

AGENDA

Meeting: Staffing Policy Committee

Place: Kennet Room, County Hall, Trowbridge, BA14 8JN

Date: Thursday 7 March 2024

Time: 1.00 pm

Please direct any enquiries on this Agenda to Ellen Ghey - Democratic Services Officer of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718259 or email ellen.ghey@wiltshire.gov.uk

Press enquiries to Communications on direct lines 01225 713114/713115.

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Membership:

Cllr Stuart Wheeler (Chairman)
Cllr Helen Belcher OBE
Cllr Allison Bucknell
Cllr Richard Clewer
Cllr Carole King

Cllr Jacqui Lay
Cllr Ashley O'Neill
Cllr Tamara Reay
Cllr Ricky Rogers

Substitutes:

Cllr Liz Alstrom
Cllr Caroline Corbin
Cllr Mel Jacob
Cllr Simon Jacobs

Cllr Kathryn Macdermid
Cllr Nabil Najjar
Cllr Tom Rounds

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Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

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AGENDA

PART I

Items to be considered while the meeting is open to the public

1 **Apologies for Absence**

To receive any apologies for absence or substitutions for the meeting.

2 **Minutes of Previous Meeting** (*Pages 5 - 12*)

To approve and sign as a true and correct record the minutes of the previous meeting held on 4 January 2024.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so **at least 10 minutes prior to the meeting**. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Thursday 29 February 2024** in order to be guaranteed of a written response. In order to receive a verbal response, questions must be submitted no later than 5pm on **Monday 4 March 2024**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Driver Health Screening** (*Pages 13 - 22*)

To discuss the proposed changes to DVLA medical examinations and assessments of fitness to drive.

7 **Gender Pay Gap Report** (*Pages 23 - 28*)

To consider the gender pay gap data and report required to be published on behalf of Wiltshire Council for the reference date of 31 March 2023.

8 **Equalities Monitoring Report** (*Pages 29 - 56*)

To receive the updated annual inclusion and diversity employment monitoring report.

9 **Statutory Legislation Effective April 2024**

To receive a verbal update on statutory legislation effective from April 2024.

10 **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

PART II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.

None

Staffing Policy Committee

MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 4 JANUARY 2024 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Stuart Wheeler (Chairman), Cllr Helen Belcher OBE, Cllr Allison Bucknell, Cllr Carole King, Cllr Ashley O'Neill, and Cllr Tamara Reay

1 Apologies for Absence

Apologies for absence from Members of the Committee were received from:

- Councillor Richard Clewer
- Councillor Jacqui Lay
- Councillor Ricky Rogers

Apologies were also noted from Mike Osment, representative for Wiltshire Unison.

2 Minutes of Previous Meeting

The minutes of the previous meeting held on 8 November 2023 were considered.

Councillor Ashley O'Neill requested that an amendment was made to the wording of Bullet Point 9, Minute 48.

Following which, it was:

Resolved:

The Committee approved and signed the minutes of the meeting held on 8 November 2023 as a true and correct record, subject to the removal of the following words at Bullet Point 9 of Minute 48, as the Cabinet Member and officers were satisfied with the current level of security provided:

"It was acknowledged that although officers could not guarantee complete security on Council owned laptops.."

3 Declarations of Interest

There were no declarations of interest.

4 **Chairman's Announcements**

There were no Chairman's announcements.

5 **Public Participation**

There were no statements or questions submitted.

6 **Updates on Policies Due to Oracle Implementation**

Laura Fisher, HR & OD Strategy Manager, provided a verbal update to the Committee on a number of minor amendments to different policies due to the implementation of the Oracle system.

It was confirmed that the amendments were not changes to the nature or terms of the policies, but rather to align with the new Oracle system requirements. The following changes were then briefly detailed:

- **Annual Leave Policy** – as Oracle was being used to request and track annual leave for all employees regardless of working patterns, leave entitlement was now processed in hours and must be used either as a full or half day leave. As such, when using the standard full and half day measurements, a full day would be recorded as 7.4 to represent 7 hours 24 minutes, and a half day as 3.7 to represent 3 hours 45 minutes.
- **Introduction to the HR Helpdesk** – it was explained that the HR Helpdesk would be used as a replacement to employees contacting the HR Advisory Team directly. Therefore, the following policies had been amended to include a standardised statement explaining the new procedure alongside the removal of any other HR Advisory Team references.
 - Equality & Diversity Policy
 - Dignity at Work Policy
 - Code of Conduct Policy
 - Appointments Policy
- **Compressed Hours Policy** – it was explained that the minor changes to the policy reflected the changes to the two Bullet Points above.
- **Time off in Lieu (TOIL) Policy** – it was explained that minor additions had been made to clarify that the policy did not relate to anyone employed on HAY graded contracts. It was further explained that this was current practice and therefore not a change but had been included after reviewing the policy and discovering that it was not noted. It was also highlighted that Bullet Point 2 had also been included.

During the discussion, points included:

- Members queried if the new annual leave system on Oracle was fully operational and emphasised the importance of compliance checks to ensure that managers fully utilised the new system and moved on from the previous method of monitoring and recording annual leave manually. Officers acknowledged that the system was still relatively new after being launched in November 2023, and therefore some teething problems were being experienced due to the complexity and size of Wiltshire Council as an organisation. Despite this, officers reassured Members that regular reviews and compliance checks would be undertaken which would then highlight any discrepancies for further discussions.
- The planned integration of the payroll system into Oracle was raised and both Members and officers noted the complexity of the project.
- Members congratulated officers on the launch of Oracle thus far which they considered to be a success.
- It was highlighted that Members had access to a version of Oracle that was different from Wiltshire Council employees, however it would still allow Councillors to submit expenses alongside other relevant services.

Following which, it was:

Resolved:

The Committee noted the update.

7 Pay Policy Statement

Laura Fisher, HR & OD Strategy Manager, presented an updated Pay Policy Statement for the financial year 2024/25 to the Committee prior to agreement by Full Council and publication on the Wiltshire Council website.

It was explained that under Chapter 8 of the Localism Act 2011, every Local Authority must prepare a Pay Policy Statement for each financial year, with the proposed version having a publication deadline of 1 April 2024. Officers then referred to Paragraphs 4 to 9 of the report which detailed the minor amendments to the policy. Particular emphasis was given to Paragraphs 6 and 9 which noted the additions to Paragraph 55 of the policy relating to arrangements for the agreement of special severance payments, and the ongoing negotiations between the Council and Trade Unions on changes to unsocial hours and standby and callout allowances.

During the discussion, points included:

- Members highlighted an error in the policy which stated that the second phase of the Oracle rollout was set to go live in April 2023 instead of April 2024.
- Members discussed the continuing negotiations between the Council and Trade Unions and the second proposed recommendation as per Paragraph 16 of the report. Officers noted that briefing sessions and an informal meeting were held towards the end of 2023, with a further meeting scheduled for 15 January 2024. That meeting would involve the 3 Trade Unions and would discuss any proposals that they might have which would enable them to reach collective agreement and deliver Council business objectives. It was further confirmed that Members would be contacted prior to the February 2024 Full Council meeting in the event that collective agreement was reached.
- Members were pleased to see that the ratio between highest and lowest paid employees had decreased slightly as a result of the National Joint Council (NJC) pay award.
- Clarification was sought on why the Council's Monitoring Officer's duties were considered as a separate role. It was clarified that they meant the Acting Returning Officer role. In response, it was explained that the role was a statutory requirement nationally and therefore the officer undertaking that role would receive an additional payment which does not form part of base pay.
- It was explained that when considering voluntary redundancies and subsequent re-employment, those employees would not be eligible for any employment continuity benefits.
- Members raised queries with regard to employees on lower pay. Officers explained that Wiltshire pay grades B-O used the NJC pay spine which was nationally negotiated and agreed on between the National Employers and Trade Unions. Although the bottom point of the pay spine provided a little headroom from the national living wage, it was recognised that there was the need to review the national pay spine to ensure that Local Authorities do not pay at the minimum and remain an employer of choice. Any changes nationally would need to be reviewed and implemented at the local level; however, this was not likely to be considered until after the 2024 General Election.
- Paragraphs 83 and 85 of the report was raised and Members queried what the industry standard was. Officers explained that the guidelines were published through the Government and formed part of the Localism Act 2011, however it was emphasised that the Council's ratios were well within these guidelines and that these were not a statutory requirement.

Following which, it was:

Resolved:

- a) **The Staffing Policy Committee approved the updated pay policy statement for 2024-25 to be presented at Full Council for approval on 20 February 2024.**
- b) **The Staffing Policy Committee delegated authority to the Director of HR & OD to approve any amendments required to the pay policy statement prior to Full Council as a result of the Trade Unions negotiations on changes to unsocial hours and standby and callout allowances. The Director of HR & OD will inform the Staffing Policy Committee of any changes prior to publication. If agreement on changes to these policies is not reached prior to Full Council, the changes will be made to the pay policy statement for the following year for April 2025.**

8 Bi-Annual Workforce Report

Kirsty Butcher, Workforce Insight Analyst, alongside Tamsin Kielb, Director HR & OD, updated the Committee on the current workforce analytics position.

It was confirmed that the report concentrated on Q1 and Q2 for the 2023-24 financial year, with the latter sections focussing on long term trends.

During the discussion, points included:

Sickness Absence

- With regard to stress related absences, Members queried if there was a breakdown available to show the split between those that were work or non-work related. Officers explained that it was difficult to retrieve such data at present, however as Oracle continued to be embedded within the organisation, it may be something that could be looked at in the future. Furthermore, it was emphasised that people experiencing stress was not just a local issue, but a national and even global challenge with the trend continuing to rise.
- It was noted that the 12 months to September 2023 reported an average of 9.5 days sickness absence per employee which was above the national average of 5 days. Officers highlighted that within the Council there were pockets of stress related absences, and that the data could be skewed by a smaller number of employees with longer term absences. As such, it was difficult to accurately determine the number of employees absent as a percentage of the total workforce, but as their reporting evolved, officers revisit this.
- It was explained that due to a recent corporate restructure, the Occupational Health department now fell under the remit of Tamsin Kielb,

who reassured Members that understanding how to better support employees experiencing stress related absences was a priority. Furthermore, officers were focussing on achieving a holistic view of the area in general to discern how to best address the issue of resilience within the workforce proactively rather than undertaking a reactive approach. As such, officers were intending on organising a project team to look at this and would include areas such as supporting managers in identifying patterns in individuals, relapse plans, and relevant policies.

Employee Turnover

- Members were pleased to read that Wiltshire Council were seeing an increase of approximately 2 applicants per job advertisement between January to March 2023 compared to the same period in 2022.
- Members also commended the introduction of the 'Leaver Journey' within Oracle from April 2024, which would trigger automatic invitations for exit interviews. This would hopefully increase the number of exit interviews completed and would enable better analysis of reasons for leaving which would then feed into action plans.

Finance and Salary Costs

- Agency costs were raised, and officers queried where the other pinch points were apart from the social care directorates. Officers stated that they would provide the information to Members outside of the meeting, however they provided reassurance that the area continued to be scrutinised within the services. Despite this, it was highlighted that the increase in costs was not unexpected when considering the challenging job market, particularly in social care. Furthermore, it was emphasised that the Council were in a good position in comparison to historic costs and other neighbouring Local Authorities.
- Members requested that information in relation to apprenticeships and training be included within future reports. Officers noted that there was a good uptake in apprenticeships. It was further noted that officers would focus on attracting and retaining under 25-year-olds to support the longevity of the workforce.

Advisory Cases

- Members requested further breakdowns of the data to assess the number of cases closed and the total length of time taken for completion in order to undertake comparisons between the targets stipulated within any relevant policies. Officers highlighted that the completion time was dependent on managerial capacity to hear cases as well as individual

case complexities, however there was a focus on bringing case numbers, and time taken, down.

- Members queried if there was a correlation between advisory cases and long-term sickness and absence and if tightening procedures could better support both employees and managers within the process. The intended sickness absence review was reiterated, and Members were reassured that this area would be considered within that.

Members commended officers for their hard work and expressed anticipation for further updates.

Following which, it was:

Resolved:

The Committee noted the update.

9 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 - 11.15 am)

The Officer who has produced these minutes is Ellen Ghey - Democratic Services
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DVLA MEDICAL EXAMINATIONS AND ASSESSMENTS OF FITNESS TO DRIVE

Purpose

1. The purpose of the report is to discuss with JCC the proposed changes to DVLA medical examinations and assessments of fitness to drive.
2. It is proposed to introduce a mandatory health screening every two years of all employees who are contractually designated as required drivers and whose role includes driving vehicles that carry passengers and/or work equipment/materials other than in a pool car or privately owned motor car. In effect therefore, the affected cohort are drivers of council vehicles such as gritters, mobile libraries, minibuses and vans.

Background

3. Drivers having a medical episode whilst operating a large or passenger-carrying vehicle have resulted in several serious or fatal accidents in the UK.
 - [M53 coach crashed after driver 'slumped' at wheel, coroner says | North of England | The Guardian](#)
 - [Three hurt as bus driver suffers suspected heart attack while driving - Birmingham Live \(birminghammail.co.uk\)](#)
 - [Miracle escape for 34 pupils after coach driver has fatal heart attack on school trip | Daily Mail Online](#)
 - [Updates: 'School bus' collides with tree in major crash – A367 closed in both directions - Bristol Live \(bristolpost.co.uk\)](#)
4. There are approximately 140 employees designated as required drivers who would be included in this proposal if adopted. These include the drivers of any council vehicle including Passenger Transport Unit minibus drivers, FM Officers, ICT couriers, Civil Enforcement Officers, Highways Officers etc.
5. The driving licence required for most of these this role does not require any DVLA medical examination in the way that a HGV licence holder does. The only requirement is for the employee to report any relevant health issue to the DVLA. As such there is the possibility for an employee to fail to do so or to be unaware of having a relevant health condition. In either instance, the outcome is the possibility of that person driving for Wiltshire Council whilst not fit to do so.

6. It is possible through occupational health screening to identify health issues that may be indicative of an increased risk of a medical episode whilst driving. It is also possible to do simple vision tests to highlight any possible need for corrective lenses. This would enable the OH service to identify any driver whose health may give rise to the need for work restrictions or reasonable adjustments.
7. The proposal to introduce this simple health screening would fall into what might be considered to be reasonably practicable measures available to the employer given the scale of the usage and the severity of possible outcomes.
8. Health screening procedures are already in place for other groups of employees who are exposed to other common workplace risks including working at height, working in confined spaces, night working and exposure to blood borne viruses.
9. There is no intention to introduce or require health screening of required drivers (such as some social workers) or other staff who use their own cars or pool cars to occasionally drive for work purposes.
10. The council has an existing procedure in place to provide DVLA medical examinations for employees who are required to hold an HGV licence to fulfil their role e.g. gritter drivers, mobile library drivers etc. This part of the policy would continue unaltered but in addition, HGV licence holders will be included within the health screening programme.

Main considerations

11. It is proposed that health screening of drivers within the defined cohort of required drivers as set out above will be at commencement of employment and at two-yearly intervals thereafter. Existing employees will join the programme with effect from its inception and follow the two-yearly interval timetable.
12. Health screening clinics would be held at council locations across the county to minimise travelling and service disruptions. Each health assessment will be with an occupational health specialist nurse and should take no more than 60 minutes per driver.
13. Where health screening indicates that there may be a health issue to address, then other existing occupational health and HR processes such as sickness absence management will apply to ensure that the matter is resolved fairly and in line with the existing policy.
14. The Oracle new starter journey requires recruiting managers to identify any post that is designated as a 'required driver' and these individuals will undergo health screening as part of the onboarding process.

15. Existing staff will be notified of the introduction of driver health screening via their manager. Information about the procedure including its purpose, methodology and potential outcomes will be posted onto HR Direct and be cascaded via Heads of Service.

Environmental impact of the proposal

16. N/A

Equalities impact of the proposal

17. The proposed changes to the policy were discussed at the equality impact assessment panel on 22nd February 2024. All comments and feedback regarding the changes were considered.

Risk Assessment

18. If driver health screening is not introduced, then an opportunity is missed to make early interventions into health issues that may subsequently have very serious personal safety and corporate liability implications.
19. It may be that any scrutiny of a relevant accident identifies that the council has fallen short of what may have been considered to be a reasonably practicable mitigation measure.
20. Failure to take reasonably practicable measures to protect the health and safety of employees and others affected by the work undertaking is a criminal offence under the Health and Safety at Work Act 1974. Individual officers and the local authority could be held accountable under any such litigation.

Financial Implications of the proposal

21. N/A

Recommendations

22. It is recommended that the SPC approve the proposed changes to the policy.

Tamsin Kielb
Director HR&OD

Report Author: Paul Collyer, Head of OH&S

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DVLA MEDICAL EXAMINATIONS AND ASSESSMENTS OF FITNESS TO DRIVE

Who does this apply to

This guidance applies to any council employee whose role is designated as being a *required* driver and the vehicle to be driven is used to carry passengers and/or work equipment or materials **BUT IS NOT** a pool car or a private car or motorcycle i.e. gritters, mobile libraries, minibuses, coaches, vans.

1. In effect this is any employee who drives any council vehicle other than a motor car on the public highway or private land in order to fulfil work duties.
2. It does not apply to those who are designated as a required driver (such as some social workers) but who only drive a private or pool motor car or a motorcycle.
3. It does not apply to school employees or to staff provided by an agency and does not include employees whose role description includes the designation of being a *regular* driver i.e., an employee driving their own car or a pool car.

What is required?

4. There are two standards:
 - a) **DVLA medical examination** - All employees who are required to hold a current Heavy Goods Vehicle (HGV) or a Large Goods Vehicle (LGV) or a Passenger Carrying Vehicle (PCV) licence in order to fulfil their job role are required by law to have a DVLA medical examination at set intervals in order to retain eligibility for that licence.
 - b) **General fitness to drive health screening** – All employees whose role is designated as a *required* driver and who drives any council vehicle in order to fulfil their work duties, is required to be subject to routine fitness to drive health screening. This includes those employees required to hold a HGV/LGV/PCV licence as above. From January 1st 2024, it will be a standard feature of the new starter health clearance procedure for all new starters, who are designated as a required driver, to mandatorily be added to the health screening schedule. This will form part of their overall health clearance to commence employment.
5. Both the DVLA medical examination and the general health screening are provided through the Occupational Health Service.

The DVLA Medical Examination procedure

6. A prerequisite of holding a valid HGV/LGV/PCV licence, which is required to drive some of the larger council vehicles, is for the licence holder to be subject to a medical examination by a physician at intervals determined by the age of the driver.
7. In line with DVLA guidelines, examinations will be required for relevant employees on reaching 45 years old and at 5 yearly intervals thereafter. From the age of 65 this alters to an annual requirement.
8. The duty to obtain the medical examination rests with the licence holder (not the employer) and licence holders may choose to seek this through their GP. There is often a fee associated with this GP service and so to support this group of employees,

the Occupational Health Service offers a suitable alternative route of a free medical examination undertaken by the Occupational Health Physician.

9. Employees who decline the opportunity to have a medical examination from the Occupational Health Service, preferring to have the examination done by their GP, will not be entitled to reclaim the cost of the GP examination from their employer.

What will the DVLA medical examination involve?

10. The licence holder will receive notification by the DVLA that an assessment is due and should contact the OH service to make an appointment if they wish to have their examination via the Occupational Health clinicians. The driver will be expected to attend an occupational health appointment at a council venue.
11. The medical examination is conducted in part by an Occupational Health Specialist Nurse but also includes a mandatory assessment from the Occupational Health Physician.
12. The medical examination will follow the [DVLA D4 driver medical examination form](#)
13. A blood pressure reading will be taken, and a vision test will be applied as part of the examination.
14. Relevant results will be communicated to the employee at the time of the appointment, and the physician will complete the D4 Medical Examination Report. The D4 will be scanned and uploaded onto the employee's occupational health record. The original is returned to the employee to provide to the DVLA.
15. It is the responsibility of the employee to ensure that the form is sent on to the DVLA for the licence to be renewed.
16. It will be for the DVLA to make relevant decisions about fitness to hold the relevant driving licence based on the information provided on the D4 Medical Examination Report. The council operates no appeal procedure regarding the OH assessment. All appeals must be through the DVLA directly.
17. The Occupational Health Service will inform the employee and their manager in the event that any concerns are identified that could impact on the individual's ability to undertake HGV driving activities. Advice will also be given to the manager and the employee regarding any reasonable adjustments that might be needed during interim periods in the event that further medical reports are required. The manager should contact HR advisory for further advice about available options as detailed within the [sickness absence management policy](#).
18. Anyone else operating a current HGV/LGV/PCV licence on behalf of the council, such as an agency driver, is also required to have a medical assessment at the same set intervals in order to retain eligibility for that licence but this is the responsibility of that person and/or their employer to arrange.
19. An employee who is a HGV/LGV/PCV licence holder but does not use it in connection with their employment with Wiltshire Council is still bound by the duty to have medical examinations but this is a personal responsibility and outside of the remit of this guidance.

20. There is no charge from the Occupational Health service for the DVLA medical examination.
21. Paid time off is provided to attend any Occupational Health appointment. Appointments will always be within normal Mon-Fri office working hours.

Preparing for the DVLA Medical Examination appointment

22. For the medical examination, the employee should be aware of the following:
- a) The employee must bring with them the D4 Medical Examination Report that is available from the DVLA <http://www.dft.gov.uk/dvla/forms/onlineforms.aspx> and will normally have been issued directly by the DVLA;
 - b) GP and personal details should be completed clearly on page 8 of the D4 in advance of the appointment;
 - c) The employee will be asked to provide details of the names and dates of any appointment with a medical specialist since the previous medical examination and should remember to bring any copies of relevant medical/specialist reports;
 - d) Spectacles or contact lenses that are worn for driving should be brought to the appointment;
 - e) Details of any prescribed medication should be brought to the appointment.

The Required Driver Health Screening procedure

23. The council also employs other drivers who do not meet the DVLA medical examination requirement threshold but who do drive council vehicles and carry vulnerable young and adult service users as passengers, or heavy payloads, and who are required to drive in weather conditions and during times of the day when accidents may be more likely. These are known as 'required drivers'.
24. Typical examples of required drivers may include directly employed Passenger Transport drivers, FM and IT couriers, Highways Officers and Civil Enforcement Officers
25. The council's duty under the Health and Safety at Work Act 1974 is to reduce workplace risk as far as is reasonably practicable and therefore as this group of employees is at higher risk, they are required to undertake mandatory health screening.
26. Regular screening allows for any deterioration in health or fitness to be highlighted sooner than might otherwise become obvious, and for the scale of any deterioration to be measured over a period of time.
27. Screening will occur as part of the onboarding procedure and at two yearly intervals thereafter. Screening will be mandatory, and the driver will be expected to attend an occupational health appointment at a council venue. Failure to attend will be addressed in line with the disciplinary policy and procedure.
28. All existing postholders who are required drivers as of January 1st 2024, including HGV/LGV/PCV drivers, will be retrospectively and mandatorily added to the health screening schedule in order to create an effective baseline of information and assurance. The general fitness to drive health screening will be repeated at 2 yearly intervals.

What will the health screening involve?

29. The screening will involve a short meeting of the employee with an Occupational Health Nursing Specialist who will use a health questionnaire to identify any health history or any condition/medication/treatment which may have relevance to the fitness to drive. A blood pressure reading will be taken, and a vision test will be completed.
30. The employee will have the opportunity to raise and discuss any health concerns impacting upon their work.
31. After screening, the Occupational Health Specialist Nurse will make an assessment of fitness to drive and report this finding to the employee and manager. The outcome will be either:
- Currently fit to drive;
 - Currently fit to drive with reasonable adjustments;
 - Not currently fit to drive.
32. If not fit to drive, or if reasonable adjustments have been recommended, the manager should contact HR advisory for further advice about available options as detailed within the [sickness absence management policy](#).
33. A record of the health screening will be kept securely and confidentially as part of the employee's occupational health record.
34. If necessary, the Occupational Health Specialist may refer a screening episode onto the Occupational Health Physician for further advice.

Preparing for the Required Driver Health Screening appointment

35. For the health screening, the employee should be aware of the following:
- a) The employee will be asked to provide details of the names and dates of any appointment with a medical specialist since the previous health screening and should remember to bring any copies of relevant medical/specialist reports.
 - b) Spectacles or contact lenses that are worn for driving should be brought to the appointment.
 - c) Details of any prescribed medication should be brought to the appointment.

How much will a medical examination or health screening cost?

36. There is no charge from the Occupational Health service for either the DVLA medical examination or the required driver health screening.
37. Service areas may incur indirect costs associated with operational cover and expenses for drivers attending appointments.
38. Any travel to meet with the Occupational Health Service must be claimed in line with the business travel policy and where possible, pool vehicles should be used. No expenses will be paid for travel to alternative providers.

Will information be kept confidentially?

39. Any disclosure of prescribed medication and other personal health information is retained confidentially within the Occupational Health Service. Employees are only expected to disclose relevant personal and medical information that may affect their own safety at work or the safety of those affected by their actions. Personal details and

health information will never be disclosed to HR or management without the written consent of the employee.

Further help and information

40. Contact the Occupational Health Service using occhealth@wiltshire.gov.uk

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Gender pay gap reporting

Purpose

1. To present the gender pay gap data and report required to be published on behalf of Wiltshire Council for the reference date of 31st March 2023.

Background

2. Gender pay gap reporting came into effect from April 2017 and requires organisations with 250 or more employees to publish and report specific figures about their gender pay gap – the difference between the average earnings of men and women, expressed relative to men’s earnings.
3. These obligations have been introduced alongside the public sector equality duty’s (PSED) existing publishing requirements for public bodies.
4. Public Sector organisations must publish a set of figures via the government’s online reporting service each year. For Wiltshire Council, the figures must be based on the reference date of the 31st of March to be published by the 30th of March the following year.
5. The set of figures required include:
 - mean gender pay gap in hourly pay
 - median gender pay gap in hourly pay
 - mean bonus gender pay gap
 - median bonus gender pay gap
 - proportion of males and females receiving a bonus payment
 - proportion of males and females in each pay quartile.
6. These figures must be published on the council’s external website to ensure accessibility to employees and the public. They must remain on the website for a period of 3 years from the publication date.
7. A narrative in the form of a report is published on the website to support the data and as with previous years, this will also include an infographic format to ensure that the data is engaging.
8. All employees meeting the requirements of the legislation are included in the data. Agency workers and those contracted via a service company are not included.

9. For schools, the governing body is responsible for publishing gender pay gap data if they have more than 250 employees.

Key findings

10. The key data and proposed actions are set out in the gender pay gap infographic report (appendix 1).
11. The action plan included in last year's report contained actions to continue to implement the Inclusive workforce strategy and to continue the reverse mentoring pilot programme. Work to implement the inclusive workforce strategy has continued and feedback on the reverse mentoring programme has been positive and includes pairings of senior male leaders with more junior female staff.
12. HR&OD will be using insight from this report and others to support services to address any service specific issues as part of their workforce action planning. The council will continue to raise awareness and support for female-specific issues through the staff networks and wider communication and training channels.
13. The gender pay gap report notes that both the mean and median pay gaps have decreased this year. The median has decreased by a greater amount, mainly as a result of the increment freeze which has caused a larger number of staff to be at the bottom of the grade, temporarily lowering the median male pay. As there are fewer men than women, the effect on the male median is greater. In future, with the removal of the increment freeze, it is probable that the male median pay will rise again.
14. Positively, the council's gender pay gap is lower than the national public sector gender pay gap. However, the council is not complacent and will continue to monitor the figures and take the actions indicated on the infographic report.

Environmental Impact of the proposal

15. None.

Equalities impact of the proposal

16. None.

Risk Assessment

17. None.

Financial Implications of the proposal

18. None.

Recommendations

19. It is recommended that Staffing Policy Committee note the contents of the gender pay gap infographic report and action plan, and the obligations placed on the council with regards to the publication of gender pay gap data.

Tamsin Kielb
Director HR&OD

Report author: Laura Fisher, HR&OD Strategy Manager

Appendix 1 Gender Pay Gap Infographic Report

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Gender pay gap report

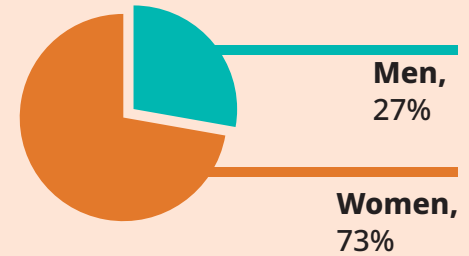


Wiltshire Council (based on data from 31 March 2023)



Under the Equality Act 2010 (specific duties and public authorities) regulations 2017, gender pay gap reporting requires organisations with 250 or more employees to publish a Gender Pay Gap report.

Headcount: 4777
3483 women, 1294 men



The headcount figures are based on the [GPG reporting requirements](#)



Mean Gap*

Men's mean hourly rate is 6.3% higher than women's. This has decreased from 7.3% in 2022.

Median Gap**

Men's median hourly rate is 2.4% higher than women's. This has decreased from 8.6% in 2022.



Average hourly rate

Men: Mean hourly rate of **£17.43**
Median hourly rate of **£15.63**

Women: Mean hourly rate of **£16.33**
Median hourly rate of **£15.25**



£ = £

The gender pay gap is different to equal pay. The gender pay gap measures the difference between average hourly earnings of women and men as a proportion of men's average hourly earnings. It is not the difference in pay between men and women for doing the same job. The council has a clear policy of paying employees equally for the same or equivalent work and has appropriate job evaluation, processes, pay audits and grading structures in place to support this.

Gender pay gap changes

The mean hourly rates for both male and female staff have decreased this year. The Gender Pay mean from 7.32% to 6.3%, the median by a greater amount, from 8.58% to 2.44%. This is mainly due to the increment freeze, which has caused a larger number of staff to be at the bottom of the grade, temporarily lowering the median male pay (with fewer men than women the effect on men is greater).

Gender bonus payment gap

The mean and median bonus pay gap has changed this year to minus 100%. This is mainly due to Adult Social Care Grants with additional funding provided to the Council to support the recruitment and retention of staff working within the hospital discharge pathway. This group of staff has a higher proportion of women (90% female staff).

Our gender pay gap continues to be less than the gender pay gap figures for the national public sector.

Wiltshire Council
gender pay gap
Mean: **6.3%**
Median: **2.4%**

National Public Sector
gender pay gap
Mean: **13.6%**
Median: **14.3%**

* Mean – the average of a set of numbers. This is achieved by adding up the values and then dividing by the number of values.

** Median – the middle number in a ranked list of numbers. The median is used to determine an approximate average.

Pay Quartiles

Upper



The following indicates the percentage of males to females in each of our pay quartiles.

Upper middle



The lower and upper middle quartiles have seen a decrease in female staff, with the lower middle and upper quartiles seeing an increase.

Lower middle



This means there is little movement of female/male % in the lower half/upper half, which affects the median.

Lower



The female staff % in the highest quartile has risen slowly over the last 4 years with a 1.08% increase this year.

Our workforce demographics:



Actions to support gender pay equality

Continue to implement our Inclusive Workforce Strategy 2021-2025.

Continue promoting the reverse mentoring programme which alongside other pairings includes pairings of senior male leaders with more junior female staff. The programme has now been extended to include middle managers, heads of service and staff in key influential positions such as HR Business Partners.

Promote our inclusion and diversity calendar through our weekly communications channels and our intranet pages. This includes events recognising and supporting women.

Create opportunities for women and other under-represented groups to take-up coaching/mentoring and the Wiltshire Leader Programme.

Review our recruitment and internal promotions process to address barriers women face when progressing at the council.

Continue supporting our Women's Staff Network, which already has over 130 members including senior leaders and continues to grow. The network organises regular internal and external speakers on issues affecting women in the workplace. Recently running a session on male allyship for our male directors.

Our EDI Learning Hub provides a range of resources for staff, including a specific section for women in the workplace.

Inclusion and Diversity Workforce Monitoring Report

Purpose of Report

1. To present the updated annual inclusion and diversity employment monitoring report. The council is required to produce this information annually as part of the Public Sector Equality Duty (PSED) in line with the Equality Act 2010.

Background

2. In March 2023 Wiltshire Council published its [inclusion and diversity employment monitoring report](#) for the year 2021/2022 on the Wiltshire Council website.
3. The council is required to publish the updated inclusion and diversity employment monitoring report for 2022/2023 by 31st March 2024. The headcount figures in this report have been based on workforce data as of 1st October 2023 or, where monitoring information is reviewed over a year, the reference period used is 12 months up to 1st October 2023 (for recruitment, leavers etc). There is no set reference date for the collection of workforce data as there is for the gender pay gap.
4. The Office for National Statistics (ONS) undertook a new national census in 2021 and workforce data on this report has been compared against the census data for Wiltshire which was available at the time when this report was produced. The ONS data summaries that have been used for comparison in the report - except for gender identity, marital status, and sexual orientation - include the whole of the Wiltshire population, and not just the working age population. Further analysis will be undertaken in the future once age-specific datasets are released by the ONS.
5. The report contains non-school council workforce data, and then a breakdown of this information by each of the protected characteristics where information is available.
6. The headcount figures in this report are collected from the equality monitoring exercises which have been carried out annually over the last few years (detailed below in para. 12). Where figures are low for groups, the data has not been included where this might lead to individual staff being able to be identified and where possible, has been aggregated to protect individual confidentiality.
7. Information on gender pay gap in line with the requirements of the PSED is contained in a separate gender pay gap report which is also being presented to this committee.
8. Following on from last year's report, the council has produced figures for the ethnicity and disability pay gap and these are included in this report.
9. As part of our PSED, the council is required to publish equality objectives. The current Equality Objectives 2023-2026 are:
 - Deliver on the vision of the Inclusive Workforce Strategy

- Achieve an excellent standard of understanding and working with our communities, measured against the Equality Framework for local government.

Full details of the council's equality objectives and how these link to the Wiltshire Council business plan are set out on the [Wiltshire Council website](#).

10. As part of our PSED the council is required to publish data on service users. This information will continue to be collected and published by the executive office support team. These are available on the [Wiltshire Council website](#).

Data Monitoring

11. The council collects equalities monitoring and reports on all the protected characteristics in addition to caring responsibilities.
12. The monitoring information set out in this report has been collected from the council's management information system (SAP), our recruitment system (Talentlink), and the completion of an equality monitoring questionnaire which is sent out to staff annually. The council also collects additional information through the employee experience survey.
13. The equalities monitoring questionnaire was supported with clear information about why we were collecting the information and how it would be used. Staff are 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 sharing their information.
14. We will continue to undertake equalities monitoring exercises periodically, and our work on building an inclusive culture where staff and applicants feel confident to share their equalities data, thereby improving our data and insight in these areas.
15. The report shows a slight decrease in the number of under 25s working for the council, who make up 7.0% of the workforce compared to 7.2% in 2022. The percentage of under 25s appointed has decreased compared to last year from 18.4% to 6.5% this year. We will continue to look at improving this representation through targeted social media campaigns, careers fairs, and increased level of apprenticeship provision and work experience of under 25s.
16. We are a [Cornerstone employer](#), enabling us to work with schools and colleges to improve careers education, making sure key skills for working with us are understood by teachers and education leaders, inspiring students, and giving us a direct route to employ young people living locally. We will support services where representation of young people, ethnic minorities and females is low to engage with schools and deliver talks and assemblies on their careers.
17. Overall, the council's staff turnover has decreased this year from 15.1% to 12.2% and this is reflective of the stabilisation of the job market compared to recent years increasing demand for talent. The highest turnover rate of 22.0% is in the over 65 age group with the majority leaving for retirement followed by the under 25 age group with a turnover rate of 21.4%. The under 25 turnover percentage is significantly higher than the council average turnover and has remained high in the last few years (24.75% in 2021, 24.6% in 2022, 25.5% in 2023 and 21.4% this year). Work is underway to see how this can be reduced.
18. The percentage of males working part-time has increased with 28.7% of men now working part time, compared with 25.2% previously.

19. The percentage of females in the top salary band (N/O/Hay) has very slightly decreased compared to last year (from 6.4% in 2022 to 6.3% in 2023). Further information about remuneration for females in the top salary band is set out in the gender pay gap report which is presented as a separate report for this committee.
20. We continue with the successful reverse mentoring programme which includes pairing senior male leaders with more junior female staff to support our male leaders to understand the experiences and challenges of female staff. The programme has been extended to include middle managers, heads of service and staff in key influential positions such as HR Business Partners.
21. Overall, 95.8% of staff have disclosed their ethnicity which is a very slight improvement on the figures from last year where 95.7% of staff disclosed their ethnicity. The percentage of staff with a BME background has increased from 3.7% in 2022 to 4.5% in 2023, with the proportion of people appointed from a BME background increasing to 19.5% compared to 13.3% last year. The significant increase in applicants from a BME background is partly a result of recruitment campaigns which included overseas applicants, however any further action required will be considered in more detail.
22. Inclusion is at the heart of our vision 'to build stronger communities' and is one of the elements of 'Our Identity'. The Equality, Diversity, and Inclusion (EDI) steering group is made up of an EDI representative from each directorate at Head of Service level and provides strategic oversight for programmes of work relating to EDI.

Environmental Impact of the Proposal

23. None.

Equalities Impact of the Proposal

24. As set out in the report.

Risk Assessment

25. This is a statutory requirement to comply with the PSED.

Options Considered

26. None.

Recommendation

27. That Staffing Policy Committee note the contents of this report and that this information will be fed into the action plan linked to the new Inclusion strategy

Tamsin Kielb
Director HR&OD

Report Authors: Laura Fisher, HR&OD Strategy Manager and Sophie Christian, OD Consultant – Inclusion & Diversity

Appendix 1 Inclusion and diversity workforce monitoring report

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Inclusion and Diversity Employment Monitoring Report 2024

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Introduction

This report forms part of Wiltshire Council's requirement to publish workforce data to demonstrate our compliance with the Public Sector Equality Duty (PSED) and the Equality Act (2010). The PSED places a specific duty on the council to publish information about its employees 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

This report is based on all non-school workforce figures for 1 October 2023 or, where monitoring information is reviewed over a year, the reference period used is 12 months up to 1 October 2023 (for recruitment, leavers etc). The report does not include casual staff.

Equality Objectives

As part of the public-sector equality duty the council is required to identify equality objectives. The current Equality Objectives 2023-2026 are:

1. Deliver on the vision of the Inclusive Workforce Strategy
2. Achieve an excellent standard of understanding and working with our communities, measured against the Equality Framework for local government.

Further details of the council's equality objectives can be found on the [council website](#).

Inclusive workforce strategy 2021 - 2025

Our vision for the council is to be **“an inclusive organisation that reflects the diverse backgrounds of the communities we serve, where everyone is valued as an individual and where fairness and respect run through everything we do.”** Terence Herbert, Chief Executive. The council's [Inclusive workforce strategy](#) and action plan were informed by reviewing data and insight on our workforce and from staff surveys, as well as reviewing our policies and practices against the Local Government Equality Framework.

Equality, Diversity, and Inclusion (EDI) steering group

To support the delivery of the Inclusive workforce strategy, we relaunched our EDI steering group, chaired by the Council's Inclusion Champion (member of our Extended Leadership Team and a Director), to provide strategic oversight for programmes of work relating to EDI. The steering group is made up of an EDI representative from each directorate at Head of Service level and the staff network leads.

The purpose of the council's Equality, Diversity, and Inclusion (EDI) Steering Group is to provide strategic oversight and assurance for Wiltshire Council's programmes of work relating to Equality, Diversity, and Inclusion. It is an opportunity to share authentic employee voice, implement the inclusion strategy, improve outcomes, raise awareness, and identify areas for development.

In 2023, all services were asked to create two inclusion targets to achieve in 2024 for their service areas that supports the Inclusion strategy. These will be closely monitored and reviewed with support from the EDI Steering group and the HR&OD Inclusion working group.

Our commitment to driving change

The council is committed to continuing good practice in relation to creating an inclusive environment for all employees. We support and enable this commitment via the following:

1. Supporting the work of the Staff networks

The council has five 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 staff networks are:

- Armed Forces network
- Black and minority ethnic (BME) network
- Carers and disability network
- LGBT+ (lesbian, gay, bisexual and trans) network
- Women's staff network

2. Engaging with trade unions

We recognise and regularly engage with the trade unions 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 role as members of job evaluation panels.

3. Carrying out Equality Impact Assessments

Equality impact assessments are carried out 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. Regular equality analysis panels are set up to consider the impact of new and amended policies and procedures. Representatives from HR&OD, Executive Office, trade unions and members of our staff networks attend the panels to ensure a breadth of perspective. Further information on Equality Analysis can be found on our [website](#).

4. Benchmarking and sharing good practice

The council belongs to the South-West Equalities Network (SWEN) and regularly attends meetings with colleagues from other local authorities to share information, benchmarking, and best practice. We are also members of the Bath, Swindon & Wiltshire (BSW) NHS Partnership Integrated Care System EDI Leads Network.

We have delivered and continue to deliver several equalities events, working with multiple partners across the South-West and beyond, including eighteen private and public sector organisations.

Wiltshire Council is a lifetime partner of the inclusive job board [Includability](#) and has successfully gone through their 5-star verification process to become an Includability committed employer, demonstrating our commitment and achievements in the areas of Sustainability, Accessibility, Mental Health, Wellbeing and Diversity and Inclusion. Wiltshire Council is also a Level 2, Disability Confident Employer.

Wiltshire Council has received the Employer Recognition Scheme Gold Award for their outstanding support towards the Armed Forces community.

6. Training, education and awareness raising

We have developed an Inclusion and Diversity training offer which is available to employees and external partners– including staff from across the NHS and other organisations. In 2023 we introduced a new

Cultural competence in the community training course which is available to all employees and managers and focuses on how we can work with our service users/customers in a more culturally competent way and see perspectives from another cultural lens.

We launched Inclusion cafés in 2023 as an opportunity for employees to share their experiences of inclusion at work and create a more diverse network.

We added 30 new EDI eLearning courses to Oracle in 2023 and our [EDI Learning Hub](#) is updated regularly.

After the successful [reverse mentoring](#) pilot, we have now expanded and rolled out the programme to the rest of the organisation. In addition to senior leaders, heads of service, middle managers, and staff in key influential positions such as HR, can now also take part and be mentored by a junior employee or member of the staff networks. Reverse mentoring provides safe spaces to gain honest and relevant feedback and gives senior leaders an opportunity to learn from the lived experience of employees.

We have successfully implemented a Mediated Resolution approach, a voluntary and confidential method of resolving workplace conflict. Trained, impartial mediators have worked with over thirty colleagues in the last year to support effective dialogue to resolve conflict with a view to reaching an agreement about how to work together effectively. All respondents to the participants' evaluation survey have reported that the process resolved the conflict/issue either fully or in part, and all respondents to the referrers' evaluation survey have reported that they would use Mediated Resolution again and would recommend Mediated Resolution to colleagues.

We have launched a Mental Health Advocates (MHA) initiative to support the council to promote positive mental health and normalise talking about mental health in the workplace. The MHAs are a team of trained employee volunteers who can support employees via 1-2-1 conversations and signposting to resources.

A [diversity calendar](#) is published annually with regular communications to promote awareness and understanding of key dates and events through our internal weekly communications and social media.

We continue to deliver campaigns and events for LGBT+ History Month, Women's History Month, Pride Month, Race Equality Week, Black History Month and National Inclusion Week etc.

We also organise (and support our networks in organising) regular events including one-off talks, webinars, and conferences to promote awareness and understanding of equality, diversity and inclusion issues.

Methodology

1. How we collect equality information

The monitoring information set out in this report has been collected from the council's management information system (SAP), our recruitment system (Talentlink), and the completion of an equality monitoring questionnaire which is sent out to staff annually. The council also collects additional information through the employee experience survey.

The equalities monitoring questionnaire was supported with clear information about why we were collecting the information and how it would be used. Staff are 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 sharing their information.

The council has implemented the first phase of its new Oracle enterprise resource planning (ERP) system in November 2023 with elements of Finance, Procurement and HR functions into live operation. The second phase which includes Payroll and full Budget Management is set to go live in April 2024.. The new ERP will help us use and analyse diversity and inclusion data more effectively and we will be reviewing our data collecting methods as part of our work to improve our workforce data analytics capability.

This data will be used, alongside the Wiltshire Census data, to identify and reduce barriers to inclusion, identify key areas of development and inform decision making.

2. What data we collect

We collect data on all the protected characteristics in addition to caring responsibilities at different stages of the employee lifecycle. This enables the council to analyse and assess the impact of policies, procedures, practices and decisions on specific groups and to identify where action is required to remedy any disadvantage and ensure equality of opportunity for all.

3. Data gaps

The unstated figures across most areas have decreased this year although they remain high for some protected characteristics. We will continue to seek to address this gap in data and reduce the unstated figures by building confidence amongst staff in sharing information.

4. Census 2021

The Office for National Statistics (ONS) undertook a new national census in 2021 and workforce data on this report has been compared against the census data for the whole of the Wiltshire population as opposed to the age-specific data sets (i.e., working age population) which are not yet available. Further analysis will be undertaken in the future once age-specific data sets are released by the ONS.

We aspire for our workforce demographics to mirror that of the Wiltshire population as identified in the Census 2021, to ensure that we remain an inclusive organisation reflecting the diverse backgrounds of the communities we serve.

What information is included in this report

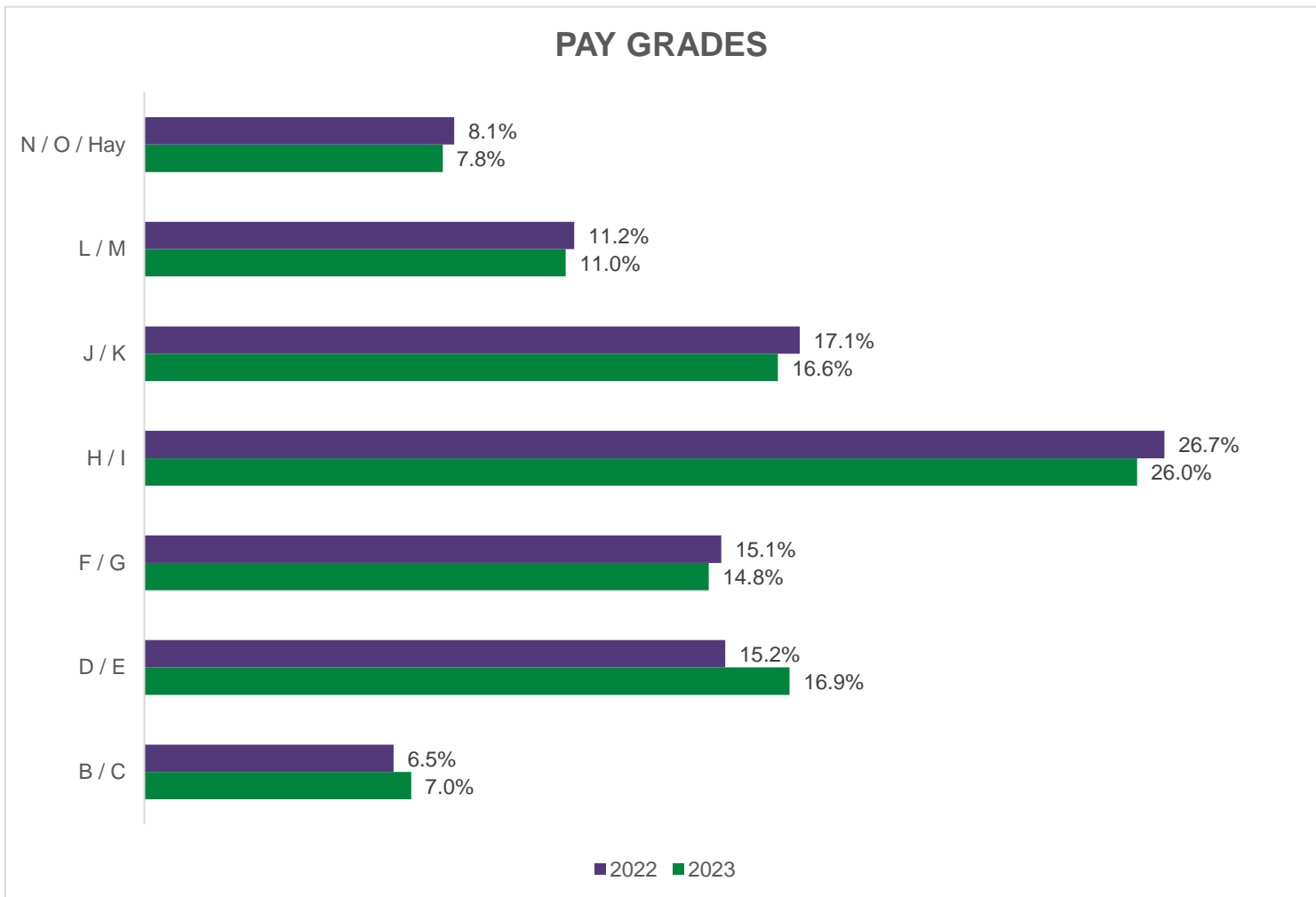
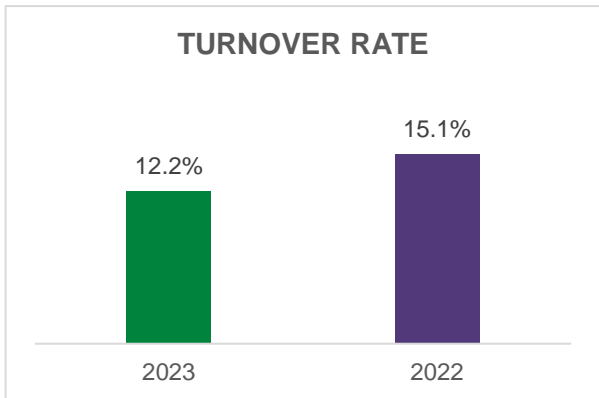
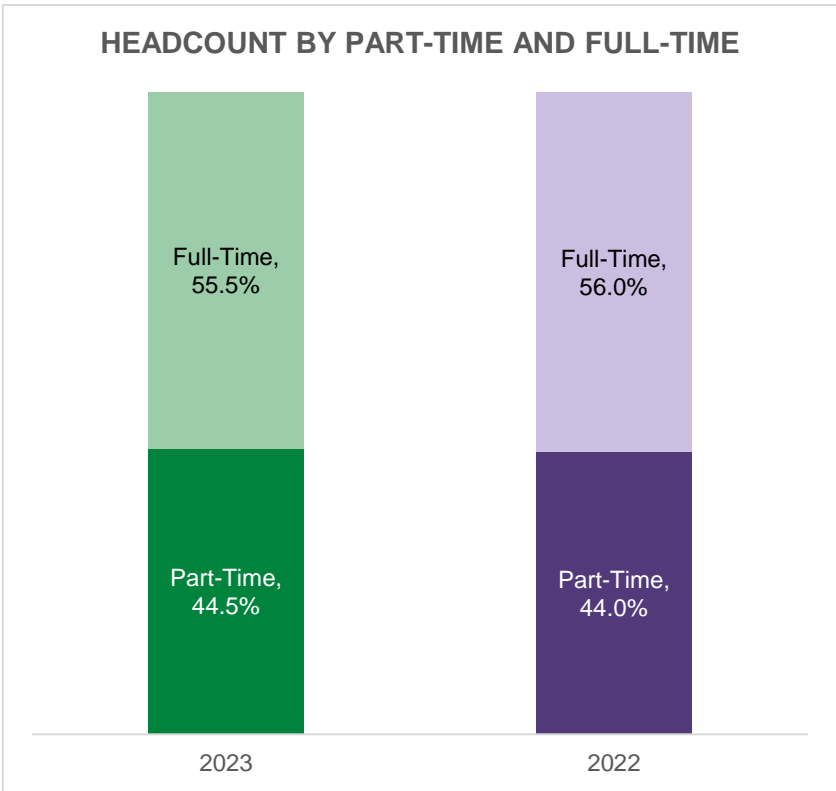
This report sets out data based on the key areas of the employee lifecycle which the council currently monitors. These are:

- **Recruitment:** We monitor the protected characteristics of all applicants who apply for roles through our e-recruitment system and this report looks at the overall applications received, the number of shortlisted applicants and successful/appointed applicants.
- **Internal appointments and promotions:** We monitor applications for internal appointments and promotions. The information presented in this report relates to jobs advertised internally and includes all positions regardless of whether that job represents a promotion or a sideways move within the council.
- **Turnover and leaver information:** Turnover refers to the proportion of employees that leave within a specified period, expressed as a percentage of total workforce numbers. The report provides a breakdown of turnover rates by protected characteristics and compares this to the whole council turnover average. The report also includes information about the main reason for leaving employment for different protected characteristics (where known).

- **Disciplinary and grievance:** The report includes the proportion of staff that have raised a grievance or are the subject of a disciplinary procedure. The figures reflect the number of cases that resulted in a formal outcome and excludes cases which were not completed or resulted in informal or no action. Figures tend to vary from year to year and represent small numbers.
- **Remuneration:** The data contained in the report includes a breakdown of our pay grades against some of the protected characteristics to show the distribution of staff across the different pay grades. For ease of presentation, we have not included unstated figures in the charts. The council has also produced figures for the ethnicity pay gap and the disability pay gap in the ethnicity and disability sections. Our gender pay gap figures are covered in another report which can be [found here](#).
- **Training:** The report includes attendance figures for the Wiltshire Leader programme which is a programme aimed at developing future leaders.

ORGANISATIONAL OVERVIEW

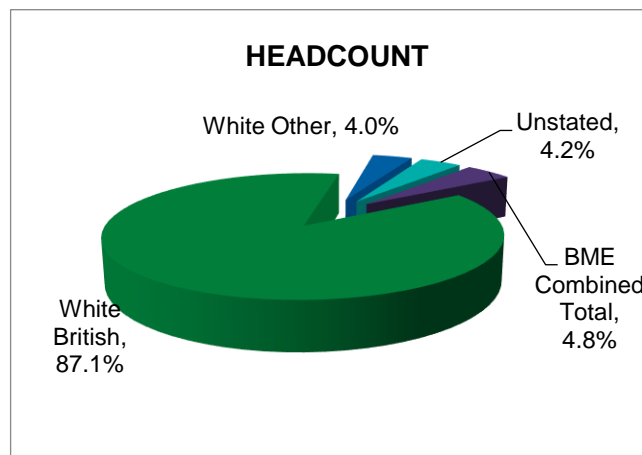
The total headcount of staff in post as of 1 October 2023 has increased by 8.3% from last year. The figures exclude our schools' workforce. The headcount figures used in this report are different to the gender pay gap report figures which are based on data taken at a different point in time.



ETHNICITY

4.8% of the workforce indicated that they have a BME background compared to 4.5% last year and 3.7% in 2021. The White Other figure has increased from 3.8% in 2021 and 2022 to 4.0%. The figures from the Wiltshire census 2021 indicate that 5.7% of the population in Wiltshire have a BME background and 3.8% a White Other background.

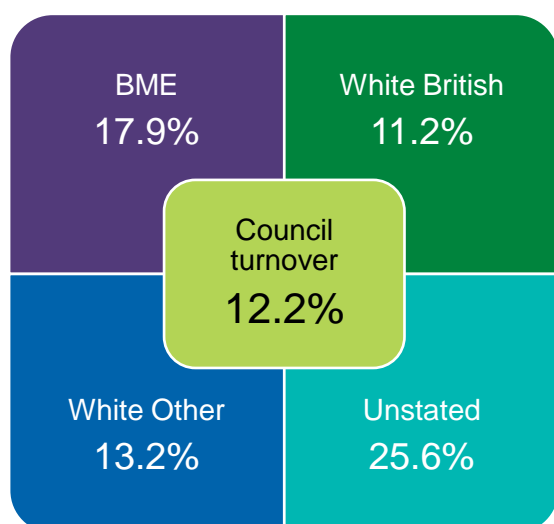
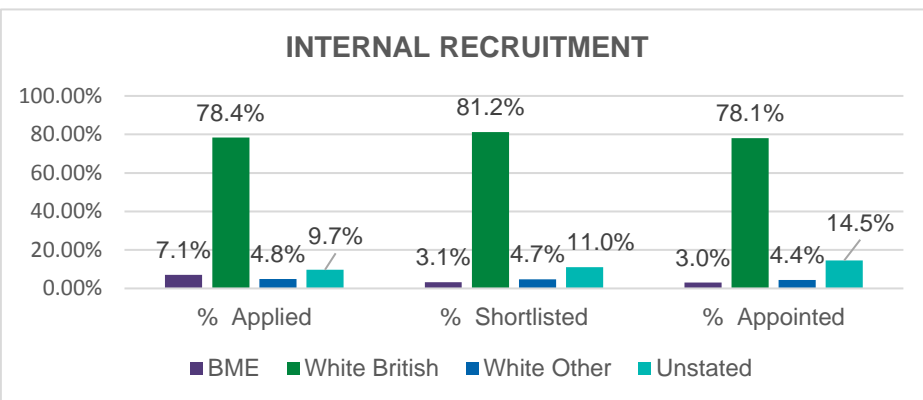
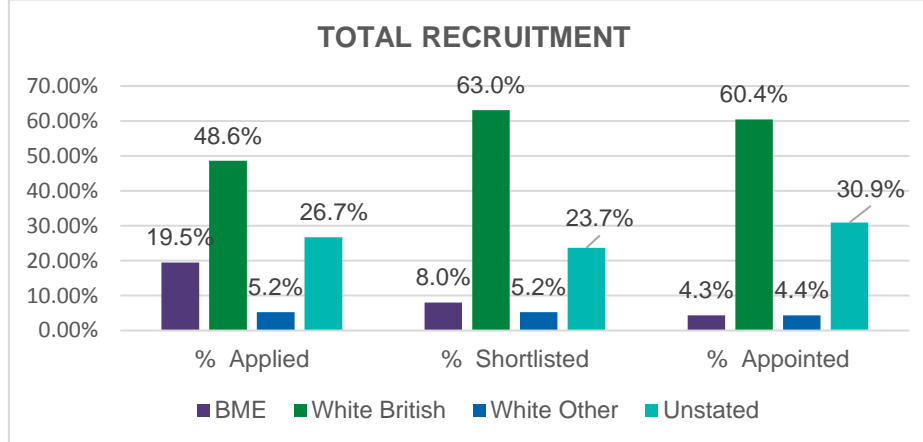
95.8% of staff have disclosed their ethnicity. Last year the figure was 95.7%.



Recruitment

The proportion of BME appointees was 4.3% compared to 6.4% last year. However, the % appointed that did not state their ethnicity rose from 19.9% to 30.9%. Despite the decrease in the BME recruitment figures and an increase in the turnover rate (below), the BME workforce % has increased slightly. This is due to staff declaring their ethnicity after appointment, either during the on-boarding process or when responding to the annual survey exercise.

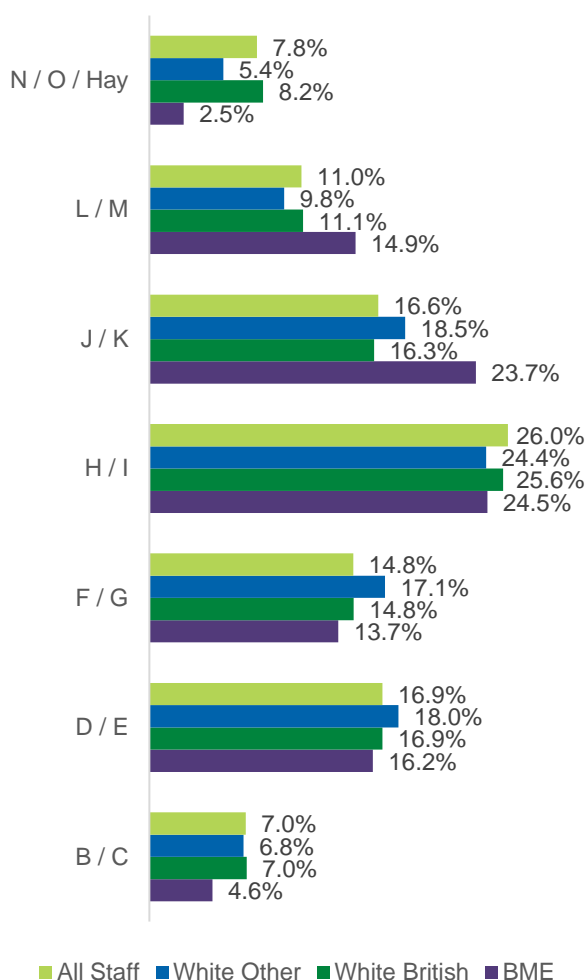
The proportion of applicants from a BME background was 19.5% compared to 13.3% last year. This significant increase is clearly partly a result of recruitment campaigns which included overseas applicants, particularly for social care roles, but this will be looked at in more detail.



Turnover and Leavers

The turnover rate for BME staff (17.9%) and White Other staff (13.2%) are higher than the whole council turnover average (12.2%). The main reason for leaving for all groups, as in previous years, was resignation. The proportion of BME staff leaving for other employment was consistent with the figure for all staff at around 50% of resignations. We are looking to increase uptake of exit interviews, and this will be supported by a new system to improve our understanding of areas to be addressed.

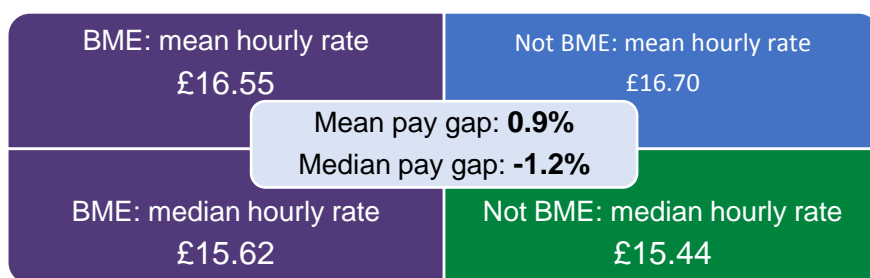
PAY GRADE



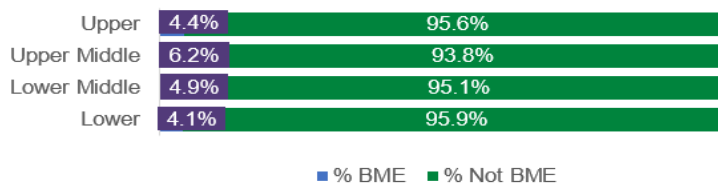
Remuneration, Pay Gap, and Pay Quartiles

The proportion of all BME staff that are in the grades L/M and J/K remain higher than the per cent for the whole workforce. The proportion of all BME staff that are in the upper grades N/O/Hay has decreased from 5.3% in 2021 to 3.8% in 2022 to 2.5% in 2023. This is a small decrease in the actual number (from 9 to 6), and the percent change for Grades N/O/Hay is also due to a 40% increase in the total of BME staff in all grades since 2021, however it will be looked at in more detail.

The mean ethnicity pay gap has increased slightly from 0.5% to 0.9% compared with last year. The median pay gap remains negative (-1.2% compared to -2.2% last year) with the BME median hourly rate higher than the non BME median hourly rate.



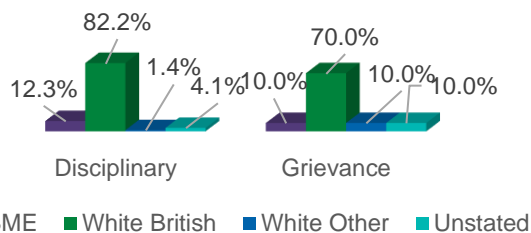
PAY QUARTILES



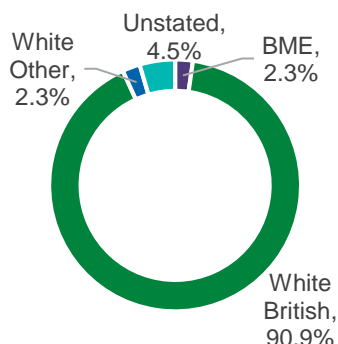
Disciplinary and Grievance Cases

For staff with a BME background, the proportion of all Disciplinary cases was 12.3% and Grievances was 10%. This is higher than the 4.8% workforce figure for BME staff. White Other staff had a higher proportion of grievances (10%) than the 4.0% workforce figure. However, the actual numbers for these are low.

DISCIPLINARY AND GRIEVANCE CASES



LEADERSHIP PROGRAMME



Wiltshire Leadership Programme Attendance

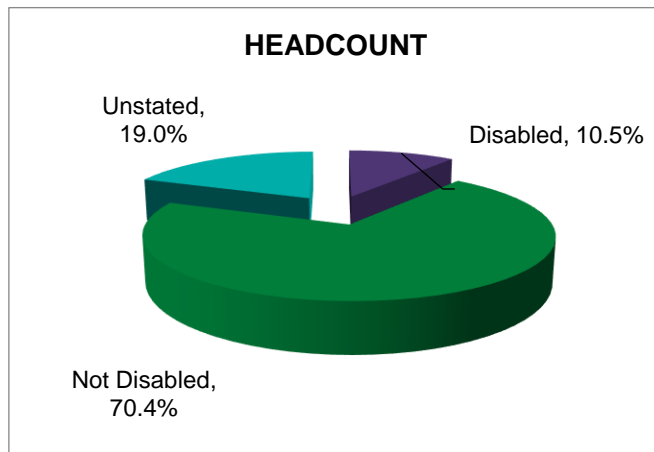
Participation in the Wiltshire leadership programme by BME staff was 2.3% which is lower compared to last year (5.4%). Participation by employees from a White Other background has increased from 1.4% last year to 2.3%. However, the number of staff participating is small and increasing numbers is a priority for us over the next 2-3 years.

DISABILITY

The figures from the census 2021 indicate that 17% of the population in Wiltshire have their day-to-day activities limited a little or a lot because of a health condition or disability. 10.5% of the workforce has declared a disability compared to 10.4% in last year's report and 9.4% the year before.

81% of staff have disclosed whether they consider themselves to have a disability or not.

Mental Health conditions made up the highest proportion of type of disability (19.6%), followed by physical/mobility impairments (15.9%).

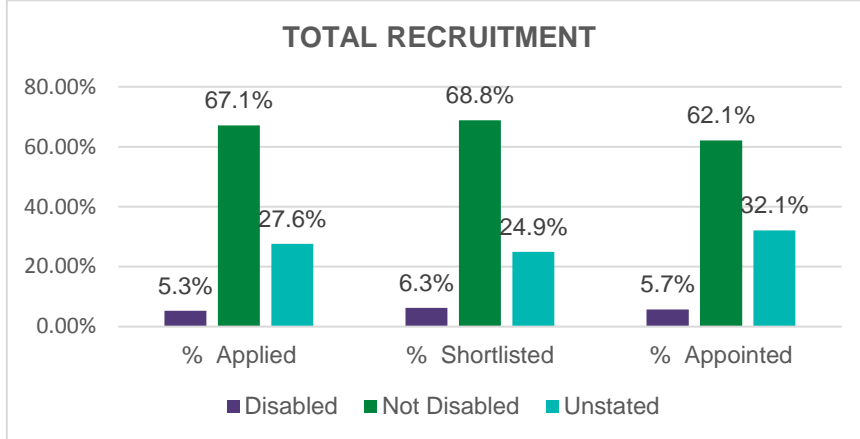


Total recruitment

The proportion of appointees with a disability has increased, even though the proportion of applicants has decreased.

5.7% of people appointed were disabled compared to 4.6% last year and 5.7% the year before.

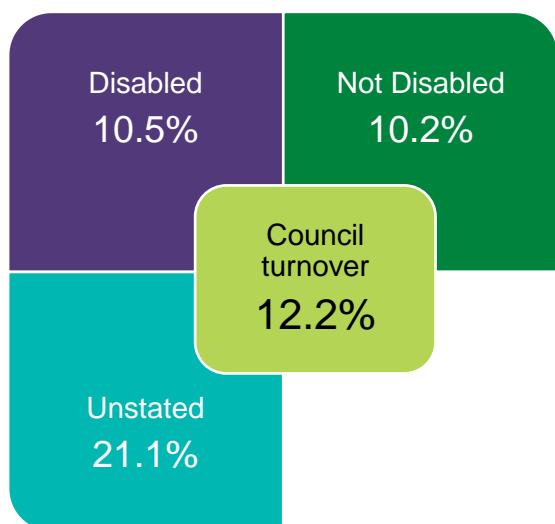
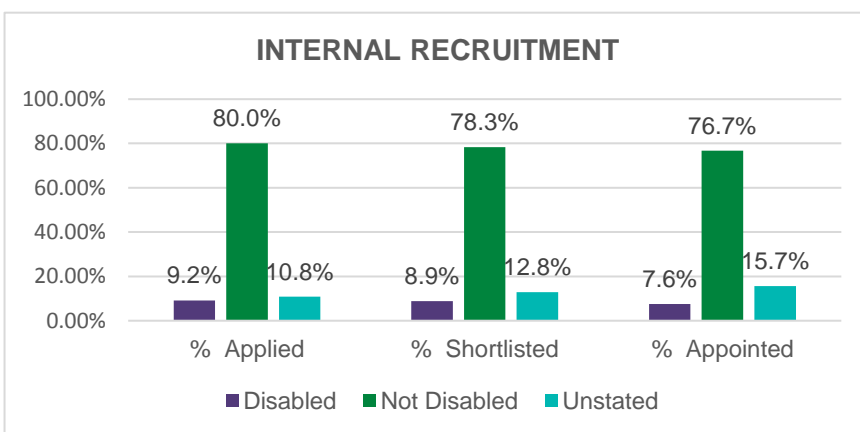
5.3% of applicants were disabled compared to 6.4% last year and 5.5% the year before.



Internal recruitment

7.6% of people appointed were disabled compared to 6.1% last year and 7.0% the year before.

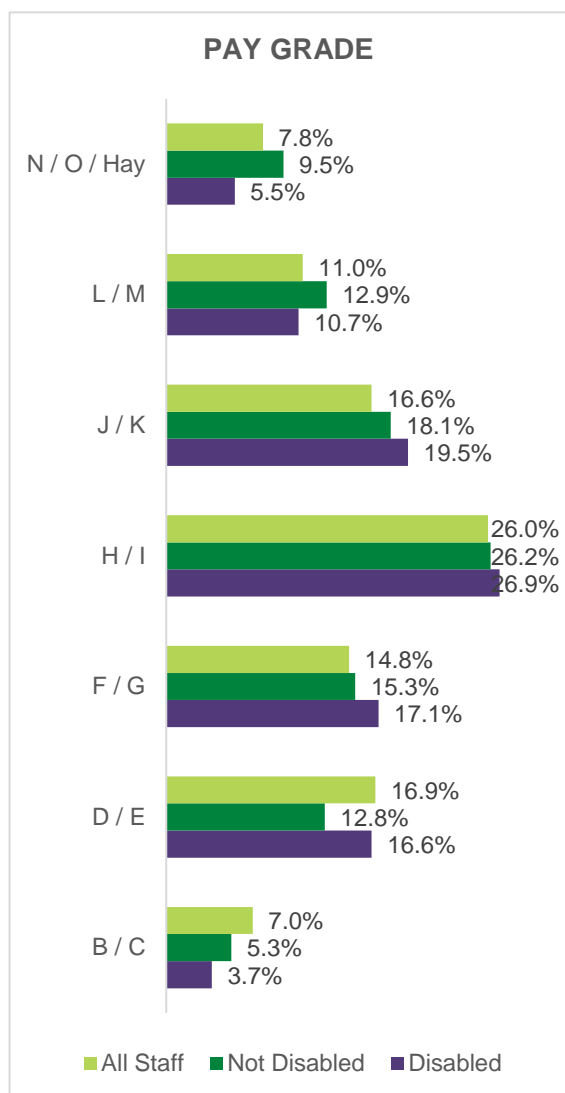
9.2% of applicants were disabled compared to 9.0% last year and 9.9% the year before.



Turnover and Leavers

For all Council staff, turnover was 12.2%. The turnover rate for staff with a disability is 10.5%.

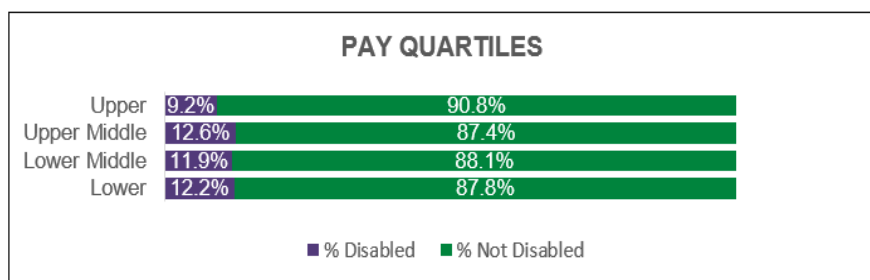
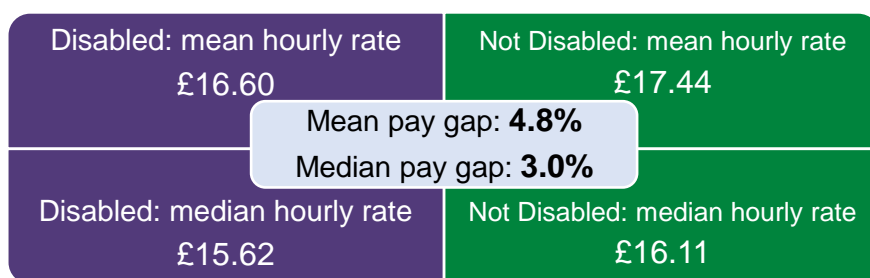
The main reasons for leaving for disabled employees was resignation followed by retirement.



Remuneration, Pay Gap, and Pay Quartiles

Staff with a disability are proportionally under-represented in the highest (N/O/Hay) and lowest (B/C) grades. 3.7% of disabled staff are in Grades B/C compared to 3.2% last year and 2.7% the year before. For grades N/O/Hay, this is 5.5%, compared with 5.4% last year and 6.5% the previous year.

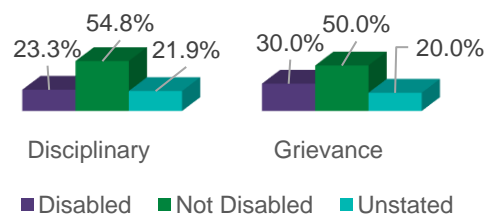
The mean disability pay gap has increased from 3.9% in 2022 to 4.8% in 2023. The median pay gap has decreased from 7.5% in 2022 to 3.0% in 2023. The proportion of disabled staff in the upper quartile has decreased from 10.4% in 2022 to 9.2% in 2023. The upper middle quartile went up from 11.5% to 12.6%.



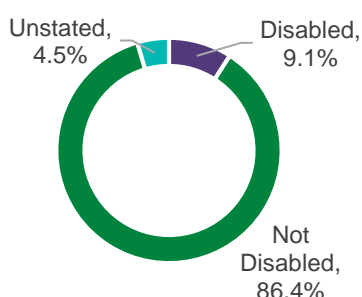
Disciplinary and Grievance Cases

Disabled employees accounted for 30% of grievances and 23.3% of disciplinaries, compared to 10% and 14.3% in 2022. The number of cases is low and therefore a variation in a single year is not unusual, however this will be looked at in more detail.

DISCIPLINARY AND GRIEVANCE CASES



LEADERSHIP PROGRAMME



Wiltshire Leadership Programme Attendance

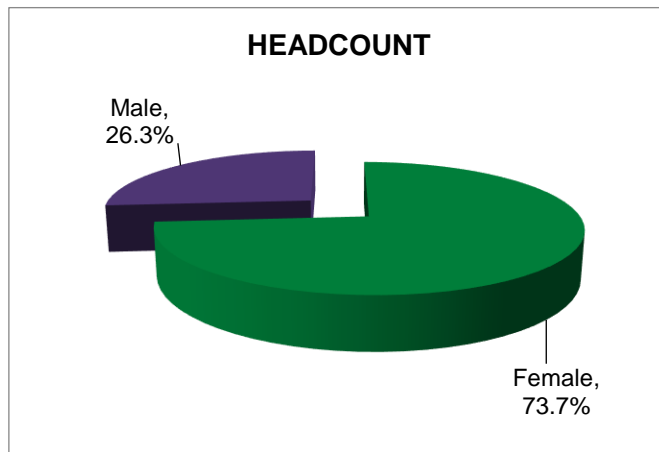
Participation in the Wiltshire leadership training by disabled employees was in line with the proportion of disabled employees in the workforce.

SEX

The percentage of females is 73.7% and males 26.3% and these remain similar to the figures in last year's report which were female 74.2% and male 25.8%.

Staff are invited to self-describe their gender identity if they wish to. However, as the number of staff using this category is small, the figures only reflect sex (female/male) to maintain the confidentiality of staff.

More male staff are working part-time than previously. 50.1% of women and 28.7% of men work part-time. Last year, these figures were 50.6% and 25.2% respectively.



Total recruitment

A larger proportion of applications and appointments in 2022-23 were male.

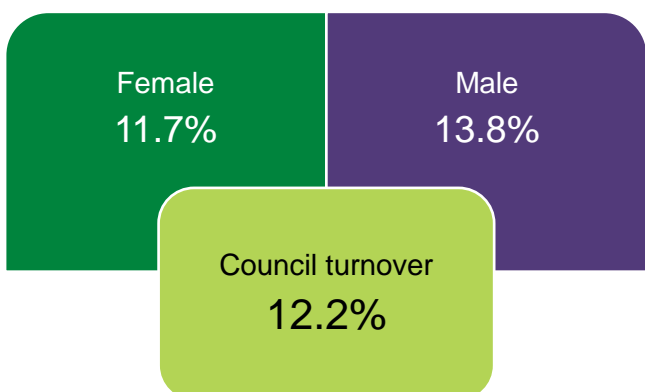
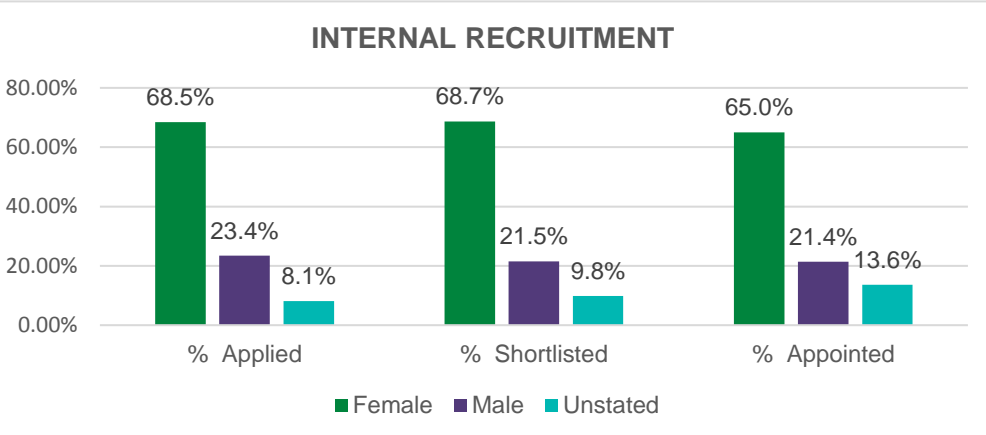
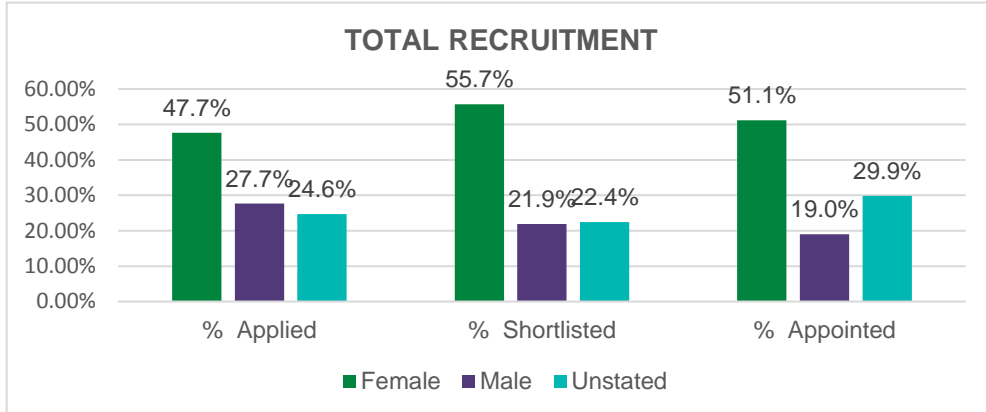
27.7% of applications received were from male applicants, with 47.7% from female applicants and 24.6% did not state. These were 24.6%, 57.8% and 17.6% last year.

19.0% of posts were filled by male applicants, with 51.1% filled by female applicants and 29.9% unstated. These were 16.8%, 59.7% and 23.4% last year.

The proportion of applicants and appointees not providing this data has increased.

Internal recruitment

Internal applications and appointments were in line with the makeup of the workforce.

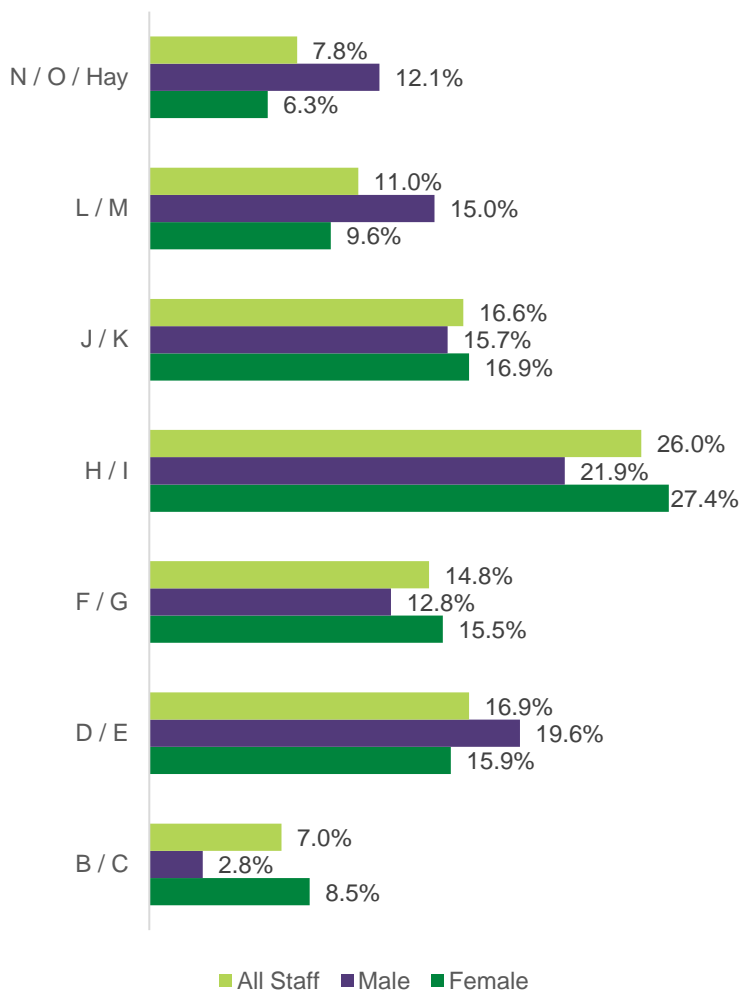


Turnover and Leavers

The turnover rate for male staff (13.8%) is marginally higher in 2022-23 than the whole council turnover rate (12.2%). Last year, the turnover rate was higher at 15%, with the male figure 15.0% and female 15.2%.

Resignations for other employment were higher for men (58%) than for women (48%). Conversely, resignations for 'Family Commitments/ Domestic/ Personal' reasons were higher for women (15% versus 5% for men) Whilst unsatisfactory probation only accounts for a small proportion of all leavers, there was also a significantly higher % of new male staff leaving for this reason (6% versus 1% for women).

PAY GRADE



Remuneration

Female staff continue to be under-represented in the higher parts of the grading structure, presented here as Grades N/O/Hay and L/M. However, the proportion of male staff in Grades N/O/Hay has fallen from 13.7% in 2021 to 12.1% in 2023.

Female staff continue to be over-represented in the lowest pay grades (B/C), with 8.5% of female staff compared to 2.8% of male staff.

In the Grades D/E band, the figure for male staff has increased from 13.2% in 2021 to 19.6% in 2023. This is in part due to Leisure staff being brought in, where there is a higher proportion of male staff than in the Council as a whole.

Gender Pay Gap

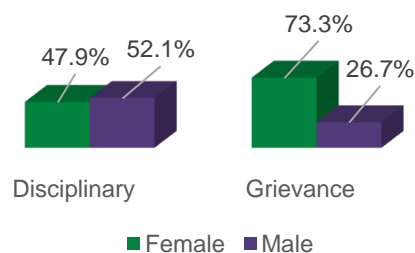
The median and mean Gender Pay Gap percentages have reduced, the mean from 7.3% to 6.3%, the median by a greater amount, from 8.6% to 2.4%. The female staff % in the highest quartile has risen slowly over the last 4 years, with a 1.1% increase this year.

The council is required to report details of its gender pay gap. For further details please refer to our [gender pay gap report](#). The council's gender pay gap remains lower than the national gender pay gap and gender pay gap for the public sector.

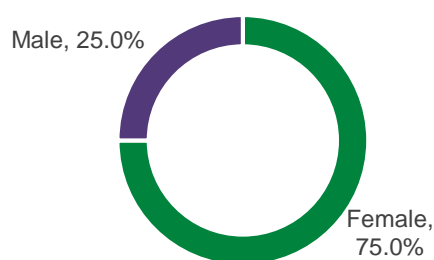
Disciplinary and Grievance Cases

Men represented nearly half of all Disciplinarys, i.e. proportionately higher than the workforce figures. Grievances were in line with the workforce figures. The figures for disciplinarys will be considered further.

DISCIPLINARY AND GRIEVANCE CASES



LEADERSHIP PROGRAMME



Wiltshire Leadership Programme Attendance

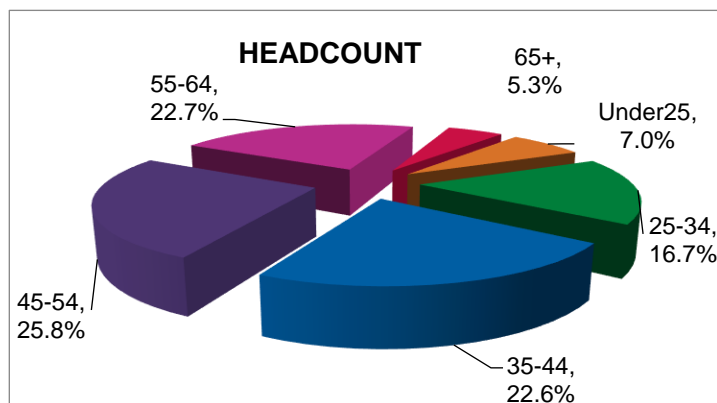
Participation in the Wiltshire leadership programme was 75.0% female and 25.0% for male staff which was in line with the overall workforce figures.

AGE

Under 25s make up 7.0% of the workforce (a decrease from 7.2% in 2021) but lower than the Census 2021 data for this group (10.1%).

Over 65s increased from 4.7% to 5.3% of the workforce.

The other age bands have not changed significantly.



Total recruitment

Applications from under 25s have fallen from 15.1% in 2020-21 to 10.6% in 2022-23. This is complicated by an increase in applicants not stating their age (from 14.0% to 24.6%) but is a decrease regardless.

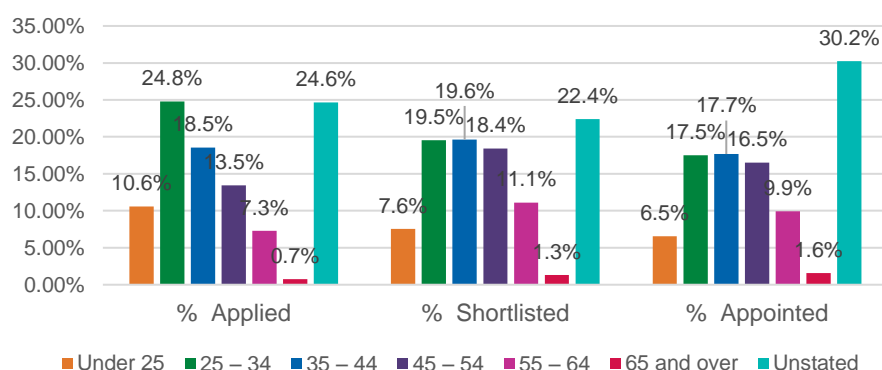
Similarly, Under 25 appointments have fallen from 10.5% in 2020-21 to 6.5% in 2022-23, which although also complicated by the increase in the unstated %, represents a decrease.

There has been an increase this year in applications from Over 65s and appointments for those aged over 55.

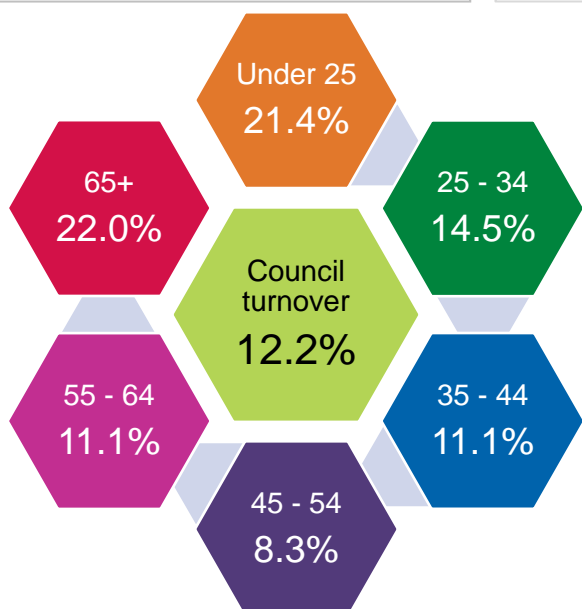
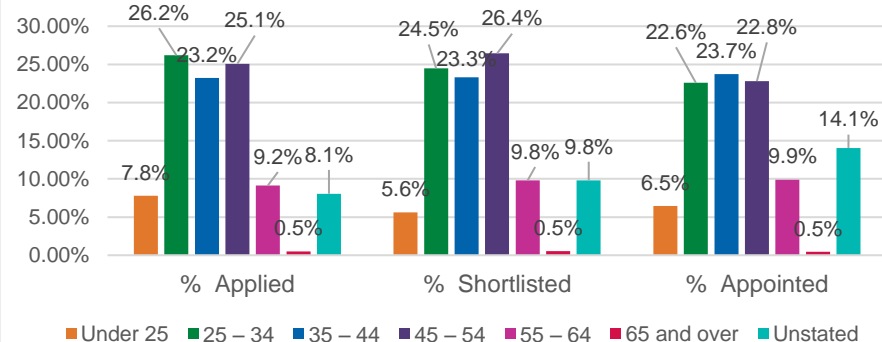
Internal recruitment

Internally, Under 25 appointments have fallen from 9.0% in 2020-21 to 6.5% in 2022-23. Again, this is complicated by an increase in the unstated % (though less so) but is a decrease. The proportion of applications from Under 25s has not fallen.

TOTAL RECRUITMENT



INTERNAL RECRUITMENT

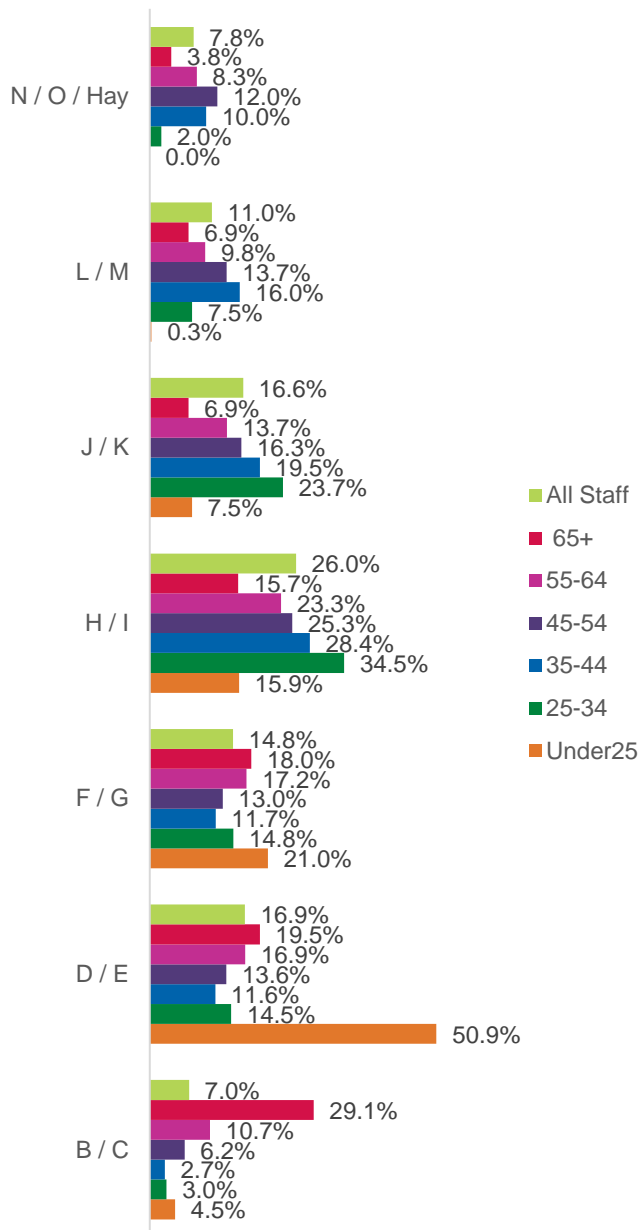


Turnover and Leavers

The whole council turnover rate (12.2%) has decreased from last year (15.1%). All age bands have seen a reduction in turnover but this is slightly less pronounced in the 25-34 group (from 15.5% to 14.5%).

The turnover rate remains highest for staff over 65 (now 22.0%, down from 28.6%) and staff under 25 (now 21.4% down from 25.5%).

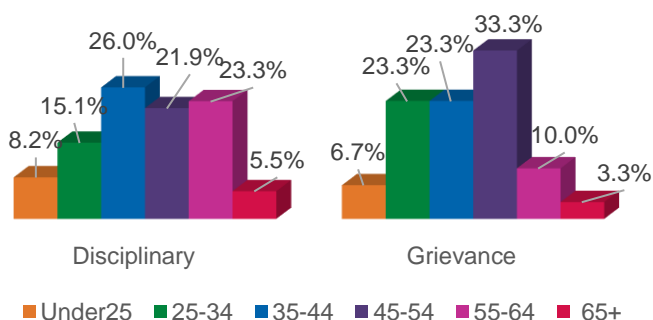
PAY GRADE



Remuneration

The much larger representation of under 25s concentrated in the D/E grades is expected given that this age group is more likely to be in entry level roles or at the early stages in their careers. However, this proportion has risen from 41.4% in 2021 to 50.9% in 2023. The F/G band also now has a greater share of Under 25s (from 15.7% to 21.0%). Conversely, Under 25s have fallen in H/I (21.0% to 15.9%) and J/K grades (13.8% to 7.5%). This suggests a possible reduction in promotion opportunities but needs further examination (see also Recruitment). Staff representation has risen for staff aged 55-65 in the N/O/Hay grades (from 2.9% last year to 3.8%).

DISCIPLINARY AND GRIEVANCE CASES

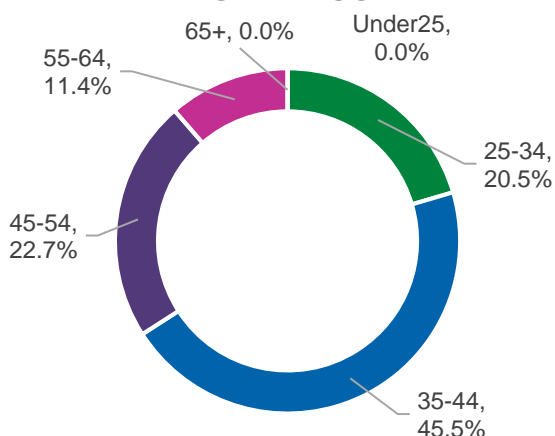


Disciplinary and Grievance Cases

Disciplinary cases were broadly in line with the workforce figures.

Grievance cases tend to vary more as there are fewer of them. These were proportionally higher for the 25-34 and 45-54 age groups when compared with the total workforce figures.

LEADERSHIP PROGRAMME



Wiltshire Leadership Programme Attendance

Participation in the Wiltshire leadership training remains highest in the 35 – 44 age range (45.5%, slightly up on last year).

Participation has increased for those aged 25-34, from 9.5% to 20.5%.

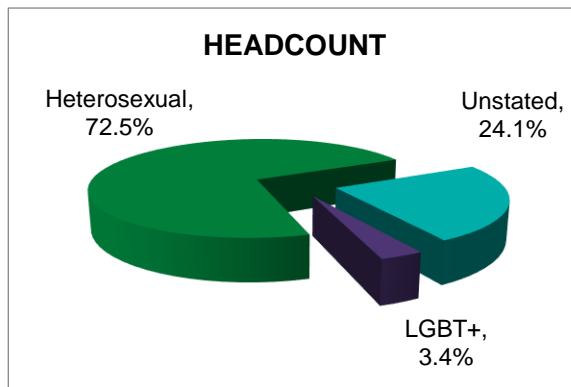
It is lower than the workforce figures for the 55-64s. No staff in the youngest or oldest bands participated.

SEXUAL ORIENTATION

75.9% of employees have stated their sexual orientation, a slight reduction from last year. The LGBT+ figure has risen from 3.0% in 2021 to 3.4% in 2023. This is higher than the census figure even with a significantly higher number unstated.

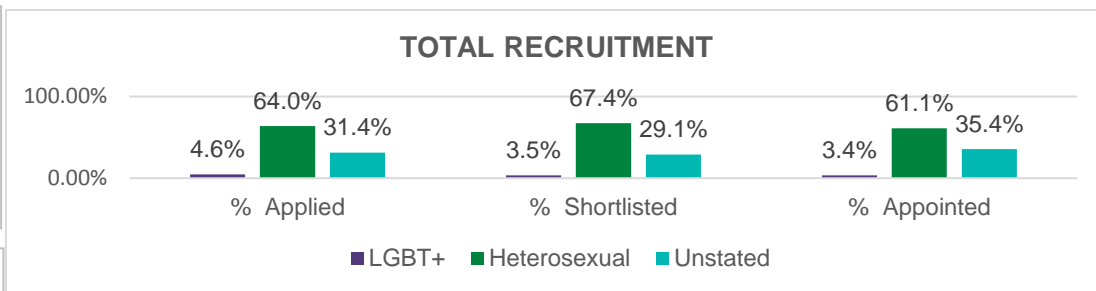
The latest census (2021) data on sexual orientation for Wiltshire is:

- LGBT+ 2.5%
- Heterosexual 91%
- Not answered 6.6%



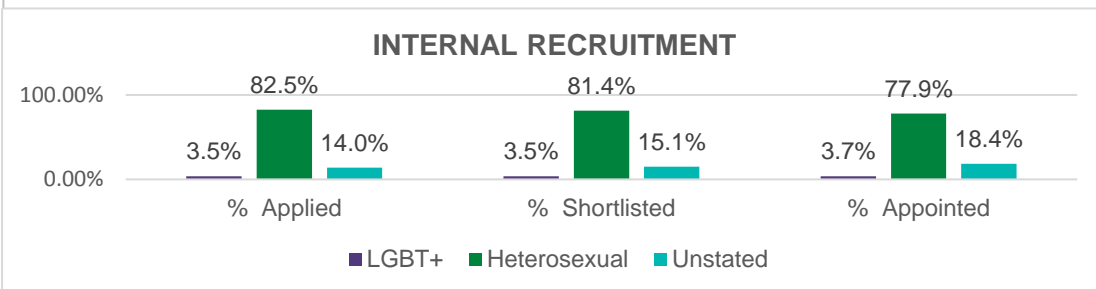
Recruitment

The proportion of LGBT+ appointees has risen from 2.9% 2 years ago to 3.4%.

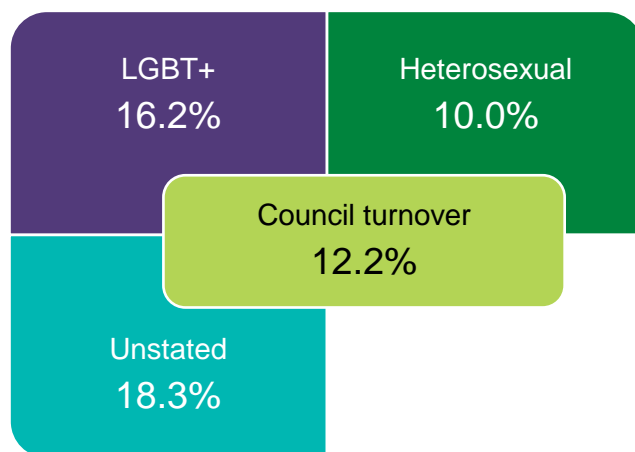
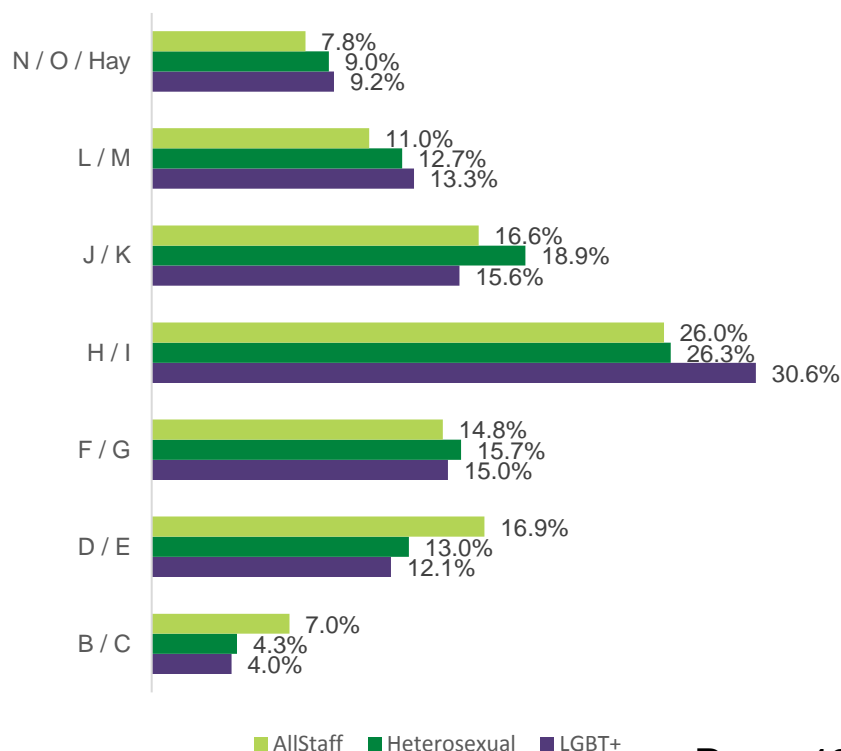


Remuneration

Heterosexual and LGBT+ staff are represented quite evenly across all grades, including the highest and lowest salary grades.



PAY GRADE



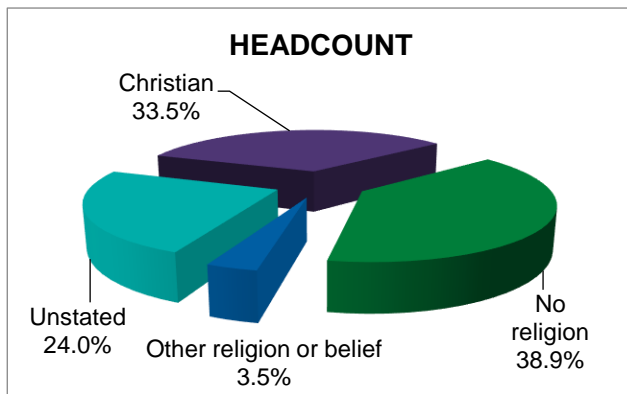
Turnover and Leavers

The turnover rate for LGBT+ staff remains slightly higher than the total workforce turnover rate. It has decreased slightly from 16.7% to 16.2%.

RELIGION AND BELIEF

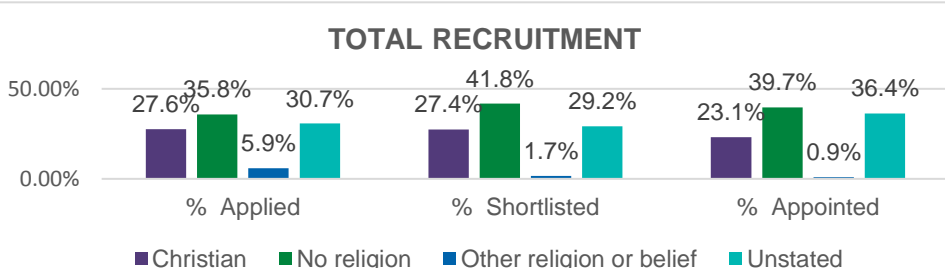
76.0% of employees have stated their religion and belief.

Wiltshire census data 2021 indicates that 50.2% of the Wiltshire population is Christian, 41.3% have no religion and 2.5% have other religion or belief. Low figures in some of the other religion or belief categories have meant that we are not able to include all data due to confidentiality reasons. Our unstated figure is 24.0% compared to 6.02% for the Wiltshire population (ONS, census 2021).



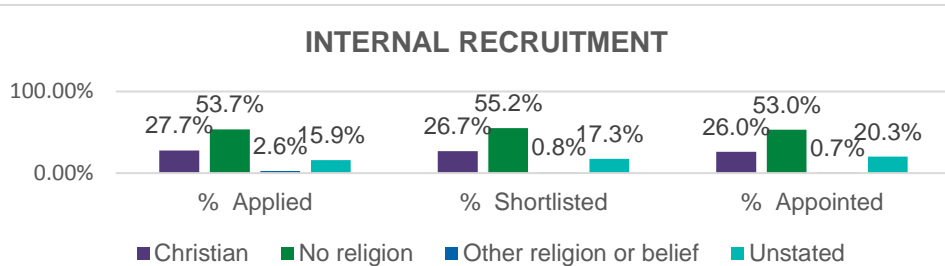
Recruitment

Appointees grouped together here as all other religion or beliefs saw a drop from 2.2% last year to 0.9%. Some of this is countered by a rise in the unstated figures.

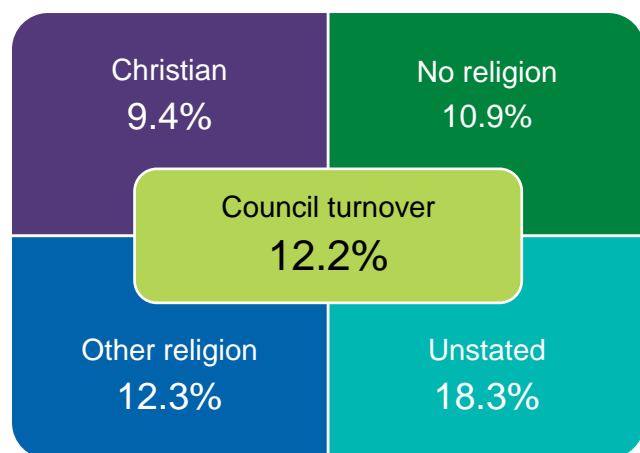
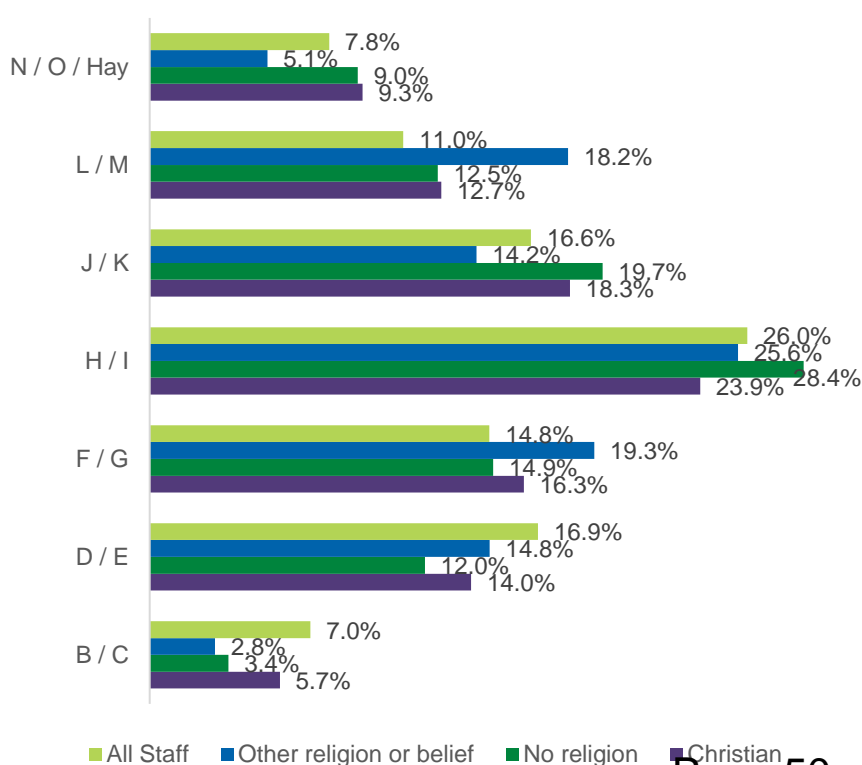


Remuneration

The proportion of staff from 'other religion or beliefs' in the top pay grades has decreased from 6.6% in 2022 to 5.1%. It has increased in Grades L/M from 15.6% to 18.2%.



PAY GRADE



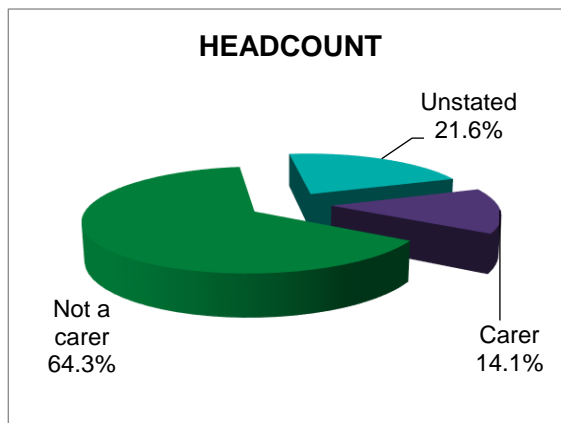
Turnover and Leavers

The turnover rate for staff grouped as 'Other religion or belief' is in line with the whole Council figure.

CARING RESPONSIBILITIES

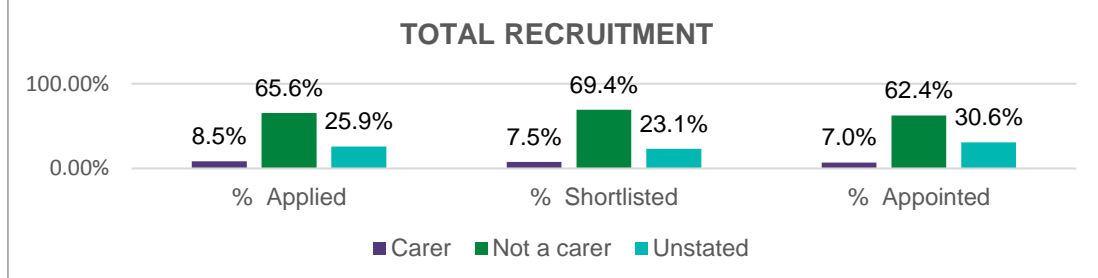
The definition of unpaid caring responsibilities is someone who gives help or support to anyone who has long-term physical or mental ill-health conditions, illness or problems related to old age. It does not include any activities as part of paid employment and the help can be within or outside of the carer's household (ONS, 2021).

14.1% (down from 14.7% in 2021) of the workforce indicated that they had unpaid caring responsibilities, and this compares with 8.3% of the Wiltshire population in the 2021 census. 64.3% indicated that they had no unpaid caring responsibilities compared to 86.7% of the Wiltshire population in the 2021 census.



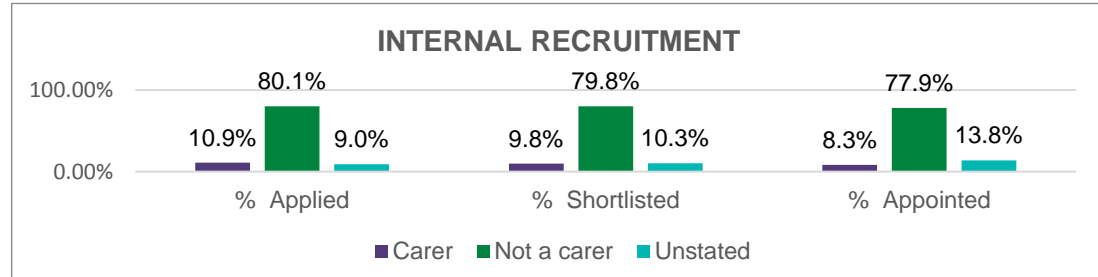
Recruitment

Internal recruitment figures indicate that staff with caring responsibilities were less successful at appointment than non-carers.

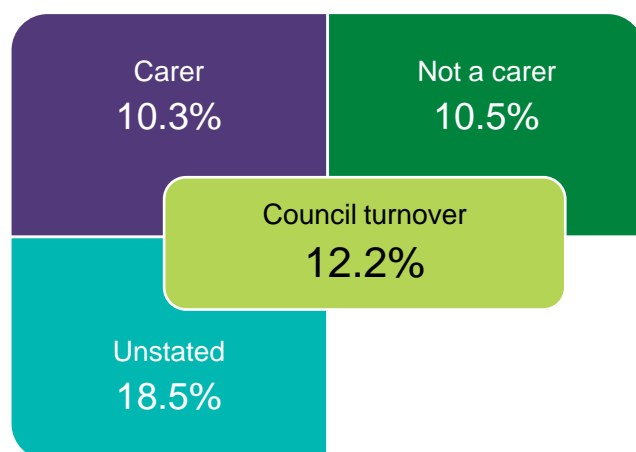
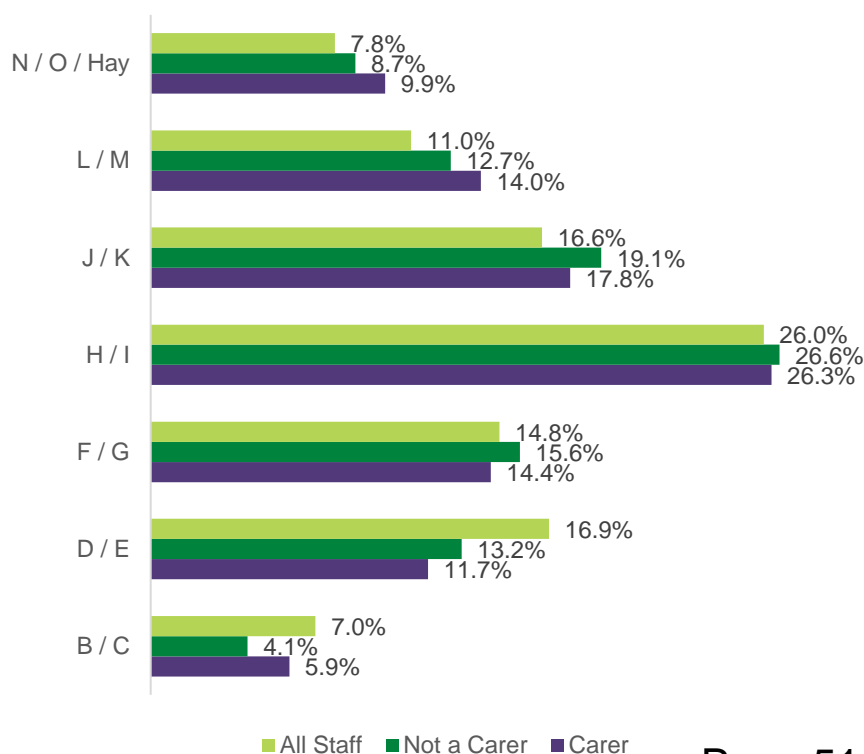


Remuneration

Staff with caring responsibilities are represented at all grades, including the highest salary grades.



PAY GRADE



Turnover and Leavers

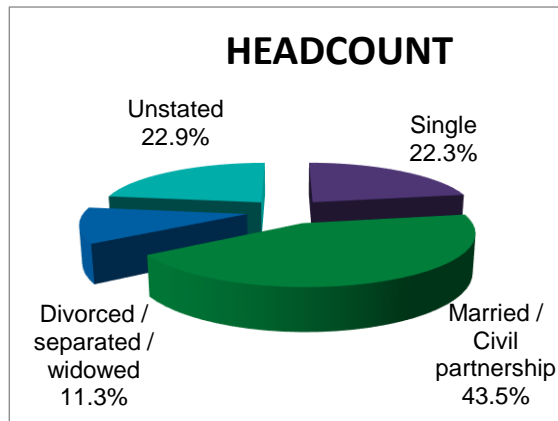
The turnover rate for carers is below the whole council average.

MARITAL STATUS

77.1% of employees have disclosed their marital status.

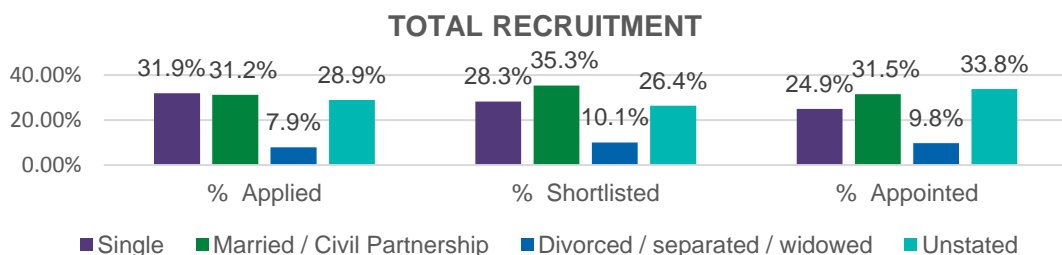
For comparative purposes the figures from the census 2021 for Wiltshire are as follows:

- Single (never married or never registered a civil partnership - 24.9%
- Married or in a registered civil partnership - 41.9%
- Divorced, separated, or widowed – 15.3%



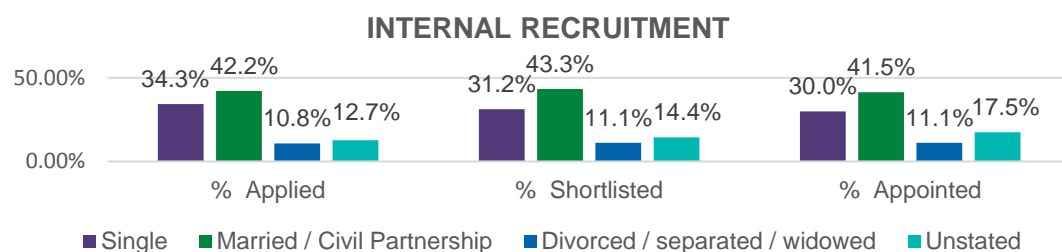
Recruitment

A lower proportion of people appointed were single compared to the proportion of total applicants who were single.

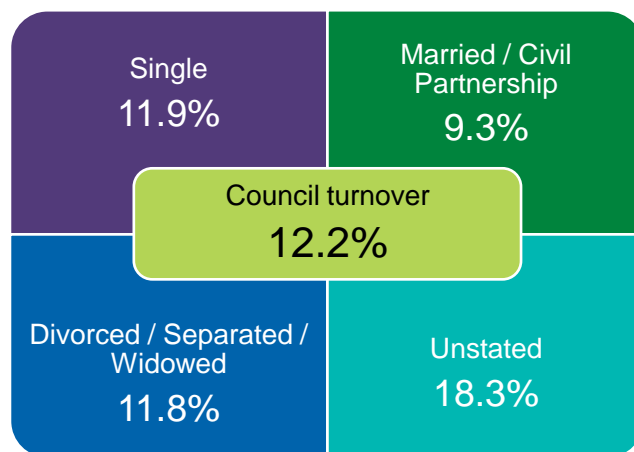
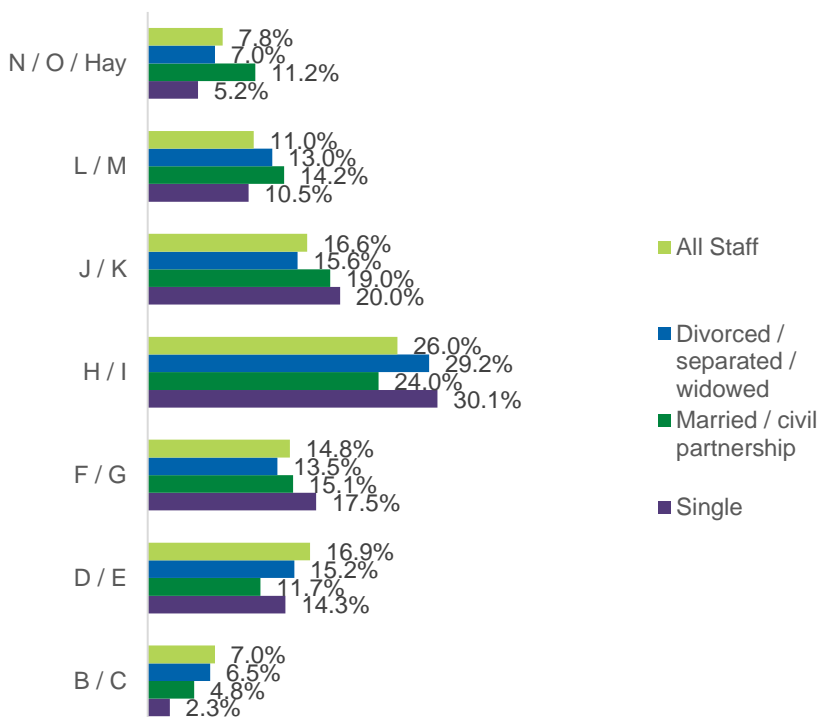


Remuneration

Representation of staff who are single is lower in the highest and lowest grades.



PAY GRADE



Turnover and Leavers

There is no significant difference in the turnover rate for different groups.

MATERNITY

The council had 76 employees on maternity leave who returned or left during the period 1st October 2022 to 30th September 2023. Of these employees, 93% (71 staff) returned to work after maternity leave and 7% (5 staff) did not. The figures for the non-returners are low so a further breakdown for equality and statistical reporting has not been included.

The council offers a period of enhanced maternity pay to employees who return to work for a period of at least three months following maternity leave in line with the national local government scheme. The council also has a shared parental leave policy, ordinary parental leave policy and flexible working policy which can provide further flexibility.

GENDER IDENTITY

The proportion of the workforce who does not identify with their sex as registered at birth is 3.8% and this compares to 1.4% in 2021. Data from the census 2021 for Wiltshire estimates that 0.4% of the Wiltshire population does not identify with their sex registered at birth.

In the census, 4.9% of the population did not answer. This compares to 22.7% for our workforce.

Further information

This document can be made available in a number of accessible formats. If you do need this information in an alternative format, or have any other queries, please contact us:

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Wiltshire Council

The logo for Wiltshire Council, featuring a green wavy line underneath the text.

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www.wiltshire.gov.uk

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