of Contract	0.00 %	33.33%	66.67%
Resignation	5.31%	69.75%	24.94%
Retirement	0.00%	84.91%	15.09%
Retirement Ill Health	36.36%	63.64%	0.00%
TUPE Transfer	0.00%	66.67%	33.33%
Voluntary Redundancy	5.68%	72.73%	21.59%
Grand Total	5.40%	69.44%	25.15%

Leavers by Disability % of all Leavers



Leavers by sex

Reason	Female '% of all leavers	Male '% of all leavers
Compulsory Redundancy	50.00%	50.00%
Death in Service	66.67%	33.33%
Dismissal	40.00%	60.00%
End of Contract	78.79%	21.21%
Resignation	67.67%	32.33%
Retirement	64.15%	35.85%
Retirement Ill Health	63.64%	36.36%
TUPE Transfer	100.00%	0.00%
Voluntary Redundancy	73.86%	26.14%
Grand Total	67.90%	32.10%

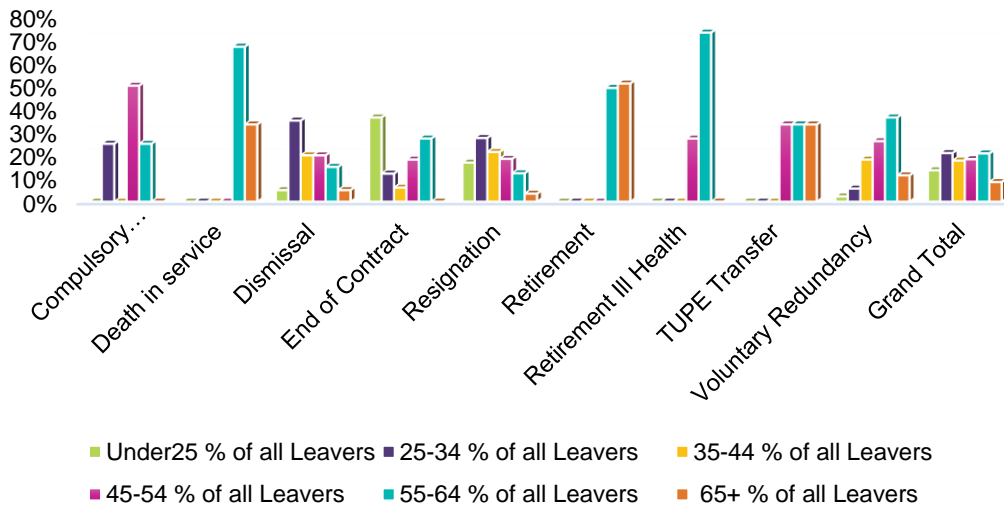
Leavers by Sex % of all Leavers



Leaver by age

Reason	Under25 % of all leavers	25-34 % of all leavers	35-44 % of all leavers	45-54 % of all leavers	55-64 % of all leavers	65+ % of all leavers
Compulsory Redundancy	0.00%	25.00%	0.00%	50.00%	25.00%	0.00%
Death in Service	0.00%	0.00%	0.00%	0.00%	66.67%	33.33%
Dismissal	5.00%	35.00%	20.00%	20.00%	15.00%	5.00%
End of Contract	36.36%	12.12%	6.06%	18.18%	27.27%	0.00%
Resignation	16.86%	27.48%	21.48%	18.48%	12.24%	3.46%
Retirement	0.00%	0.00%	0.00%	0.00%	49.06%	50.94%
Retirement Ill Health	0.00%	0.00%	0.00%	27.27%	72.73%	0.00%
TUPE Transfer	0.00%	0.00%	0.00%	33.33%	33.33 %	33.33%
Voluntary Redundancy	2.27%	5.68%	18.18%	26.14%	36.36%	11.36%
Grand Total	13.58%	20.99%	17.75%	18.36%	20.83%	8.49%

Leavers by Age % of all Leavers



Discipline, Dignity at Work and grievance procedure

59. A count of all non-school staff that have raised grievance procedures, dignity at work procedures or are the subject of disciplinary procedures in the period 1st October 2015 to 30th September 2016 is below.

60. Our workforce data for non-schools indicates:

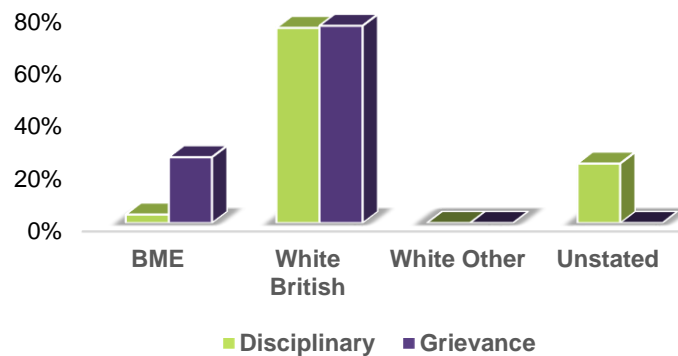
- The highest number of cases, 31, relates to use of the disciplinary procedure. This year the number of cases has reduced to 31 from 77 in last year's report. This year we have used figures relating to cases which were completed in the period covered by this report and resulted in a formal outcome rather than including cases which were opened in the year and not completed and those which resulted in informal or no action, which could explain the significant reduction.
- There was 1 Dignity at Work case compared to 3 for the whole year in the previous report 2014/15. In previous years the figures have fluctuated between 3 and 19.
- The figures for disability indicate that 22.58% of disabled staff were subject to formal disciplinary action and no grievances were raised by a disabled member of staff. It was noted that the disciplinary figure indicated a rise in cases compared to the previous year (6.49%).
- The figures for BME staff indicate that 3.23% were subject to formal disciplinary action compared to 7.79% in last year's report. The number of BME staff who raised a grievance has increased to 25% but the reason for this is that the percentage is based on a smaller group and not that numbers have risen.
- The figures for male staff indicates an increase in disciplinary and grievance procedures and is above the workforce figure of 30% for male employees.
- The highest percentage of disciplinary cases was for the age group 25 – 34 years old and highest percentage of grievances was for the age group 55- 64 years old.

- The percentage increases in cases outlined above have been analysed further and it was found that there were a broad range of reasons and across a wide range of services. We will keep the figures under review.

Adviser cases by Ethnicity

Group	Total	BME % of total	White British % of total	White Other % of total	Unstated % of total
Dignity at work complaint raised	1	*	*	*	*
Disciplinary	31	3.23%	74.19%	0.00%	22.58%
Grievance	4	25.00%	75.00%	0.00%	0.00%
Total	44	5.56%	75.00%	0.00%	19.44%

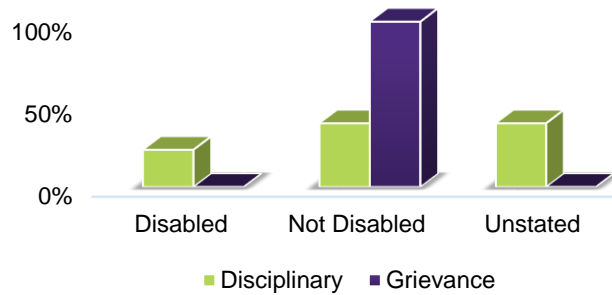
Adviser cases by ethnicity



Adviser cases by Disability

Group	Total	Disabled % of total	Not Disabled % of total	Unstated % of total
Dignity at work complaint raised	1	*	*	*
Disciplinary	31	22.58%	38.71%	38.71%
Grievance	4	0.00%	100.00%	0.00%
Total	36	19.44%	47.22%	33.33%

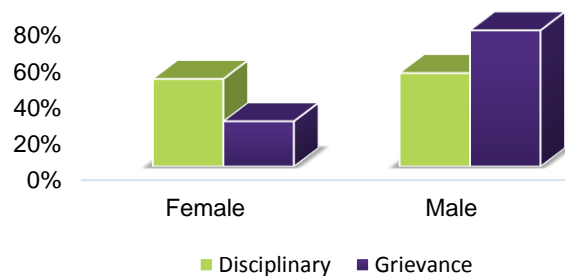
Adviser cases by disability



Adviser cases by sex

Group	Total	Female % of total	Male % of total
Dignity at work complaint raised	1	*	*
Disciplinary	31	48.39%	51.61%
Grievance	4	25.00%	75.00%
Total	36	47.22%	52.78%

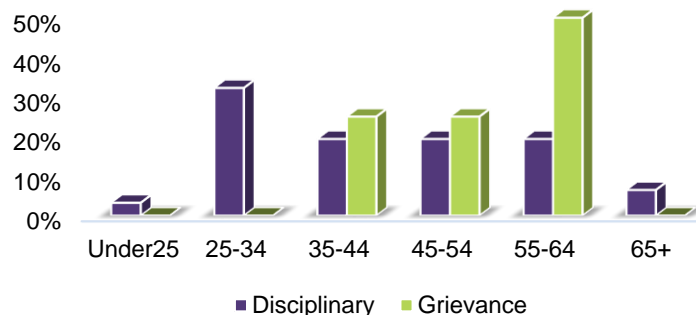
Adviser cases by sex



Adviser cases by age

Group	Total	Under25 % of total	25-34 % of total	35-44 % of total	45-54 % of total	55-64 % of total	65+ % of total
Dignity at work complaint raised	1	*	*	*	*	*	*
Disciplinary	31	3.23%	32.26%	19.35%	19.35%	19.35%	6.45%
Grievance	4	0.00%	0.00%	25.00%	25.00%	50.00%	0.00%
Total	36	2.78%	27.78%	19.44%	22.22%	22.22%	5.56%

Adviser cases by age



Flexible working requests

61. The figures represent formal requests for flexible working for the period 1st October 2016 to 30th September 2017. Managers also receive informal requests which are not monitored or included in these figures. The council offers a wide range of flexible working arrangements to staff where these also fit in with the needs of the service and many staff have taken the opportunity to utilise flexible working, in particular homeworking, instead of formally requesting flexible working.
62. Due to the low figures when reporting on flexible working requests the data has not been included due to data protection and the identification of staff members. Although data has not been made available a number of key findings have been indicated below.
63. Our workforce data for non-schools indicates:
- All requests were agreed in during the reporting period.
 - There were a higher percentage of formal requests amongst female staff and this year this included a broad range of age groups.

Maternity – returner rates

64. The council had 99 employees who went on maternity leave during the period 1st October 2016 to 30th September 2017, of these employees, 93 returned to work after maternity leave and 6 people did not. The figures for the non-returners are low so a further breakdown has not been included, however the data did not indicate any equality issues.

Performance appraisal

65. The council has a single countywide appraisal system. The appraisal process enables staff to discuss issues relating to barriers to access and progress at work with their manager and is primarily used for developmental purposes.

Training monitoring

66. Support and supervision of staff and the appraisal arrangements tend to identify the majority of staff development needs. Two years ago, a new learning management system was introduced called 'grow', and this is utilised to record learning and development along with 121s and the annual appraisal. Staff can request attendance at training courses through the grow system and last year's report figures reflected that a range of e-learning including mandatory e-learning has also been rolled out to staff

via grow. There is still some training not formally recorded through grow and this includes conferences and professional updates undertaken externally and some service specific qualifications and training such as in the leisure service. Leisure service mandatory training courses are currently being added into grow.

67. The system is not able to identify training requested. The information below represents the number of training events or modules of e-learning that have been completed, not the number of people doing the training. This recognises that individuals may have completed more than one training event or module in the year.
68. For comparison purposes the overall workforce percentages for each protected characteristic have been included. This is included to indicate whether a comparative spread of employees with monitored protected characteristics have taken part in or attended training. Please see comments in the following paragraph below.
69. Our workforce data for non-schools for the period 1st October 2016 to 30th September 2017 indicates:
- The total of training events or modules of e-learning decreased to 12,629 from 20,150 last year. This was due to introduction of the system last year and the requirement for staff to complete 8 pieces of mandatory e-learning last year including fire and bomb procedures, mental health awareness, equality and diversity and safeguarding.
 - Attendance at training sessions by staff declaring a BME background (3.62%) and a disability (6.26%) is representative of these groups within the workforce.
 - Male attendance at training sessions was 25.58% which is below the group representation in the workforce which is 29.21%.
 - Attendance at training sessions was slightly less than the percentage expected for the groups 45 years old and over.

Training by ethnicity

	Attendees	% of total attendees	% of group in workforce at 01/10/2017
BME	545	3.62%	2.63%
White British	12629	83.99%	84.53%
White Other	465	3.09%	2.87%
Unstated	1397	9.29%	9.96%
Grand Total	15036	100.00%	100.00%

Training by disability

	Attendees	% of total attendees	% of group in workforce at 01/10/2017
Disabled	941	6.26%	5.96%
Not Disabled	11176	74.33%	74.40%
Unstated	2919	19.41%	19.64%
Grand Total	15036	100.00%	100.00%

Training by sex

	Attendees	% of total attendees	% of group in workforce at 01/10/2017
Female	11190	74.42%	70.79%
Male	3846	25.58%	29.21%
Grand Total	15036	100.00%	100.00%

Training by age

	Attendees	% of total attendees	% of group in workforce at 01/10/2017
Under25	1481	9.85%	5.96%
25-34	3003	19.97%	17.79%
35-44	3455	22.98%	21.97%
45-54	4157	27.65%	29.35%
55-64	2643	17.58%	21.27%
65+	297	1.98%	3.65%
Grand Total	15036	100.00%	100.00%

Remuneration monitoring

70. The council operates a robust and transparent system of job evaluation which was developed as part of a pay reform process. The scheme ensures that all jobs are assessed objectively and paid fairly in relation to other jobs within the council. The majority of posts in the council have been evaluated under this scheme. Some specialist and senior roles will have been assessed under other evaluation schemes. The scheme is subject to periodic equality checks.

71. In the last couple of years, this report has contained some information about the council's gender pay gap as part of the council's public sector equality duty. This year the government has made it mandatory for all large private, voluntary and public sector employers with more than 250 employees to publish gender pay gap information on the government website ([link](#)). Public sector organisations including the council are required to publish this information by 30 March 2018. The overall gender pay gap for the council for 2017 is 5.36% calculated by using median workforce figures and 7.81% calculated using mean workforce figures. This is below the national gender pay gap rates which are 18.4% median and 17.4% mean and public sector median which is 13.1% (ONS 2017). Further information about the council's gender pay gap is set out in a separate report on the council's website([link](#))

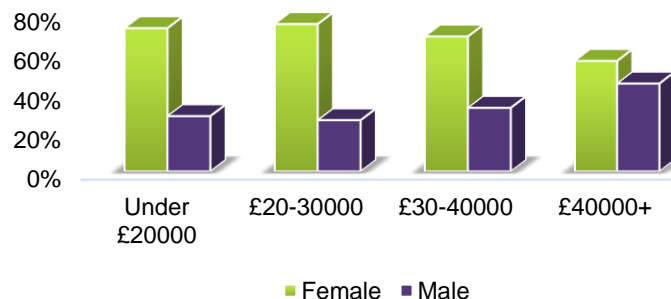
72. Our workforce data for non-schools indicates:

- The figures below reflect the higher number of females employed by the council across all salary bands.
- The percentage of male staff has slightly decreased in the higher salary bands of £40,000 per annum and the percentage of females has slightly increased in this band. The percentage of females in this band remain lower than the figure for the proportion of females in the workforce.
- The figures for BME staff have increased slightly in the two highest salary bands this year.
- In relation to disability, remuneration is fairly evenly spread across all the salary bands and has increased slightly in the highest salary bands although remains lower than the figure for the proportion of disabled employees in the workforce.
- 44.89% of staff in the highest salary band are age 45-54 years old.

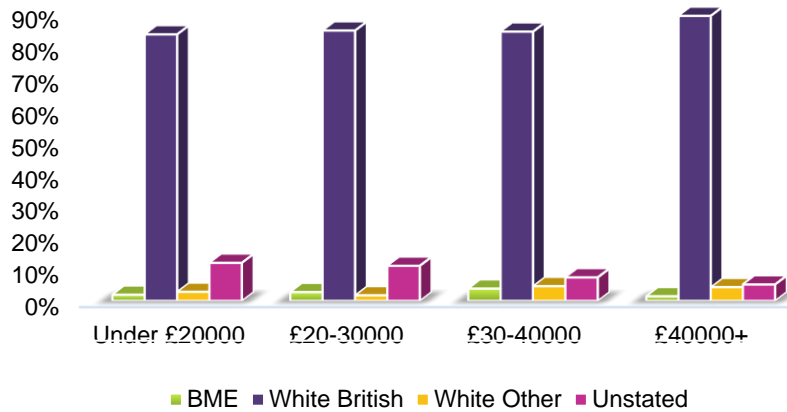
Remuneration by Sex, Ethnicity and Disability

Salary Band	Number of staff in band	Sex		Ethnicity				Disability		
		Female	Male	BME	White British	White Other	Unstated	Disabled	Not Disabled	Unstated
Under £20000	1313	72.12%	27.88%	1.90%	83.40%	2.82%	11.88%	5.94%	69.31%	24.75%
£20-30000	1909	74.17%	25.83%	2.72%	84.60%	1.73%	10.95%	6.23%	72.45%	21.32%
£30-40000	1023	67.94%	32.06%	3.81%	84.26%	4.59%	7.33%	5.96%	80.84%	13.20%
£40000+	352	55.68%	44.32%	1.42%	89.20%	4.26%	5.11%	4.55%	85.23%	10.23%
All Staff	4597	70.79%	29.21%	2.63%	84.53%	2.87%	9.96%	5.96%	74.40%	19.64%

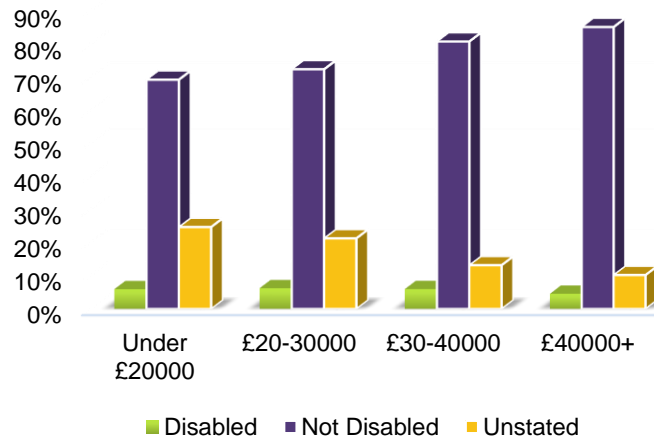
Remuneration by Sex



Remuneration by Ethnicity



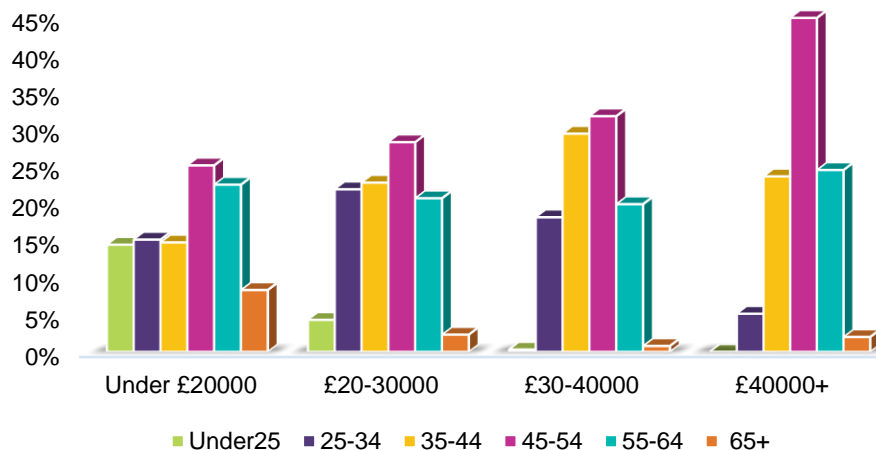
Remuneration by Disability



Remuneration by Age

Salary Band	Number of staff in band	Age					
		Under25	25-34	35-44	45-54	55-64	65+
Under £20000	1313	14.39%	15.08%	14.70%	25.06%	22.47%	8.30%
£20-30000	1909	4.30%	21.84%	22.73%	28.18%	20.64%	2.30%
£30-40000	1023	0.29%	18.08%	29.33%	31.67%	19.84%	0.78%
£40000+	352	0.00%	5.11%	23.58%	44.89%	24.43%	1.99%
All Staff	4597	5.96%	17.79%	21.97%	29.35%	21.27%	3.65%

Remuneration by Age



Positive Actions and Equality Objectives

73. The council currently takes the following positive actions:

- Support for the three staff networking networks and inviting members to attend the equality analysis panels for new HR policies and processes.
- The council has become involved in the new government 'Disability Confident' employer scheme which replaces the 'two tick's' employer scheme. This includes a number of commitments relating to attracting, recruiting and supporting disabled people. This year the council held a disability employability event to bring together disabled people, local employers and support organisations offering opportunities to them.
- Membership of the employers network for equality and inclusion (ENEI).
- Reasonable adjustment budget of £10,000 per annum for disabled staff and applicants.
- An accessible careers website with links to information for disabled applicants.
- Annual appraisal scheme and one to ones which include facilitated discussions about wellbeing and barriers to work and reasonable adjustments.
- Introduction of e-learning for all staff on equality and diversity last year.
- Regular equality and diversity updates to Staffing Policy Committee and Corporate Directors.
- Supporting equality events and raising awareness about specific disabilities e.g. autism training.
- Clear policies and procedures on equality and diversity issues for managers and staff.
- Policies which enable flexible working and time off where required.
- Supported internships for disabled young people with learning difficulties/and or disabilities

- An equality steering group to drive forward equality and diversity work in the council in each service area including members from the staff networks.
 - Development of specific equality objectives for the council
74. As part of the public sector equality duty the council is also required to identify equality objectives. These include service equality objectives and objectives relating to the council's workforce (HR equality objectives). These objectives are reviewed regularly and have been subject to public consultation. Further details of the council's equality objectives can be found on the [council website](#).
75. The council's HR equality objectives have primarily been identified from workforce data analysis and are set out below and include a summary of update points. These objectives are currently subject to review which may result in changes
- **OBJECTIVE 3:**
Improve workforce profile statistics by improving existing rates of reporting (disability and ethnicity) and increasing the range of protected characteristics captured about the workforce via SAP, particularly for Sexual Orientation, Gender Reassignment Carers, and Religion and Belief (*subject to level of financial resources needed to make the changes within SAP)
 - As part of our equality objective to improve our workforce profile statistics the council sent all staff an equality monitoring questionnaire in 2015 and 2016. The aim of the questionnaire was to improve our workforce data by improving our existing rates of reporting (disability and ethnicity) and increasing the range of protected characteristics captured. Over the last three years the unstated rate for ethnicity and disability has reduced. The figures for this year have increased slightly and this has reinforced the need to continue actively seeking equality monitoring data from staff. The ethnicity unstated rate increased to 9.96% from 9.08% last year, 11.15% (2015) and 15.43% (2014). The disability unstated rate increased to 19.64% from 18.71% last year, 21.59% (2015) and 27.09% (2014).
 - This report now includes headcount information on all the protected characteristics, The unstated figures in all the new categories has improved again this year although it is noted that the unstated figures for this new information generally remains high. The unstated rates from applicants to the council has also improved significantly overall, which is as a result of implementing the new monitoring form and one form process for applicants. The council will continue to work towards increasing confidence in this area and encouraging staff to contribute to the monitoring data. A new data gathering form is currently under development and will be distributed this year.
 - **OBJECTIVE 4:**
Increase the number of under 25 year olds within the Council's workforce.
 - The percentages of under 25's who work for the council is 5.96% of the workforce. This represents a slight decrease from 2016. Although the figures show a slight fluctuation a lot of work has been undertaken to improve the offer on apprenticeships and workplace experience. This is the fourth year that the council has offered supported internships for young disabled people. This scheme has been successful in supporting a number of young disabled people in to paid employment. The government has also introduced a new apprenticeship scheme and levy which has lead to an increase in the council's apprenticeship offer. The council has also increased its use of social media to increase access to careers information. The recruitment figures indicate that 19.03% of all appointments are

made from this age group which represents a reasonable proportion of total recruitment as many young people are also pursuing other activities including further education at this stage of life. In terms of internal promotions, the under 25's were the highest percentage of type appointed as a percentage of those who applied per age band. The council will continue to explore ways to attract this age group.

- **OBJECTIVE 5:**

- **Reduce the percentage of staff who report that they have experienced bullying and harassment, with a focus on disabled staff and other groups of staff with protected characteristics who may be affected by this.**

- The staff survey in 2012 raised concern that the percentage of staff with a disability who considered that they had experienced bullying and harassment was much higher than average for the workforce. As a result, this area of concern became one of the council's equality objectives. The staff survey in 2014 contained a revised question on bullying and harassment to provide greater clarification; the question being 'In the last year, I have personally experienced bullying or harassment whilst at work'. An additional question about the source of bullying and harassment was added into the staff survey in 2016. The result of the staff survey 2016 was that 137 staff declared that they had a disability and of this group 18.98% stated they felt they had experienced bullying and harassment in the previous last year. This compared to 22% in 2014 and 16.8% in 2012.
- In the 2014 and 2016 staff survey 9% of all staff considered that they had experienced bullying. This compares to national data which indicates that 11% of managers reported grievances being raised with them concerning bullying and harassment (WERS – Workplace Employment Relations Survey 2011). The staff survey in 2014 and 2016 was expanded to ask for data on additional protected characteristics so it became possible to consider bullying and harassment in respect of other groups. It was found that there were some high percentages for bullying and harassment for some other groups of staff with protected characteristics. Our equality objective has been broadened to recognise this.
- The staff survey 2016 indicated some high figures for certain staff with protected characteristics who said that they had experienced bullying and harassment in the previous year. These were bi-sexual (25%), black/black british (23.53%), mixed background (16.67%) and buddist staff (20%). In terms of the source of bullying and harassment; 64.5% of staff who considered that they had experienced bullying and harassment stated that the source was another member of staff, 23.1% stated it was from a third party (e.g. service user or other member of the public), 11.6% stated both.
- This is an important issue which the council has recognised requires action. The figures from the staff survey reflect the number of people who indicated that they had experienced bullying and harassment by the information on their protected characteristics which they also provided. The reasons given for bullying and harassment were many and were not always connected to their protected characteristic. In terms of all the figures it is also important to reflect that percentages may be impacted by group size; as for example one or two people in a small group can appear to make figures look proportionally higher. However, all the figures are relevant and important in terms of the impact on the groups identified.
- ACAS indicate that the public sector and certain groups with protected characteristics consistently have higher levels of bullying and harassment. The

council recognise the impact of bullying and harassment on individuals and will continue to work to reduce the percentages reported. It is recognised that work in this area may take time to reflect in a staff survey and longer timescales are likely to be required to measure any changes. Consultation with the staff networks has taken place and will form part of any proposed changes.

- Work on this objective last year included work on improvements to the dignity at work and grievance policy to make the policies more streamlined and easier to access. The statement of commitment in the dignity at work policy was also strengthened and includes a supporting statement from the chair of the staffing policy committee. Changes were also made to the supporting guidance for staff and managers. The changes were widely consulted on including consultation with our staff networks. Training on the dignity at work and grievance policy and procedure was covered in a series of manager briefings in 2012 and 2014 and further work to provide on line resources and a campaign to raise awareness of bullying and harassment and unconscious bias is currently being considered. The council has a clear behaviours policy for all staff and the dignity at work policy is clear that bullying and harassment will not be tolerated.
- **OBJECTIVE 6:
Embedding an inclusive workplace focussing this year on lesbian, gay, bisexual and trans* (LGBT) employees.**
- Work to embed an inclusive workplace for LGBT staff initially related to implementing improvements recommendations by Stonewall in their workplace equality index assessment around sexual orientation in the workplace. Work on role models and improving HR policies formed part of this. Last year transgender guidance – transitioning in the workplace has been produced as a result of consultation with the LGBT staff network to improve the information and support to transgender staff, their managers and other staff. The council support LGBT awareness by raising the rainbow flag at County Hall each year and marking LGBT history month. The LGBT staff network has been refreshed and the council continue to work with the staff network to make improvements.
- In terms of looking at measures for this objective, data from our staff survey 2016 has been utilised, and this includes data relating to the following questions:
 - I am proud to work for Wiltshire Council
 - I would recommend Wiltshire Council as a great place to work
 - I feel committed to the organisation's goals
 - I feel a strong sense of belonging to this organisation
 - Working for the Wiltshire Council makes me want to do the best job I can
 - Wiltshire Council motivates me to contribute more than is normally required in my work
 - I am treated with fairness and respect at Wiltshire Council
 - I feel valued and recognised for the work I do
- The average scores for all these questions in combination indicate positive scores above the council average for gay men, heterosexual employees and lesbian/gay women, with scores for bi-sexual employees slightly below the average and scores for those who indicated that their gender is not the same as assigned at birth also lower than the average. In terms of negative scores these were slightly higher than average for bi-sexual, lesbian/gay women and for those employees who indicated that their gender is not the same as assigned at birth. There was also a proportion of blank returns as well as returns which indicated 'prefer not to

say'. It is important to reflect that this, in combination with some of the small group sizes, may have had an impact on some of the data. The council will continue to work to make improvements in this area.

76. Contact details

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Appendix A

Staff survey 2014 and 2016– Anonymous workforce equality and diversity information

As part of the staff survey staff were asked for the following equality and diversity information. The response rate for the staff survey was 60% (2782 employees).

Sex

	2014	2016
Female	60.42%	64.22%
Male	27.50%	26.50%
Rather not say	10.50%	8.14%
Blank		1.14%
Grand Total		100.00%

Gender identity

Question - Is your gender identity the same as the sex you were assigned at birth?

	2014	2016
No	0.75%	*
Yes	87.8%	*
Rather not say	8.66%	*
Blank		*
Grand Total		

Sexual Orientation

	2014	2016
Bisexual	0.79%	1.10%
Gay man	1.01%	0.83%
Heterosexual	83.11%	84.23%
Lesbian/Gay woman	0.75%	1.0%
Other		*
Prefer not to say	11.72%	10.14%
Blank	2.62%	2.42%
Grand Total		100.00%

Age

	2014	2016
16-19	0.68%	1.31%
20-24	3.63%	3.49%
25-29	7.62%	7.63%
30-34	9.42%	9.42%
35-39	8.34%	9.49%
40-44	12.19%	10.97%
45-49	12.87%	12.39%
50-54	12.08%	13.35%
55-59	10.78%	11.39%
60-64	4.67%	6.04%
65+	1.47%	1.76%
Prefer not to say	14.49%	11.32%
Blank	1.76%	1.45%
Grand Total		100.00%

Disability

	Type	2014	2016
Not Disabled Total		86.70%	86.23%
Disabled Total		3.59%	4.73%
Prefer not to say Total		7.94%	7.00%
Blank Total		1.76%	2.04%
Grand Total			100.00%

Caring responsibilities

Question - Do you give help or support to family members, friends, neighbours or others because of a long-term physical or mental health or disability, or problems related to old age? (do not count anything you do as part of paid employment)

	2014	2016
No	66.19%	62.49%
Yes	25.43%	28.71%
Prefer not to say	8.38%	7.00%
Blank		1.79%

Ethnicity

	Ethnicity Type	2014	2016
Asian or Asian British Total		0.43%	0.31%*
Black or Black British Total		0.25%	0.59%
Mixed background Total		0.93%	1.04%
Other ethnic group Total		0.22%	0.41%
White Total		84.69%	88.61%
Blank Total		4.17%	1.52%
Prefer not to say Total		8.77%	7.52%
Grand Total			100.00%

Religion/Belief

	2014 (not included)	2016
Buddhist		0.86%
Christian		46.62%
Hindu		*
Jewish		*
Muslim		0.41%
Sikh		*
Other		13.87%
Prefer not to say		25.33%
Blank total		12.73%
Grand Total		100.00%

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