

Wiltshire Council

**Equality and Diversity Employment Monitoring
Report**

DRAFT

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Executive Summary

As a public body, Wiltshire Council is required to publish workforce data to demonstrate our compliance with the Public Sector Equality Duty (PSED) (Equality Act 2010). This report forms part of this duty and is based on workforce figures for 1 October 2015

This is the first report to commence the new 1 October reporting cycle. Previous reports were based on workforce data for 1 April each year, however this year the reporting date has been moved to ensure that data is as up to date as possible on the publishing date of 31 January each year. An interim report was produced this year to cover the gap created by the move.

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

Data overview:

The total council non-schools workforce is currently 4845. This has reduced from 5030 in April 2015 and 4913 in April 2014.

The percentage of staff who identified themselves as BME has increased to 2.31%. This was an increase from 2.16% in 2014.

The percentage of staff who identified themselves as having a disability rose to 4.97% compared to 2.65% in 2014.

70.07% of staff are female and 29.93% are male. These figures remain similar to previous years. 50.93% of women work part-time and 22.62% of men work part-time.

The largest group within the workforce are in the age range 45 – 55, which is 28.85%. Under 25's make up 7.00% of the workforce. This represents a slight decrease from 2014. However the recruitment figures for the under 25's indicated that they were the highest category for the percentage of those appointed (of those who applied) increasing to 18.33% in 2015 from 12.55% in 2014.

This year, for the first time, data was also collected on an extended range of protected characteristics. This included:

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

The results are set out in this report except where low figures may have an impact on employee confidentiality. The data shows a spread of representation in the workforce across all the categories data was requested on. Although there was a relatively high response rate to the employee questionnaire (40%), it is noted that there was generally a high level of unstated in all the new categories and the council will continue to work towards improving staff confidence in providing this data.

There were 4 dignity at work cases, 110 disciplinaries, 19 grievances, 13 formal flexible working requests in the monitoring period. There was a decrease in dignity at work cases compared to the previous year. 90 employees returned from maternity leave whilst 4 people on maternity leave left the council due to voluntary redundancy.

There were 5545 attendances at learning and development sessions compared to 5919 last year. There was a broad spectrum of attendance across the protected characteristics monitored, although the figures were slightly lower for males and the over 65's.

The council appointed 908 external applicants to post in the council and there were 192 internal promotions. There was an increase in the number of BME applicants, however there was a decrease in the percentage of BME appointments to 2.43% compared to 3.76% in 2014. There was also a decrease in the percentage of BME internal promotions. This will be reviewed further.

In terms of remuneration, the percentage of male staff has risen in the higher salary bands of £30,000 per annum and above. The percentage of females has decreased in the highest salary band.

The overall gender pay gap within the council is 11.86% this is lower than the national average of 19.1% and the national average for local government of 19.89%.

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

Introduction

1. This report forms part of the overall reporting requirements of the Public Sector Equality Duty (PSED). The PSED places a specific duty on the council to publish information about its employees (where the organisation exceeds 150 staff) and service users broken down by relevant protected characteristic to show how the council is:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations between people

In line with the requirements of this duty the report is published on the council website on the 31 January each year. This year the council is moving the date that the head count figures are based on from the 1 April each year to the 1 October each year, to bring the workforce figures closer to the publishing date, to ensure that they are as up to date as possible. This is the first report for the new October reporting cycle. An interim report based on figures for 1 April 2015 was produced to cover the gap created by the change of reporting date and can also be found on the council website.

2. The council has monitored workforce equality and diversity data for a number of years and uses this information to understand diversity in the workforce. The information provides data to enable the council to analyse and assess the impact of policies, practices and decisions on those with protected characteristics in the workforce and to identify where action is required to remedy any negative effect or disadvantage experienced by particular groups and promote equality of opportunity for all.
3. This report sets out data based on the key employment areas which the council currently monitors in relation to workforce data. Where possible it also identifies key issues which have been highlighted when reviewing the workforce data and draws comparisons and additional information from other external sources. This information has also been used to form part of the Council's equality objectives. The Council is legally required to set and review equality objectives under specific duties set out under the PSED.
4. The data contained in this report has been based on either headcount data as at 1 October 2015 or where monitoring information is reviewed over a year, the reference period which has been for the year 2014/2015

Who is included in the report and data gaps?

5. The council currently collects and monitors equality data relating to the protected characteristics of race, disability, sex and age. This year we have increased the range of equality data collected and staff have been asked for information relating to all the protected characteristics including religion and belief, sexual orientation, marriage and civil partnerships, gender reassignment in addition to the characteristics previously monitored. Staff have also been asked for information on unpaid caring responsibilities. The work to increase the quality and range of information collected formed one of the Council's equality objectives.
6. As this is the first year we have collected information on some of the protected characteristics it is noted that there is a high percentage level of unstated for some of the protected characteristics. This has meant that where the figures are low for particular groups with protected characteristics the data has not been included in this report to protect individual confidentiality. In addition to this the new data has not been cross referenced against other factors such as age and length of service and this will be reviewed once the unstated rates have improved and the data becomes more robust. The council will continue to seek to readdress this gap in data and reduce the number of unstated returns in the report by building confidence amongst staff in sharing this information. We have also been able to include information from the 2014 staff survey ([Appendix A](#)).
7. Further information about data gaps can be found under the specific monitoring areas below.
8. This report does not include figures relating to staff employed in schools as schools are now responsible for producing their own equality and diversity information. They also have responsibility for agreeing their own workforce policies and procedures.

Workforce headcount

9. The non-schools workforce headcount figure on 01.10.2015 was 4845 compared with 4913 on 1.4.2014.

How we collect equality information

10. The monitoring information set out in this report has mainly been collected from the council's management information system (SAP) and from monitoring information collected by staff in HR.
11. The data collected in SAP is based on information provided by staff during recruitment and throughout their employment. This year the council has sent out an equality monitoring questionnaire to ask staff to update their equality and diversity information. It also requested new information on the protected characteristics which the council has not previously monitored for the purposes of this report before, including: religion and belief, sexual orientation, marriage and civil partnerships, gender reassignment and by caring responsibilities.
12. The equalities monitoring questionnaire was sent out to all staff and was supported with clear information about why we were collecting the information and how it would be used. Staff were encouraged to complete as much of the questionnaire as possible but could opt to state 'unstated' if they did not feel comfortable filling in certain sections. If 'unstated' was selected staff were encouraged to explain why they had selected this option to enable us to learn from the comments and take action to reduce any barriers where possible.

13. Last year the council also used the staff survey to collect additional anonymous information on the equality and diversity of staff. –This report contains some of this information in the appendix A.

Employee engagement and consultation

14. The council continues to experience a period of considerable change and employee engagement is a key priority.
15. Employee engagement takes place in a variety of ways including individual and team meetings, briefings, whole council staff forums, the council internal website 'the wire' and the weekly newsletter 'the electric wire'.

16. Employee engagement also takes place through:

Staff Equality Forums - the council previously had four staff forums which have been reorganised this year into three forums which staff can choose to join. The forums offer mutual support, raise awareness and give advice on specific equality issues and act as a consultative voice to the council.

17. The staff forums include:

- Carers and disability staff forum
- Black and minority ethnic (BME) staff forum
- LGBT (lesbian, gay, bisexual and trans) forum (this forum is open up to anyone working in the public sector, including the local authority area of Swindon).

18. Some examples of proactive engagement with the forums have been:

- The council's promotion of Black History Month 2014 (BME staff forum) and LGBT History month (LGBT forum) 2014 and 2015. The raising of the LGBT flag at county hall for the first time to mark this.
- Working group to look at improving the evacuation and fire procedures for disabled staff (staff disability forum).
- The council's involvement in and promotion of its (fostering and adoption) services for Swindon and Wiltshire Pride 2014 and 2015 (LGBT staff forum).
- The involvement of the staff carer's forum in Carers Week 2014 and in the proposed new engagement arrangements for consulting carers across Wiltshire through the Carers Representative Group.
- A joint working initiative between all the forums (BME, Carers & Disability and LGBT) to build relationships between forum members and tackle joint issues.
- The co-development of a reasonable adjustments survey which has helped identify areas for improvement (Carers and disability staff forum).
- Development of a staff role model booklet (to highlight each of the forums and to make them more accessible through personalisation).
- Empowerment of staff forums by provision of tools for self-ownership (including development of forum action plans for change).

19. **Manager Stakeholder panel** – this panel is made up of managers from across service areas and the Wiltshire geographical area. Manager consultation and feedback is

sought on all significant changes to HR policies and HR projects via this panel, including on equality and diversity issues.

20. **Trade unions** - on-going engagement with the trade unions occurs on a regular basis via informal meetings and discussions and more formal meetings including the Joint Consultative Committee (JCC). Trade unions are regularly consulted on new and updated policies and projects, engaged in equality analysis panels and take an active part as members of job evaluation panels.
21. **Staff survey** - to increase staff engagement the council set up a bi-annual staff survey in 2011 to collect information from staff on their views and opinions and take suitable action on staff feedback. The most recent survey took place in September 2014 and had a 60% response rate. It indicated the employee engagement index (national benchmarking standard used by BIS) has risen to 56%.

Corporate Equality and Diversity steering group

22. Last year a corporate equality and diversity steering group was set up. The group is made up of representatives from services across the council and is chaired by the councillor equality champion. The aim of the steering group is to support the council with its commitment to integrate equality and diversity throughout its services and to help secure its vision of creating stronger, more resilient communities (Business Plan 2013-2017). This includes amongst other things: steering the delivery of the council's aspirations and obligations in relation to equality and diversity; facilitating communication, debate and dialogue at a strategic and service level relating to equality and diversity issues and identifying improvements and monitoring progress made.

The council also has a corporate director equality champion to support work on equality and diversity issues at the most senior level.

Human Resource and policy review – HR direct – updates

23. The council has a range of policies which have been put in place to address equality concerns. These are available to all staff on the council's intranet - HR direct. HR policies and procedures are regularly updated and many include toolkits for managers offering further guidance and support with meeting templates and standard letters.
24. Policies include:
 - Equality and diversity policy and procedure
 - Disability support in the workplace policy and procedure
 - Religion and belief in the workplace policy and procedure
 - Dignity at work policy and procedure
 - Grievance policy and procedure
 - Disciplinary
 - Code of Conduct
 - Behaviours Framework policy and procedure
 - Appraisals
 - Flexible working policies
 - Career break schemes
25. All these policies have been updated in line with the Equality Act 2010 and have been widely consulted on (including trade unions, manager stakeholder panel) and

assessed by an equality analysis panel. Staff are encouraged to give feedback on policies to HR via HR direct. An ongoing programme of HR policy review continues to take place including work on family friendly policies, dignity at work, standby and callout arrangements, overtime arrangements, monitoring of staff and flexible working.

Due regard/ Equality Analysis panels

26. Equality Analysis Panels are used to ensure that due regard is given to the aims of the general equality duty when we plan, deliver and make decisions about the work of the council.
27. In relation to workforce employment policies and projects regular panels are set up to consider the impact of new and significantly changed policies and projects in relation to equality and diversity and the three general equality duties. External equality partners and staff from our staff forums are also invited to attend to ensure a breadth of perspective.
28. Equality analysis information can be viewed on our [web page](#).

Benchmarking and sharing good practice

29. The council belongs to the South West Equalities Network (SWEN) and regularly attends meetings with colleagues from other council's in the South West to share information, benchmarking and best practice.
30. The council also joined the Equality networking group set up with Gloucestershire County Council in November 2012. This network was set up for HR colleagues in the public sector in surrounding areas to build and share knowledge. The terms of reference for the network include – sharing good practice in promoting equality and diversity in the workplace, encouraging collaborative working and facilitating good communications around equality and diversity, working with forums to develop synergies to help widen influence and consolidate equality outcomes.
31. The council are members of the Business Disability Forum and joined the Stonewall Diversity Champions Programme in 2013. Membership of Stonewall has now unfortunately come to an end due to financial pressures but the council has taken part in the Stonewall Workplace Equality Index.

Workforce data and findings

32. See below a breakdown of staff by headcount, FTE and full/part time ratio. These figures are taken from the SAP payroll system as at 1 October 2015.
33. This year we have streamlined the report by representing data primarily in percentages, however, it is recognised that when reporting on small groups this can make the percentages appear disproportionately high compared to actual figures.
34. It is noted that where the figures in this report are low we have recognised that it may be possible to identify individuals and have either replaced the data with a * or have not include the data in order to comply with data protection requirements.

Staff in post

Numbers	Head count	FTE	PT	%	FT	%
Non-Schools	4845	3694	2057	42.46%	2788	57.54%

Ethnicity

See below for a breakdown of workforce figures for ethnicity

35. The figures from the Wiltshire census 2011 indicate that 3.56 % of the working population in Wiltshire have a BME background. It has to be noted that when comparing Wiltshire Council's percentage of BME staff with the BME working population found in Wiltshire that there is a strong military presence in Wiltshire with a high percentage of BME serving personnel. This reflects in the overall working age BME percentages for Wiltshire (derived from the Census 2011).
36. Our non-schools workforce data indicates that:
- 2.31% of the non-schools workforce has a BME background compared to 2.16% in 2014. Within the group of staff who have declared that they have a BME background, 62.50% are female compared with 37.50% who are male. This is representative of the higher number of females employed by the council.
 - A slightly higher percentage of BME staff, 72.32% work full-time compared to 57.54% of the total workforce work full-time.
 - BME staff are represented in all the ranges for length of service and age. The percentage of BME staff with over 2 years' service is 78.57% compared to 82.00% for all other staff.
 - The total 'unstated' figure (those staff not declaring) shows that 11.15% have not disclosed their ethnicity; this has decreased from last year's figure of 15.43%. The council will continue to encourage staff to disclose this.

Ethnicity – Headcount figures

Non-schools	Number	% of total
Asian	35	0.72%
Black	34	0.70%
Mixed Race	34	0.70%
Other BME	9	0.19%
BME Combined Total	112	2.31%
White British	4060	83.80%
White Other	133	2.75%
Unstated	540	11.15%
Total	4845	100.00%

Ethnicity % headcount

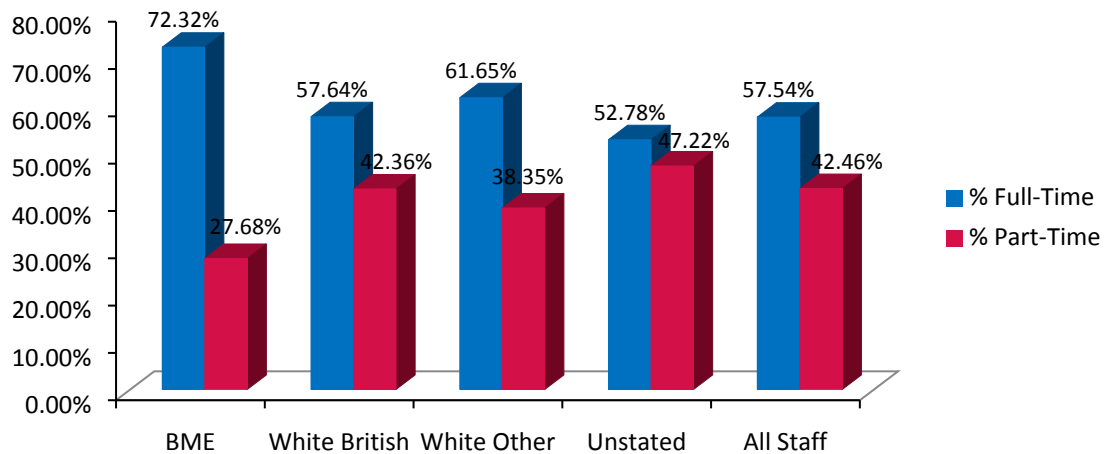


- Asian
 - Black
 - Mixed Race
 - Other BME
 - BME Combined Total
-
- White British
 - White Other
 - Unstated

Ethnicity by gender

Non-schools	Head Count	Female	% Female	Male	% Male
BME	112	70	62.50%	42	37.50%
White British	4060	2872	70.74%	1188	29.26%
White Other	133	99	74.44%	34	25.56%
Unstated	540	354	65.56%	186	34.44%
All Staff	4845	3395	70.07%	1450	29.93%

Ethnicity by full-time / part-time



Ethnicity by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
BME	112	5.36%	31.25%	25.89%	25.89%	10.71%	0.89%
White British	4060	6.72%	19.75%	20.42%	28.89%	20.79%	3.42%
White Other	133	1.50%	12.78%	30.08%	29.32%	22.56%	3.76%
Unstated	540	10.74%	18.89%	18.89%	29.07%	17.78%	4.63%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

Ethnicity by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
BME	112	21.43%	26.79%	23.21%	21.43%	7.14%
White British	4060	18.03%	17.24%	23.52%	28.08%	13.13%
White Other	133	18.80%	14.29%	33.83%	24.81%	8.27%
Unstated	540	16.85%	8.89%	30.74%	31.67%	11.85%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

Disability

See below for a breakdown of workforce figures for disability

37. The figures from the Wiltshire census 2011 indicate that 10.63% of the working population, living in households or communal establishments, indicated their day to day activities were limited a little or a lot. A survey of people in Wiltshire claiming either Disability Living Allowance or Attendance Allowance (February 2010) gave a figure of 6.5%. Although these are useful figure for comparison it is noted that they do not provide a consistent figure. Staff and applicants are encouraged to consider whether they declare a disability against the definition of disability in the Equality Act which is again different to these other surveys. The Equality Act defines disability as 'a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

38. Our non-schools workforce data indicates:

- 4.97% of the non-schools workforce has declared a disability compared to 2.65% in 2014. Of those who declared that they had a disability, 70.95% were female and 29.05% were male. This is reflective of the higher percentage of female staff across the council.
- A slightly higher percentage of disabled staff, 61.00% work full-time compared to 57.56% of the total workforce work full-time.
- Disabled staff are represented in all the ranges for length of service and ages.
- 21.59% of staff have not disclosed whether they have a disability, this has reduced from 27.09% since our last survey. Although we have seen an improvement in disclosure rates the council will continue to encourage staff to disclose this information.
- A broad range of impairments have been declared by staff with a disability. Long standing illness made up 27.80% of all impairments followed by physical or mobility impairment at 24.39%. This is the first time this information has been collected for the purpose of this report and therefore no comparisons are available.
- It is noted that of our staff that have declared a disability some have indicated they have more than conditions.

39. The council already takes a range of steps to encourage disabled applicants and support disabled staff at work. The council is proud to have been awarded the double tick symbol and offers a guaranteed interview to all applicants who declare that they have a disability and meet the essential criteria for the post as set out in the person specification. The council is committed to enabling disabled staff to remain in their posts and has an occupational health team who work closely with managers and Access to Work to identify and consider reasonable adjustments where these are required. A reasonable adjustment budget is available to support adjustments. Support is available to staff through the Carers and disability staff forum. The council is a member of the Business Disability Forum.

Disability by headcount

Non-schools	Number	% of total
Disabled	241	4.97%
Not Disabled	3558	73.44%
Unstated	1046	21.59%
Total	4845	100.00%

Disability % by headcount



■ Disabled
 ■ Not Disabled
 ■ Unstated

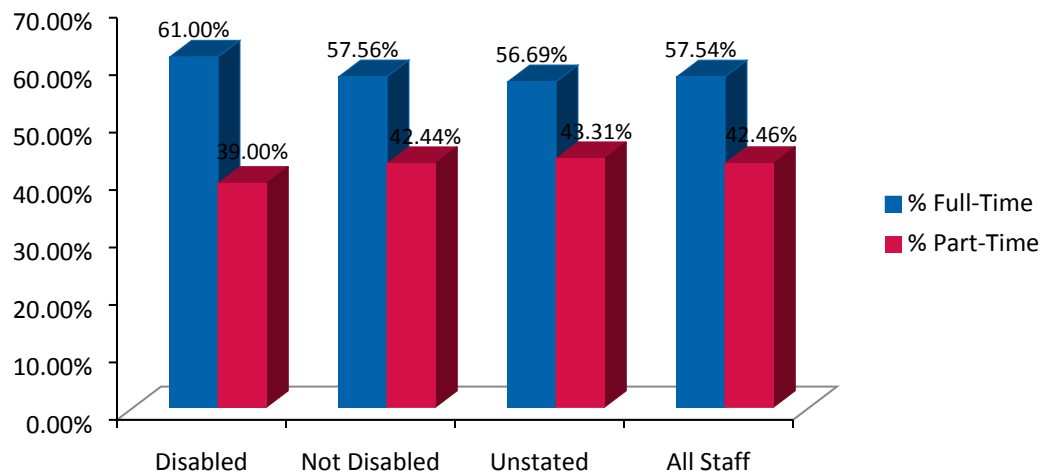
Disability by impairment

Describe your impairment	Impairment by percentage
Learning disability / difficulty	7.32%
Long standing illness or health condition (e.g. cancer, HIV, diabetes)	27.80%
Mental health condition	8.78%
Other condition	22.44%
Physical or mobility impairment	24.39%
Sensory Impairment	9.27%
Grand Total	100.00%

Disability by gender

Non-schools	Head Count	Female	% Female	Male	% Male
Disabled	241	171	70.95%	70	29.05%
Not Disabled	3558	2565	72.09%	993	27.91%
Unstated	1046	659	63.00%	387	37.00%
All Staff	4845	3395	70.07%	1450	29.93%

Disability – full time /part time



Disability by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Disabled	241	2.90%	14.11%	19.09%	35.27%	25.31%	3.32%
Not Disabled	3558	6.55%	19.45%	21.11%	28.67%	20.77%	3.46%
Unstated	1046	9.46%	21.99%	19.41%	28.01%	17.40%	3.73%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

Disability by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Disabled	241	11.62%	15.35%	31.12%	29.46%	12.45%
Not Disabled	3558	16.81%	18.63%	23.92%	27.63%	13.01%
Unstated	1046	23.52%	9.27%	25.43%	30.02%	11.76%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

Sex (male/female)

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

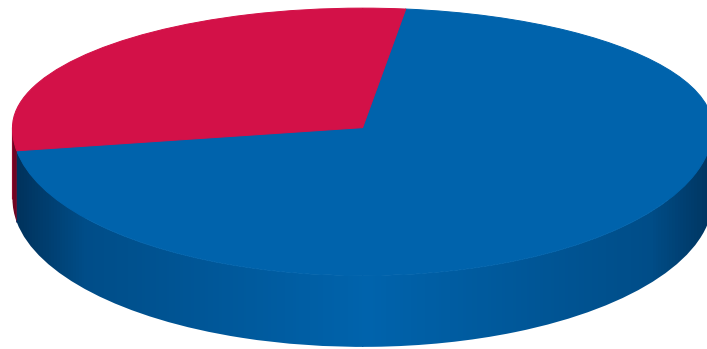
40. Our workforce data for non-schools indicates:

- The percentage of females is 70.07% and males 29.93% and these remain similar to the figures for 2014 which were female 69.31% and male 30.69%.
- 50.93% of women work part-time and 22.62% of men work part-time. A wide range of flexible working options including job sharing, term time only and annualised hours options are available to all staff in the council.
- The percentage of men in the workforce tends to be slightly higher than females in the under 34 age bands. The percentage of female staff is highest in the 45 – 54 age bands.

Gender – headcount

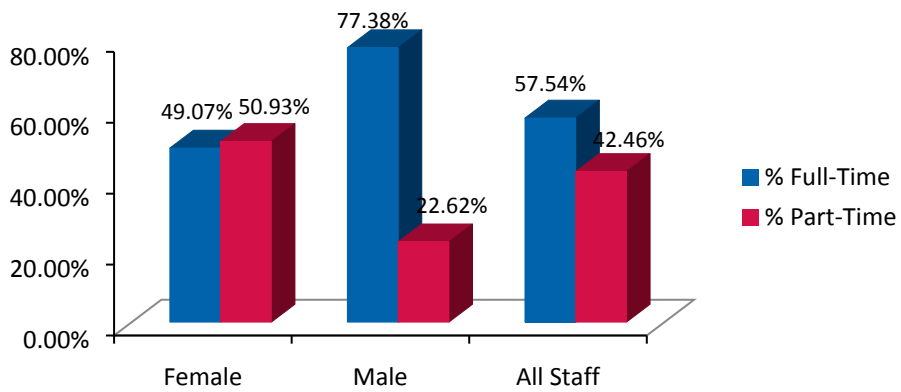
Non-schools	Number	% of total
Female	3395	70.07%
Male	1450	29.93%
Total	4845	100.00%

Gender % by headcount



■ Female ■ Male

Gender – full-time/part-time



Gender by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Female	3395	5.57%	18.65%	20.74%	31.08%	20.50%	3.48%
Male	1450	10.34%	22.28%	20.41%	23.66%	19.72%	3.59%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

Gender by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Female	3395	18.06%	14.93%	24.89%	29.40%	12.72%
Male	1450	17.86%	20.00%	23.93%	25.52%	12.69%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

Age

See below for a breakdown of workforce figures for age.

41. Our workforce data for non-schools indicates:

- The largest group within the workforce are in the age range 45 – 55, 28.85%.
- Under 25's make up 7.00% of the workforce (a slight decrease from 7.61% in 2014) and this compares to 16.39% in the working population of Wiltshire ([Source: ONS Mid Year Estimates 2014](#)). Measures to look at under representation within this group are currently being explored and initiatives developed including working on our employee brand to help attract this age group, offering more apprenticeships & traineeships and creating other lower level entry roles and increasing engagement through clear progression schemes & development.
- The proportion of part-timers is higher than full-timers for the age ranges, under 25's and over 65's. A high proportion of under 25's on part time contracts work in leisure where part-time contracts are more commonly in use.

Age headcount

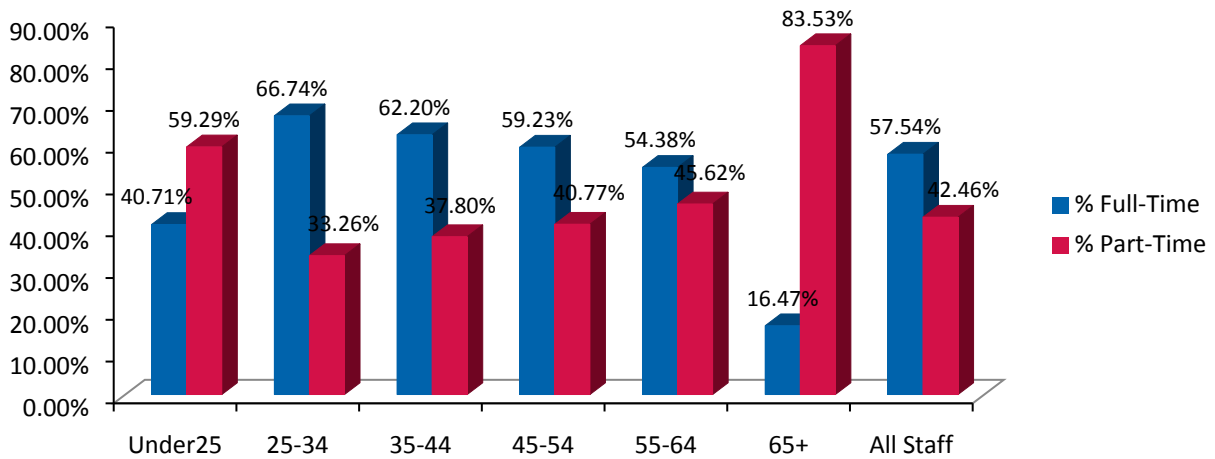
Non-schools	Number	% of total
Under25	339	7.00%
25-34	956	19.73%
35-44	1000	20.64%
45-54	1398	28.85%
55-64	982	20.27%
65+	170	3.51%
Total	4845	100.00%

Age % by headcount



■ Under25
 ■ 25-34
 ■ 35-44
 ■ 45-54
 ■ 55-64
 ■ 65+

Age - full time/ part time



Age – length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Under25	339	50.74%	35.10%	14.16%	0.00%	0.00%
25-34	956	24.79%	25.73%	32.53%	16.95%	0.00%
35-44	1000	16.50%	13.70%	27.60%	36.70%	5.50%
45-54	1398	13.73%	12.16%	23.46%	32.26%	18.38%
55-64	982	9.98%	11.51%	19.04%	32.28%	27.19%
65+	170	4.71%	7.06%	24.71%	41.76%	21.76%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

Religious Belief

See below for a breakdown of workforce figures for religious beliefs.

42. Our workforce data for non-schools indicates:

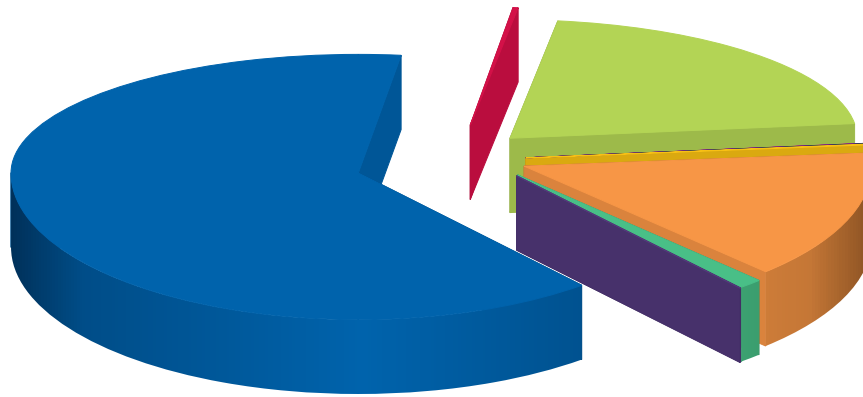
- This is the first time the council has included the protected characteristic of religion and belief in the information collected from staff for this monitoring report.
- 63.55% of employees chose not to state their religious beliefs. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- We have included the Wiltshire census 2011 data for further information. Our data indicates that we have lower percentages in comparison to census data. This difference varies across beliefs except in relation to Buddhist being 0.29% compared to 0.3% nationally. This disparity may be related to our high unstated figure.
- Low figures in a number of categories has meant we are not able to include all data due to confidentiality reasons.

Religious Belief – headcount

Non-schools	Number	% of total	Census data %
Buddhist	14	0.29%	0.3%
Christian	1002	20.68%	64%
Hindu	*	*	0.3%
Jewish	*	*	0.1%
Muslim	*	*	0.4%
No religion	688	14.20%	26.5%
Other religion or belief	52	1.07%	0.5%
Sikh	*	*	0.1%
Unstated	3079	63.55%	7.7%
Total	4845	100.00%	100.00%

Source: Wiltshire census 2011

Religious Belief % by headcount



■ Buddhist ■ Christian ■ Hindu ■ Jewish ■ Muslim ■ No religion ■ Other religion or belief
■ Sikh ■ Unstated

Sexual Orientation

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

43. Our workforce data for non-schools indicates:

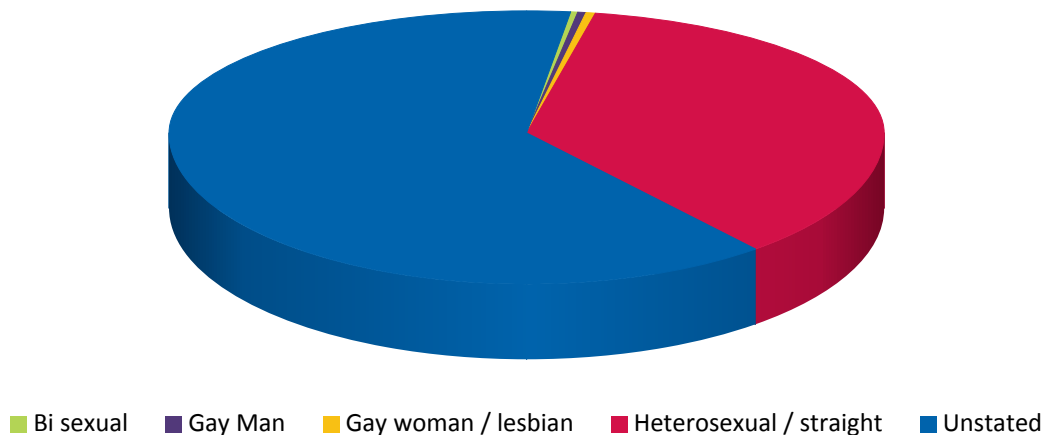
- This is the first time the council has included the protected characteristic of sexual orientation in the information collected from staff for this monitoring report.
- 63.55% of employees chose not to state their sexual orientation. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- We have included national data for further information. Our information indicates that a number of our percentages are below the national data. Heterosexual (attracted to the opposite sex) sexual orientation in our workforce is 35.15% in comparison to 92.8% nationally. This disparity may be related to our high unstated figure.
- It is noted that our workforce figures for gay man/ woman (lesbian) is reasonably in line with national data being 1.1% compared to 0.97% of our workforce.

Sexual Orientation – headcount

Non-schools	Number	% of total	National %
Bi sexual	19	0.39%	0.5%
Gay Man	22	0.45%	1.1%
Gay woman / lesbian	25	0.52%	
Heterosexual	1703	35.15%	92.8%
Unstated	3076	63.49%	5.3%
Total	4845	100.00%	

Source: [Key Findings from the Integrated Household Survey: January 2014 to December 2014 \(Experimental Statistics\) - ONS](#)

Sexual Orientation % by headcount



Caring Responsibilities

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

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

43. Our workforce data for non-schools indicates:

- This is the first time the council has included the characteristic of caring in the information collected from staff for this monitoring report.

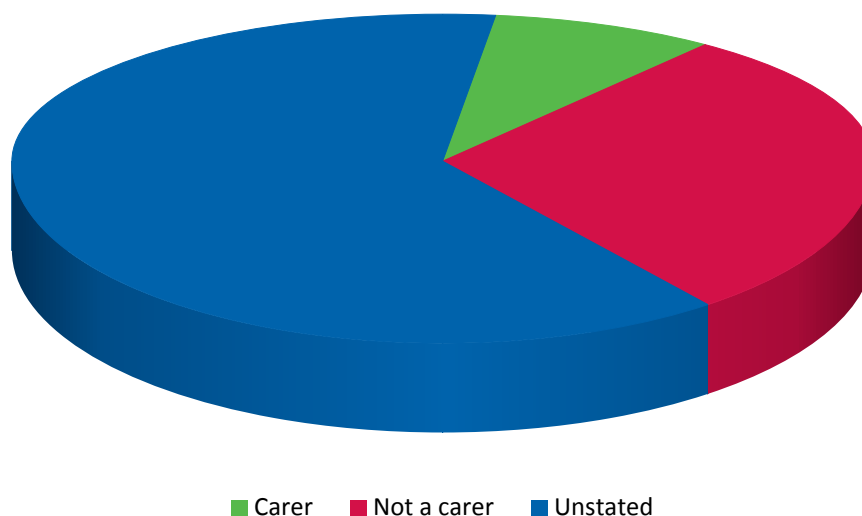
- 9.68% of the workforce indicated that they had unpaid caring responsibilities and this compares with 10.1% of the Wiltshire population in the 2011 census. Additionally 25.43% of employees indicated unpaid caring responsibilities in the 2014 staff survey which was anonymous.
- 27.33% indicated that they had no unpaid caring responsibilities compared to 89.9% of the Wiltshire population in the 2011 census.
- 62.99% of employees chose not to state their caring responsibilities. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.

Caring Responsibilities – headcount

Non-schools	Number	% of total	Census data 2011
Carer	469	9.68%	10.1%
Not a carer	1324	27.33%	89.9%
Unstated	3052	62.99%	
Total	4845	100.00%	

Source: Wiltshire Census 2011

Caring Responsibilities % by headcount



Carers – Hours per week

Non-schools	Number	% of total
1-19 hours	361	76.97%
20-49 hours	34	7.25%
50 or more hours	35	7.46%
Hours Unstated	39	8.32%
Total	469	100.00%

Gender Identity

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

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

- This is the first time information has been specifically collected for the purposes of this report in relation to gender identity. Due to the low numbers we are unable to include specific figures for this protected characteristic to ensure that we protect employee confidentiality.
- GIRES - the gender identity research and education society estimate that 1% of the UK population has experienced some degree of gender non-conformity. Most of them are as yet invisible. Anonymous figures from our staff survey in 2014 indicate that in terms of the staff who responded to the survey, the percentage of staff whose gender identity is not the same as at birth is 0.75%.
- The council has an LGBT forum and will continue to engage with staff through this forum to understand the needs of our transgender staff. Through consultation with forum we are aware that further guidance to managers and staff related to this protected characteristic would be helpful.

Marital Status

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

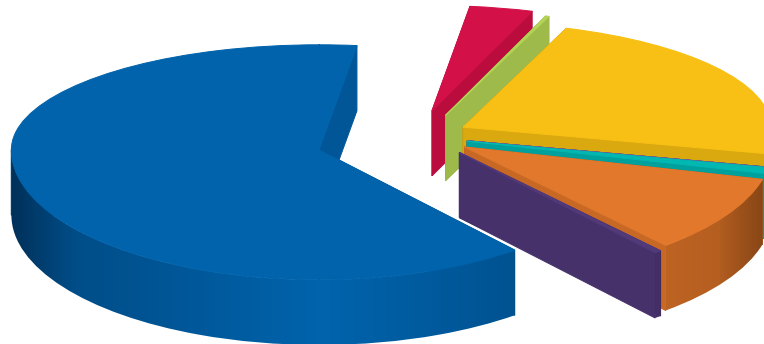
- This is the first time the council has included the protected characteristic of marital status in the information collected from staff for this monitoring report.
- 63.41% of employees chose not to state their marital status. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- Our data indicates percentages below the percentages for the Wiltshire census data but this is likely to link to our high unstated figure.
- Low figures in a number of categories have meant we are not able to include all data due to confidentiality reasons and therefore we have included national data for further information.

Marital Status – headcount

Non-schools	Number	% of total	Census data 2011
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	193	3.98%	7.7%
In a registered same-sex civil partnership	10	0.21%	0.1%
Married	1048	21.63%	43.2%
Other	1	0.02%	
Separated (but still legally married or still legally in a same-sex civil partnership)	36	0.74%	1.9%
Single (never married or never registered a same-sex civil partnership)	467	9.64%	22.1%
Widowed or surviving partner from a same-sex civil partnership	18	0.37%	5.6%
Unstated	3072	63.41%	
Total	4845	100.00%	

Source: Wiltshire census 2011

Marital Status % by headcount



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

Recruitment monitoring

45. The council monitor the protected characteristics of all applicants who apply for roles through our Talentlink e-recruitment system. 99% of our applicants apply online. The council is currently reviewing how we can include data for the small number of applicants who use paper based application forms. This information excludes schools information as they do not use the e-recruitment system and monitor their own recruitment statistics.
46. This report looks at the overall applications received, the number of shortlisted applicants and successful/appointed applicants. The report also includes what percentage of those who applied from each group were shortlisted and went on to be appointed.
47. Our workforce data for non-schools in the period 1st October 2014 – 1st October 2015 indicates:
 - This year the council received 4969 applications from external applicants of which 1934 were shortlisted and 908 appointed.
 - 7.04% of all applications, 5.27% of shortlisted applicants and 2.42% of appointments were from people who declared that they were from a BME background. These figures indicate an increase on last year's report from 5.94% of all applications; however, the percentage of all appointments has decreased from 3.76% last year. Additionally, the percentages of applicants of type appointed

as a percentage of those who applied has decreased to 6.29% compared to 9.31% in last year's report for BME staff. This will be reviewed further.

- 5.68% of all applications, 6.00% of those shortlisted and 3.30% of those appointed declared that they had a disability. This was a slight increase from 5.30% applications and a minor decrease from 3.31% appointments in last year's report; along with the percentage of applicants of type appointed as a percentage of those applied (10.64%) increasing from last year's report (9.2%). The council has been awarded the Two Tick symbol and offers a guaranteed interview to disabled applicants who meet the minimum criteria for the post they are applying for. Data on short listing indicates that the percentage of disabled candidates shortlisted was 41.13% compared to 37.46% for non-disabled staff. The equality declaration form is removed prior to the interview so that the recruiting manager is unable to see equality information.
- 59.75% of applications received by the council were from female applicants and 35.04% were from male applicants. 60.13% of posts filled were filled by female applicants, with 27.09% filled by male applicants. This is broadly reflective of the current workforce split which is 70.07% female and 29.93% male.
- The lowest percentage of applicants appointed of type was the over 65's. The percentages of under 25's appointed as a percentage of those who applied has increased significantly making it the highest percentage of applied category increasing from 12.55% in last year's report to 18.33% this year. The council currently has a number of measures in place to support the under 25's (please see section on age above).

Recruitment by ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	7.04%	5.27%	2.42%	29.14%	21.57%	6.29%
White British	83.40%	83.87%	82.71%	39.14%	46.30%	18.12%
White Irish/Other	4.69%	2.79%	2.42%	23.18%	40.74%	9.44%
Not Declared	4.87%	8.07%	12.44%	64.46%	72.44%	46.69%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

Recruitment by disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	5.68%	6.00%	3.30%	41.13%	25.86%	10.64%
Not Disabled	89.45%	86.09%	84.36%	37.46%	46.01%	17.23%
Not Declared	4.87%	7.91%	12.33%	63.22%	73.20%	46.28%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

Recruitment by gender

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	59.75%	61.63%	60.13%	40.15%	45.81%	18.39%
Male	35.04%	29.99%	27.09%	33.31%	42.41%	14.13%
Not Declared	5.21%	8.38%	12.78%	62.55%	71.60%	44.79%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

Recruitment by age

Age Band	% of Total Applied	% of Total Shortlisted	% of Total Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Under 25	21.41%	20.06%	21.48%	36.47%	50.26%	18.33%
25 – 34	26.00%	22.80%	22.80%	34.13%	46.94%	16.02%
35 – 44	19.68%	20.42%	18.50%	40.39%	42.53%	17.18%
45 – 54	20.31%	20.01%	17.73%	38.35%	41.60%	15.96%
55 – 64	7.20%	8.53%	6.94%	46.09%	38.18%	17.60%
65 and over	0.46%	0.26%	0.33%	21.74%	60.00%	13.04%
Not Declared	4.93%	7.91%	12.22%	62.45%	72.55%	45.31%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

Internal promotions

48. The council monitors applications by staff for internal transfers and promotions. All roles (apart from front line positions) are advertised internally prior to any external advert. The information presented is for jobs advertised internally within Wiltshire Council (non-schools) and does not include any internal applicants for jobs advertised externally to the wider public. The information includes all positions regardless of whether that job represents a promotion or a sideways move within the council for the successful applicant.
49. Our workforce data for non-schools in the period 1st October 2014 – 1st October 2015 indicates:
- This year the council received 567 applications from internal applicants of which 305 were shortlisted and 192 appointed.

- 3.65% of internal applicants appointed declared that they are from BME backgrounds. This was an decrease from 6.15% in last year's report. The percentages of applicants of type appointed indicate that a slightly lower percentage of BME, white Irish and other white applicants were appointed than expected compared to the numbers who applied. This may relate to the 'unstated' return rate.
- The percentage of internal disabled applicants appointed as a percentage of those disabled applicants who applied was 21.21% compared to 33.27% for non-disabled internal applicants.
- The percentage of internal females appointed was 60.94% and the overall workforce is 70.07% female.
- In terms of age, the highest percentage of type appointed as a percentage of those who applied was in the 55-64 age band, this has increased from 29.63% last year to 45.65% this year. The under 25's percentage of type appointed has decreased since last year's report from 33.33% to 26.36% this year. The council has ongoing measures in place to support the employment of under 25's (see information under age).

Promotion by Ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	5.11%	3.28%	3.65%	34.48%	70.00%	24.14%
White British	87.83%	88.20%	85.94%	54.02%	61.34%	33.13%
White Irish/Other	3.53%	2.62%	2.60%	40.00%	62.50%	25.00%
Not Declared	3.53%	5.90%	7.81%	90.00%	83.33%	75.00%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

Promotion by Disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	5.82%	6.23%	3.65%	57.58%	36.84%	21.21%
Not Disabled	90.65%	88.20%	89.06%	52.33%	63.57%	33.27%
Not Declared	3.53%	5.57%	7.29%	85.00%	82.35%	70.00%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

Promotion by gender

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	59.08%	61.64%	60.94%	56.12%	62.23%	34.93%
Male	37.21%	32.79%	31.77%	47.39%	61.00%	28.91%
Not Declared	3.70%	5.57%	7.29%	80.95%	82.35%	66.67%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

Promotion by age

Age Band	% of Total Applied	% of Total Shortlisted	% of Total Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Under 25	19.40%	15.74%	15.10%	43.64%	60.42%	26.36%
25 – 34	27.87%	26.56%	26.56%	51.27%	62.96%	32.28%
35 – 44	20.63%	20.66%	20.83%	53.85%	63.49%	34.19%
45 – 54	20.28%	21.64%	19.27%	57.39%	56.06%	32.17%
55 – 64	8.11%	9.84%	10.94%	65.22%	70.00%	45.65%
65 and over	0.35%	0.00%	0.00%	0.00%	0.00%	0.00%
Not Declared	3.35%	5.57%	7.29%	89.47%	82.35%	73.68%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

Leaver monitoring

50. There were 752 non-school staff who ceased employment in the council between 1ST October 2014 and 1st October 2015.

51. Our workforce data for non-schools indicates:

- Overall the main reason for people leaving the council was resignation followed by voluntary redundancy. In total there were 752 leavers over the period. This was a decrease from the previous year where there were a higher level of voluntary redundancies and TUPE'd employees,

- 2.26% of leavers had declared that they had a BME background, 66.89% were female and these percentages are roughly in line with the general workforce percentages for these groups.
- Overall 3.06% of leavers had declared that they had a disability, this is below the percentage of disabled employees in the workforce (4.97%).
- The highest age range for voluntary redundancy is 45-54 at 30.15% and generally the percentage of voluntary redundancy is higher in the age groups 35 and over.

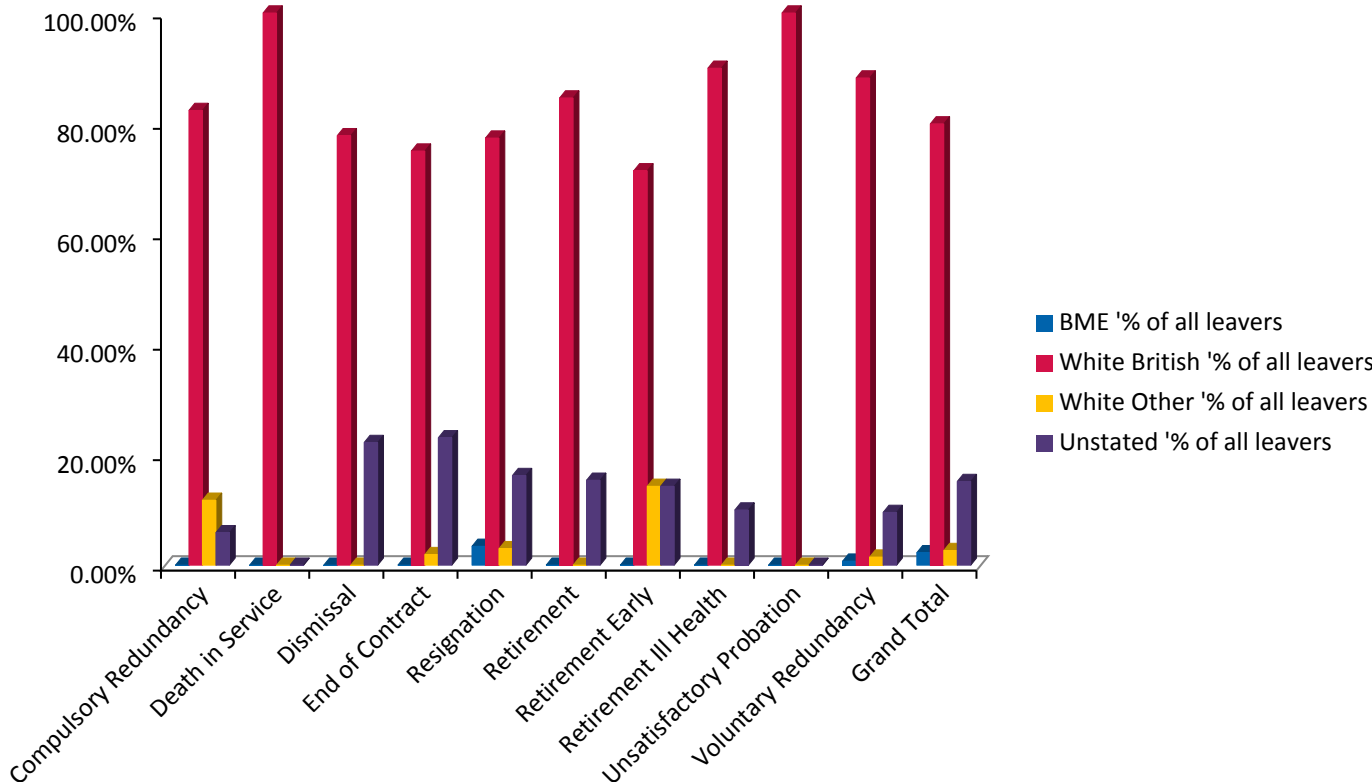
Leavers by Reason

Reason	All Leavers	% of All Leavers
Compulsory Redundancy	17	2.26%
Death in Service	*	*
Dismissal	18	2.39%
End of Contract	52	6.91%
Resignation	468	62.23%
Retirement	39	5.19%
Retirement Early	*	*
Retirement Ill Health	10	1.33%
Unsatisfactory Probation	*	*
Voluntary Redundancy	136	18.09%
Grand Total	752	100.00%

Leavers by Ethnicity

Reason	BME '% of all leavers	White British '% of all leavers	White Other '% of all leavers	Unstated '% of all leavers
Compulsory Redundancy	0.00%	82.35%	11.76%	5.88%
Death in Service	0.00%	100.00%	0.00%	0.00%
Dismissal	0.00%	77.78%	0.00%	22.22%
End of Contract	0.00%	75.00%	1.92%	23.08%
Resignation	3.42%	77.35%	2.99%	16.24%
Retirement	0.00%	84.62%	0.00%	15.38%
Retirement Early	0.00%	71.43%	14.29%	14.29%
Retirement Ill Health	0.00%	90.00%	0.00%	10.00%
Unsatisfactory Probation	0.00%	100.00%	0.00%	0.00%
Voluntary Redundancy	0.74%	88.24%	1.47%	9.56%
Grand Total	2.26%	79.92%	2.66%	15.16%

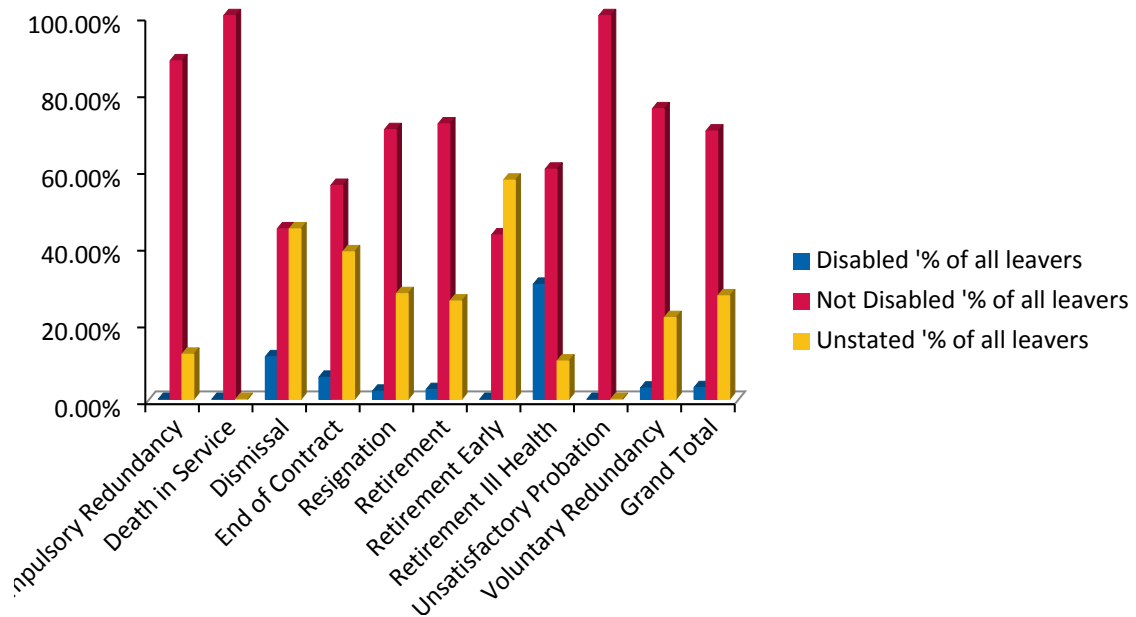
Leavers by ethnicity % of all leavers



Leaver by disability

Reason	Disabled '% of all leavers	Not Disabled '% of all leavers	Unstated '% of all leavers
Compulsory Redundancy	0.00%	88.24%	11.76%
Death in Service	0.00%	100.00%	0.00%
Dismissal	11.11%	44.44%	44.44%
End of Contract	5.77%	55.77%	38.46%
Resignation	2.14%	70.30%	27.56%
Retirement	2.56%	71.79%	25.64%
Retirement Early	0.00%	42.86%	57.14%
Retirement Ill Health	30.00%	60.00%	10.00%
Unsatisfactory Probation	0.00%	100.00%	0.00%
Voluntary Redundancy	2.94%	75.74%	21.32%
Grand Total	3.06%	69.95%	26.99%

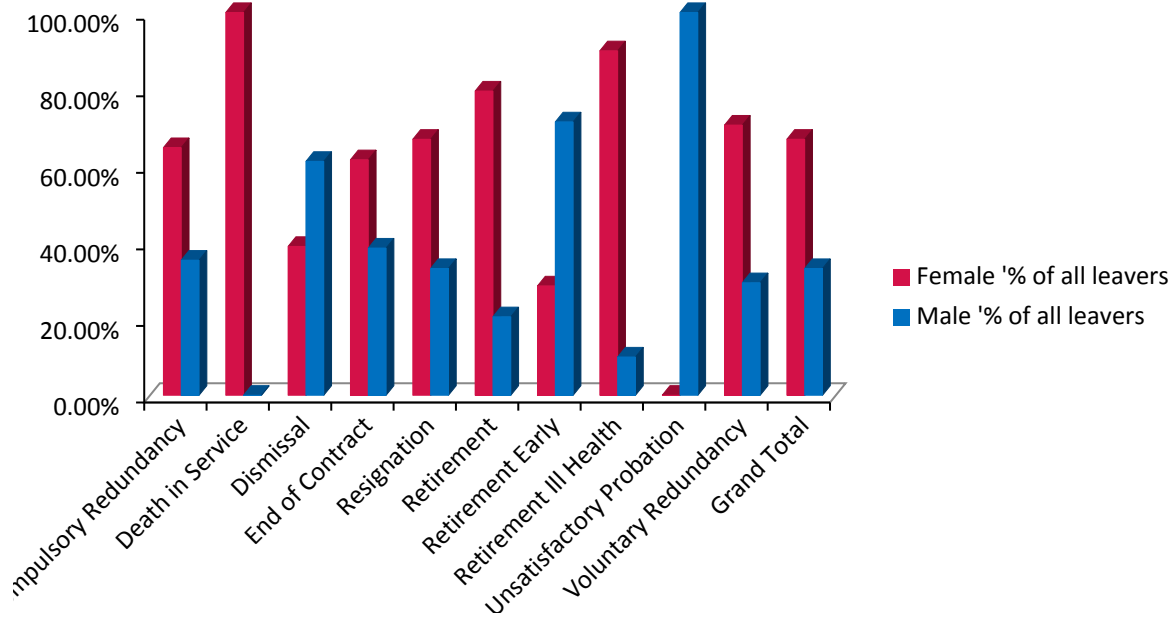
Leavers by disability % of all leavers



Leavers by gender

Reason	Female '% of all leavers	Male '% of all leavers
Compulsory Redundancy	64.71%	35.29%
Death in Service	100.00%	0.00%
Dismissal	38.89%	61.11%
End of Contract	61.54%	38.46%
Resignation	66.88%	33.12%
Retirement	79.49%	20.51%
Retirement Early	28.57%	71.43%
Retirement Ill Health	90.00%	10.00%
Unsatisfactory Probation	0.00%	100.00%
Voluntary Redundancy	70.59%	29.41%
Grand Total	66.89%	33.11%

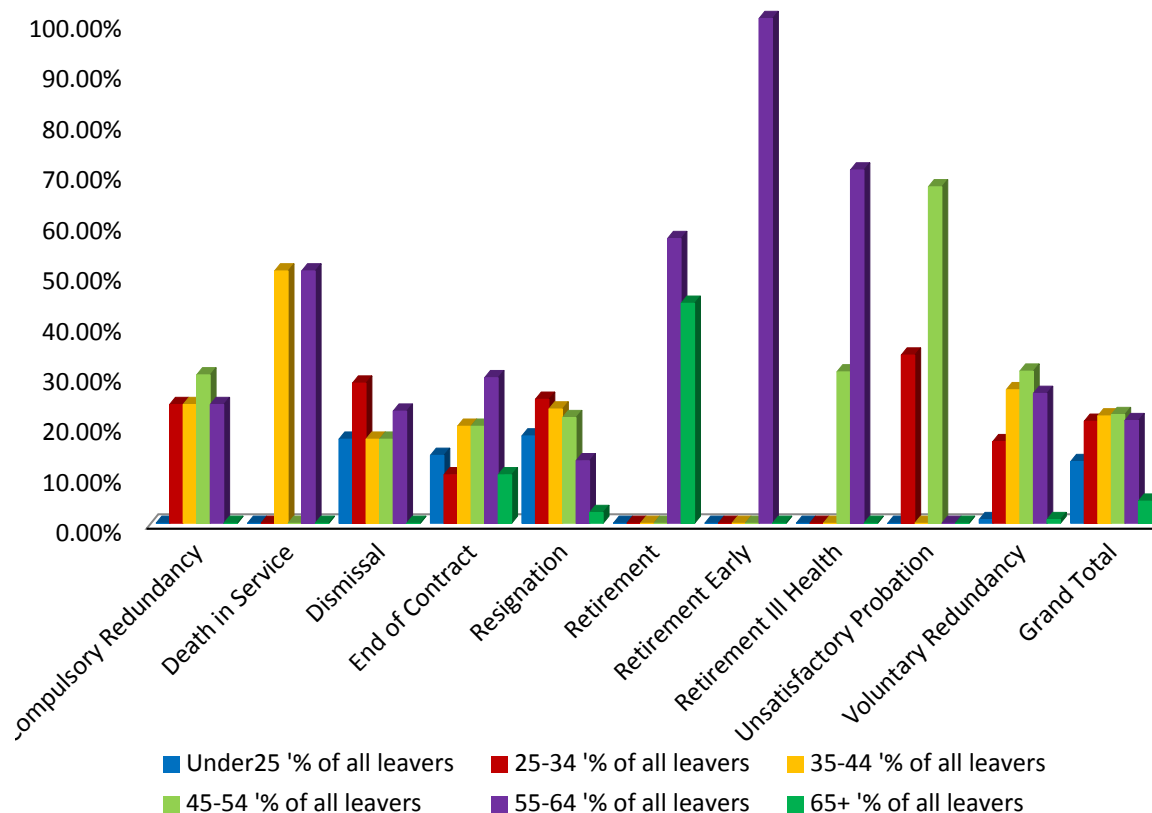
Leavers by gender % of all leavers



Leaver by age

Reason	Under25 '% of all leavers	25-34 '% of all leavers	35-44 '% of all leavers	45-54 '% of all leavers	55-64 '% of all leavers	65+ '% of all leavers
Compulsory Redundancy	0.00%	23.53%	23.53%	29.41%	23.53%	0.00%
Death in Service	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%
Dismissal	16.67%	27.78%	16.67%	16.67%	22.22%	0.00%
End of Contract	13.46%	9.62%	19.23%	19.23%	28.85%	9.62%
Resignation	17.31%	24.57%	22.65%	20.94%	12.39%	2.14%
Retirement	0.00%	0.00%	0.00%	0.00%	56.41%	43.59%
Retirement Early	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Retirement Ill Health	0.00%	0.00%	0.00%	30.00%	70.00%	0.00%
Unsatisfactory Probation	0.00%	33.33%	0.00%	66.67%	0.00%	0.00%
Voluntary Redundancy	0.74%	16.18%	26.47%	30.15%	25.74%	0.74%
Grand Total	12.23%	20.21%	21.28%	21.54%	20.35%	4.39%

Leavers by Age % of all leavers



Discipline, Dignity at Work and grievance procedure

52. A count of all non-school staff that have raised grievance procedures, dignity at work procedures or are the subject of disciplinary procedures in the period 1st October 2014 to 1st October 2015.

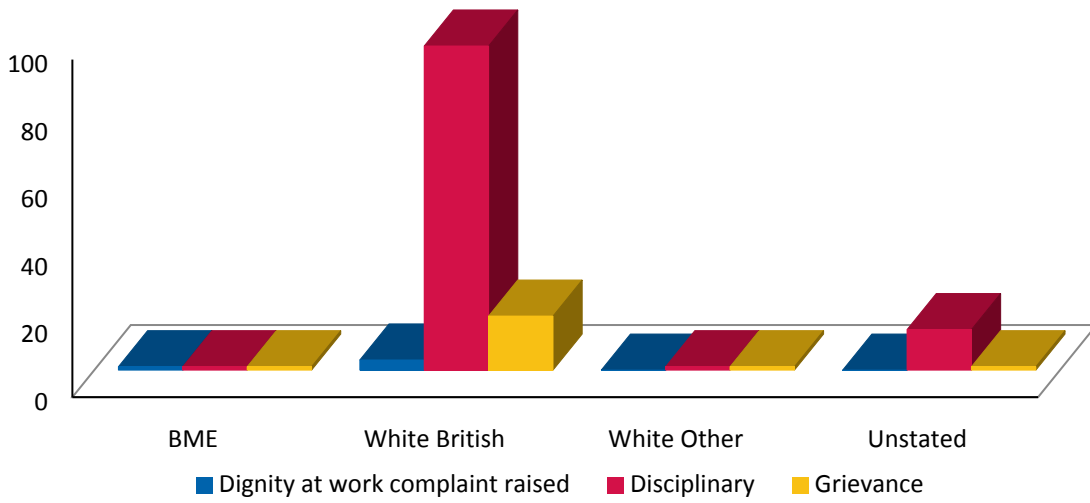
53. Our workforce data for non-schools indicates:

- The highest number of cases (110) relates to use of the disciplinary procedure. This is an increase in comparison to total of 92 disciplinary cases for the whole year in the previous report.
- There were 4 Dignity at Work cases compared to 19 for the whole year in the previous report 2013/14. In previous years the figures have fluctuated between 4 and 11.
- The figures for disability indicate that 7.25% of disabled staff were involved in a disciplinary and 15.79% of disabled staff raised a grievance case. It was noted that this year's figures were higher in comparison to figures in 2013/14 of 3.3% for disciplinary and 0.0% for grievance. There were a broad range of reasons for the cases and we will keep the figures under review.
- There continues to be a higher number of dignity at work complaints raised by female employees, all cases this year were raised by female employees.

Adviser cases by Ethnicity

Group	Total	BME % of total	White British % of total	White Other % of total	Unstated % of total
Dignity at work complaint raised	4	25.00%	75.00%	0.00%	0.00%
Disciplinary	110	0.91%	87.27%	0.91%	10.91%
Grievance	19	5.26%	84.21%	5.26%	5.26%
Total	133	2.26%	86.47%	1.50%	9.77%

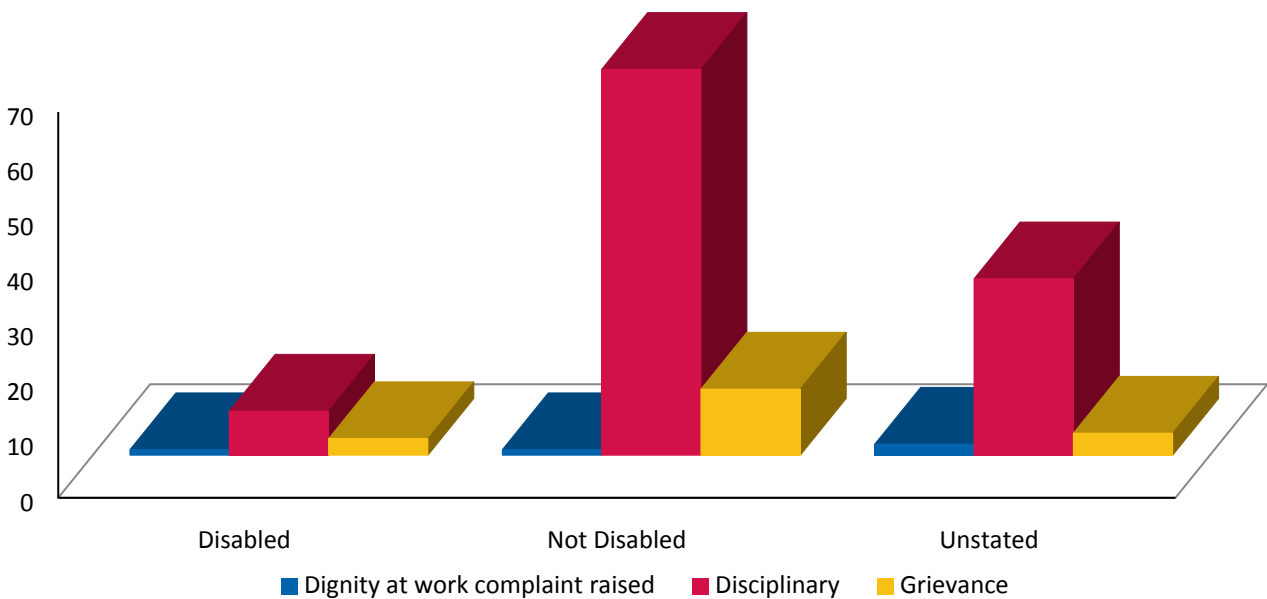
Adviser cases by Ethnicity



Adviser cases by Disability

Group	Total	Disabled % of total	Not Disabled % of total	Unstated % of total
Dignity at work complaint raised	4	25.00%	25.00%	50.00%
Disciplinary	110	7.27%	63.64%	29.09%
Grievance	19	15.79%	63.16%	21.05%
Total	133	9.02%	62.41%	28.57%

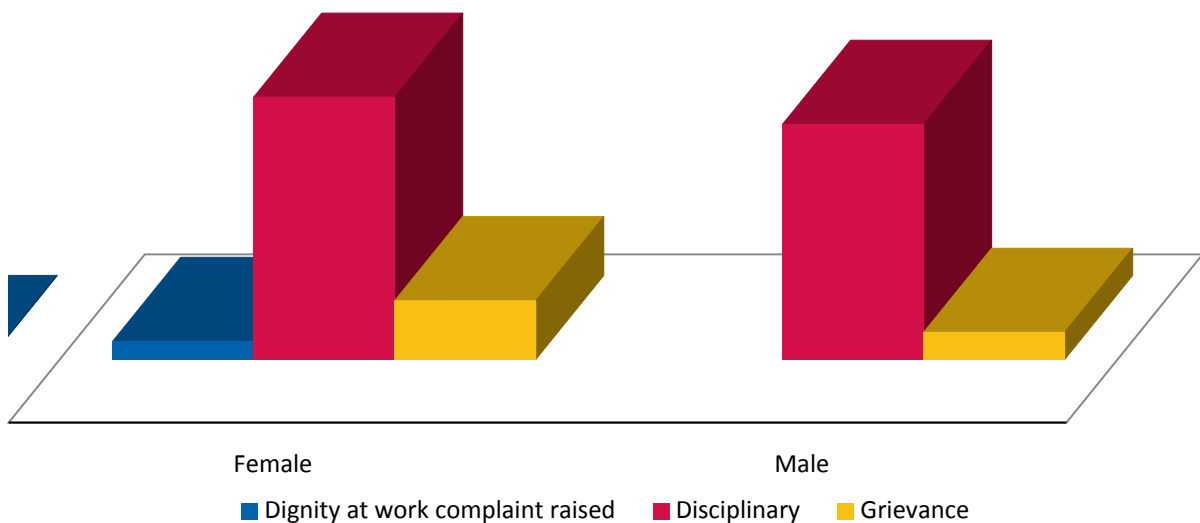
Adviser cases by Disability



Adviser cases by gender

Group	Total	Female % of total	Male % of total
Dignity at work complaint raised	4	100.00%	0.00%
Disciplinary	110	52.73%	47.27%
Grievance	19	68.42%	31.58%
Total	133	56.39%	43.61%

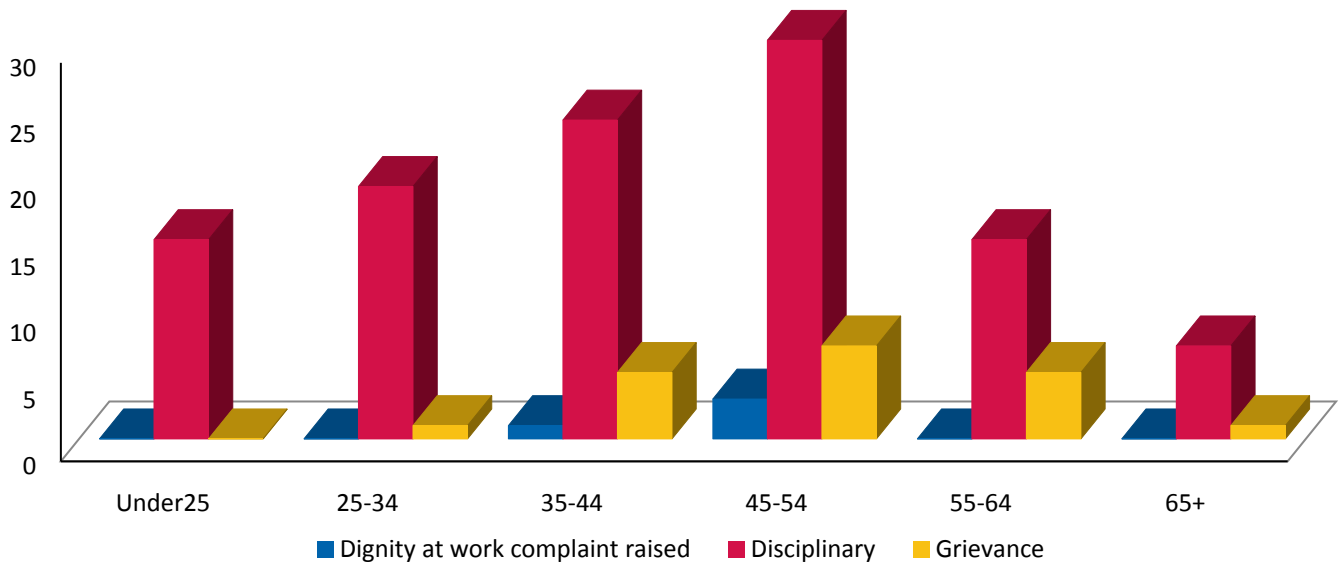
Adviser cases by gender



Adviser cases by age

Group	Total	Under25 % of total	25-34 % of total	35-44 % of total	45-54 % of total	55-64 % of total	65+ % of total
Dignity at work complaint raised	4	0.00%	0.00%	25.00%	75.00%	0.00%	0.00%
Disciplinary	110	13.64%	17.27%	21.82%	27.27%	13.64%	6.36%
Grievance	19	0.00%	5.26%	26.32%	36.84%	26.32%	5.26%
Total	133	11.28%	15.04%	22.56%	30.08%	15.04%	6.02%

Adviser cases by age



Flexible working requests

54. The figures represent formal requests for flexible working for the period 1st October 2014 to 1st October 2015. Managers also receive informal requests which are not monitored or included in these figures.

55. Due to the low figures when reporting on flexible working requests the data has not been included due to data protection and the identification of staff members. Although data has not been made available a number of key findings have been indicated below.

56. Our workforce data for non-schools indicates:

- The majority of all requests are agreed.
- There were a higher percentage of formal requests amongst female staff and in the age group 25- 34.

Maternity – returner rates

57. The council had 90 employees who returned from maternity leave and 4 (redundant during maternity leave) who did not.

Performance appraisal

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

Training monitoring

59. Support and supervision of staff and the appraisal arrangements tend to identify the majority of staff development needs. This year a new learning management system was introduced called grow, and this is utilised to record learning and development along with 121s and the annual appraisal. Staff are able to request attendance at training courses through the grow system. Training not formally recorded through grow includes conferences and professional updates undertaken externally and some service specific qualifications and training such as in the leisure service.
60. The system is not able to identify training requested. The information below represents the number of **attendees not individuals who have attended training**- regardless of the number of training events they have attended.
61. For comparison purposes the overall workforce percentages for each protected characteristic have been included. This is included to indicate whether a comparative spread of employees with monitored protected characteristics have attended training. Please see comments in the following paragraph below.
62. Our workforce data for non-schools for the period 1st October 2014 to 1st October 2015 indicates:
- Attendance at training sessions by staff declaring a BME background (3.93%) and a disability (5.43%) is representative of these groups within the workforce.
 - Male attendance at training sessions was 22.80% which is below the group representation in the workforce which is 29.93%.
 - Attendance at training sessions was slightly less than the percentage expected for the group 55 and over. The data for the under 25's is likely to reflect the fact that a high percentage of these staff work in the leisure service and training related to specialised leisure activities such as lifeguards and coaches is not currently recorded through the SAP system.

Training by ethnicity

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
BME	218	3.93%	2.31%
White British	4741	85.50%	83.80%
White Other	153	2.76%	2.75%
Unstated	433	7.81%	11.15%
Grand Total	5545	100.00%	100.00%

Training by disability

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Disabled	301	5.43%	4.97%
Not Disabled	4235	76.38%	73.44%
Unstated	1009	18.20%	21.59%
Grand Total	5545	100.00%	100.00%

Training by gender

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Female	4281	77.20%	70.07%
Male	1264	22.80%	29.93%
Grand Total	5545	100.00%	100.00%

Training by age

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Under25	441	7.95%	7.00%
25-34	1298	23.41%	19.73%
35-44	1300	23.44%	20.64%
45-54	1533	27.65%	28.85%
55-64	897	16.18%	20.27%
65+	76	1.37%	3.51%
Grand Total	5545	100.00%	100.00%

Remuneration monitoring

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

This year, for the first time, we have included information about the gender pay gap. We have based our data on the median figures based on gross hourly rates, excluding overtime in line with the Office of National Statistics (ONS, 2015).

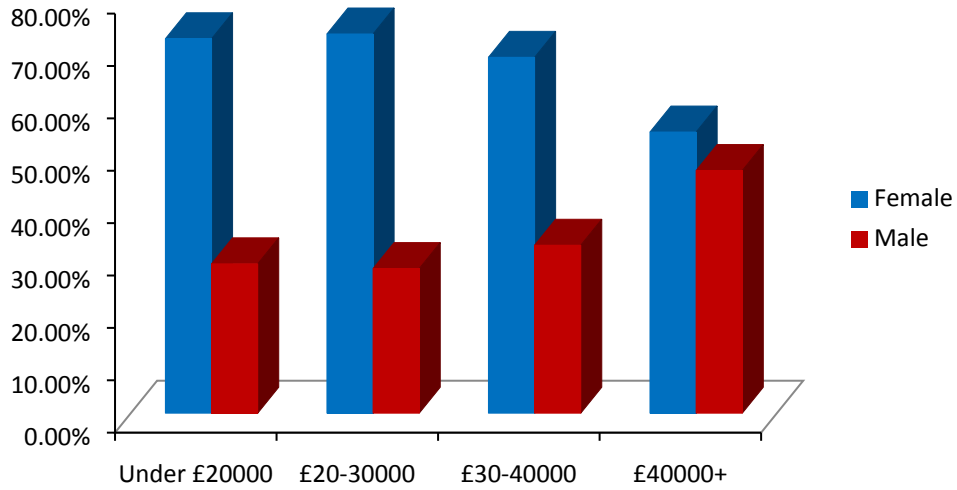
64. Our workforce data for non-schools indicates:

- The figures below reflect the higher number of females employed by the council across all salary bands.
- The percentage of male staff has risen in the higher salary bands of £30,000 per annum and above. The percentage of females decreases in the highest salary band, which means the percentages are lower than the figure for the proportion of females in the workforce.
- Gender pay gap data indicates that there is a zero gender pay gap for part-time staff a negative gender pay gap for full time staff (-7.44%). The overall pay gap within the council is 11.86% this is lower than the national average of 19.1% and the national average for local government of 19.89%.
- A negative gender pay gap percentage indicates that woman working in full time positions (37hrs+) are paid comparatively more than their male counterparts.
- The figures for BME staff decrease slightly in the highest salary band. The percentage of BME staff in the £30-£40,000 have increased this year to 3.48% from 1.89% in 2014.
- In relation to disability, remuneration is fairly evenly spread across all the salary bands and decreases slightly in the highest salary bands.

Remuneration by Sex, Ethnicity and Disability

Salary Band	Number of staff in band	Sex		Ethnicity				Disability		
		Female	Male	BME	White British	White Other	Unstated	Disabled	Not Disabled	Unstated
Under £20000	1550	71.48%	28.52%	1.48%	84.06%	2.32%	12.13%	5.23%	70.52%	24.26%
£20-30000	2090	72.39%	27.61%	2.54%	82.49%	2.25%	12.73%	4.55%	71.48%	23.97%
£30-40000	892	67.94%	32.06%	3.48%	85.31%	4.15%	7.06%	6.05%	79.48%	14.46%
£40000+	313	53.67%	46.33%	1.60%	86.90%	4.15%	7.35%	3.51%	83.71%	12.78%
All Staff	4845	70.07%	29.93%	2.31%	83.80%	2.75%	11.15%	4.97%	73.44%	21.59%

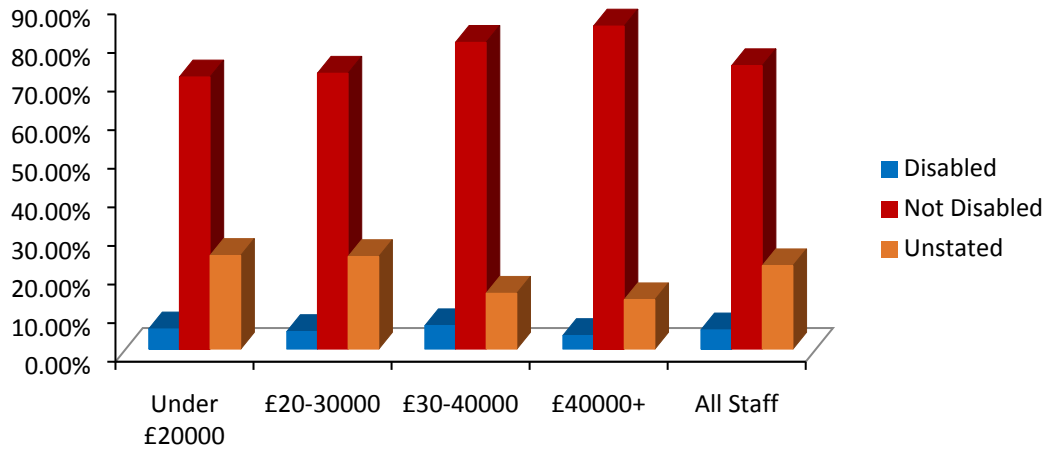
Remuneration by Gender



Remuneration by ethnicity



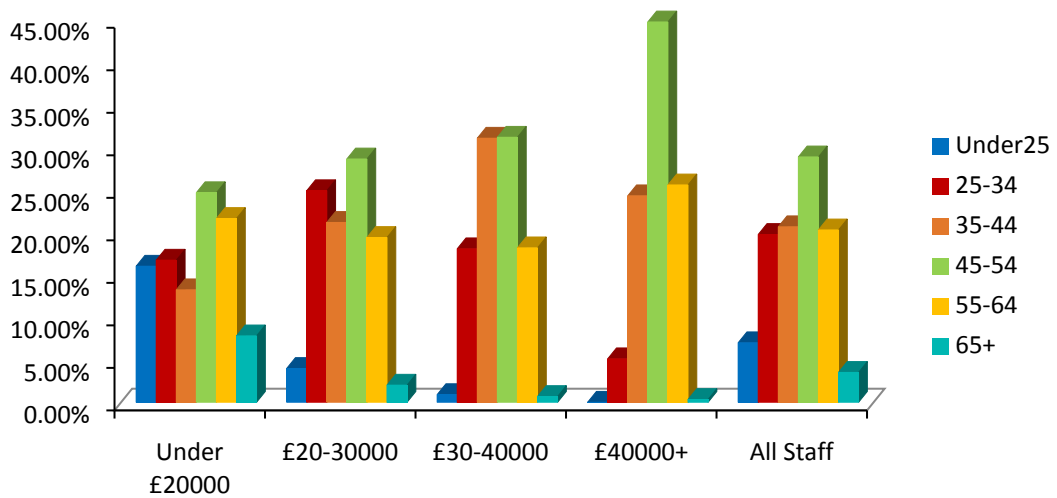
Remuneration by disability



Remuneration by Age

Salary Band	Number of staff in band	Age					
		Under25	25-34	35-44	45-54	55-64	65+
Under £20000	1550	16.00%	16.71%	13.23%	24.65%	21.61%	7.81%
£20-30000	2090	3.97%	24.88%	21.15%	28.61%	19.38%	2.01%
£30-40000	892	0.90%	18.05%	31.05%	31.17%	18.16%	0.67%
£40000+	313	0.00%	5.11%	24.28%	44.73%	25.56%	0.32%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

Remuneration by Age



Gender pay gap

Organisation	Overall	Full time	Part time
ONS	19.1%	9.4%	5.5%
Local Government	19.89%	1.00%	1.54%
Wiltshire Council*	11.86%	-7.44%	0.00%

Source: Office of National Statistics, 2015 and Local Government Association, 2015

*Please note; the Wiltshire Council figure above includes all employees on Wiltshire Council terms and conditions. This includes employees on a casual contract, schools support staff and centrally employed teachers. It is noted that this is a wider group than the rest of the data utilised in this report which does not include school support staff or casuals but does include centrally employed teachers. The LGA figure excludes casuals and the council overall figure would match this if casuals had also been excluded.

Positive Actions

65. The council currently takes the following positive actions:

- Support for the three staff forums and inviting members to attend the equality analysis panels for new HR policies and processes.
- Positive about disabled people (Double tick symbol award) – re-awarded 2014
- Membership of Business Disability Forum.
- Reasonable adjustment budget of £10,000 per annum for disabled staff and applicants
- Updated careers website with links to information for disabled applicants
- Updated annual appraisal scheme and one to ones which include facilitated discussions about wellbeing and barriers to work and reasonable adjustments.
- Regular equality and diversity updates to Staffing Policy Committee and Corporate Directors
- Supporting equality events and the disability confident campaign
- Clear policies and procedures on equality and diversity issues for managers and staff.
- Supported internships for disabled young people with learning difficulties/and or disabilities
- Development of an equality steering group to drive forward equality and diversity work in the council in each service area including members from the staff forums.
- Development of specific equality objectives for the council

66. In 2013 a number of further measures were identified for consideration or action from the workforce data analysis and these were taken up by the council as equality objectives, these included:

- Increasing the number of under 25's in the council's workforce.
- Improving the rate of unstated for all categories – including consideration of further data cleanse exercises or targeting particular areas where information is low i.e. paper based checks for those who do not have a pc etc.
- Giving consideration to increasing the number of protected characteristics monitored
- Dignity at work – including dignity at work training in the programme of Manager briefings for 2014.

In addition to the objectives identified above the council also approved service related objectives and an additional HR objective related to implementing improvements recommended by Stonewall in their workplace equality index assessment around sexual orientation in the workplace. Feedback from this year's equality index submission will be used to review this objective.

These objectives have been reviewed this year and this has included a public consultation on the objectives in the spring. As a result the objectives were reconfirmed and some additional service objectives have been included.

67. Initial data and summary update points relating to this include:

- The percentages of under 25's who work for the council is 7% of the workforce. This represents a slight decrease from 2014. Although the figures show a slight fluctuation a lot of work has been undertaken to improve the offer on apprenticeships and workplace experience. Last year the council introduced supported internships for young disabled people which it is looking to continue this year. However the recruitment figures for the under 25's indicated that they were the highest category for the percentage of those appointed (of those who applied) increasing to 18.33% from 12.55% in 2014.
- The rate of unstated has fluctuated very slightly over the last couple of years and it is one of the council's equality objectives to try and lower this figure where possible. Work to bring the rates down further was linked to increasing the range of data collected on the protected characteristics and an equalities questionnaire was sent out to all staff this year to collect information to cover both aims. In particular the objective relating to reducing the rates of unstated was linked to the data we have historically collected on ethnicity and disability. This year the unstated rate for ethnicity reduced to 11.15% from 15.43% and for disability reduced to 21.59% from 27.09% in 2014. The council will continue to work towards increasing confidence in this area and encouraging staff to contribute to the monitoring data.
- The staff survey in 2012 raised concern that the percentage of staff with a disability who considered that they had experienced bullying and harassment was much higher than average for the workforce. As a result this was added to the council's equality objectives. Training on the dignity at work policy and procedure was covered in a series of manager briefings last year and the policy is planned to be reviewed next year. The staff survey in 2014 contained the following revised question on bullying and harassment to increase clarity: 'In the last year, I have personally experienced bullying or harassment whilst at work'. The question was revised to include harassment rather than just bullying, clarify that it was bullying

and harassment which had been personally experienced and that it had occurred whilst at work rather than 'whilst working for the organisation' which was felt to be more open to interpretation. The result of the staff survey 2014 were that 100 staff declared that they had a disability and of this group 22% stated that they felt that they had experienced bullying and harassment in the last year. This compared to 16.8% in 2012. The council has a clear behaviours policy for all staff and the dignity at work policy is clear that bullying and harassment will not be tolerated.

- In the 2014 staff survey 9% of all staff considered that they had experienced bullying. This compares to national data which indicates that 11% of managers reported grievances being raised concerning bullying and harassment (WERS – Workplace Employment Relations Survey 2011). The staff survey in 2014 was expanded to ask for data on additional protected characteristics so it became possible to consider bullying and harassment in respect of other groups. It was found that the percentages for bullying and harassment had increased for those with a disability and that there were some high percentages for some other groups of staff with protected characteristics. Our equality objective has been broadened to recognise this.
- ACAS indicate that the public sector and certain groups with protected characteristics consistently have higher levels of bullying and harassment. The council recognise the impact of bullying and harassment on individuals and will continue to work to reduce the percentages reported. It is recognised that work in this area may take time to reflect in a staff survey and longer timescales are likely to be required to measure any changes. Consultation with the staff forums will form part of any proposed changes.

68. It is intended that further work will continue to be undertaken to develop, consult on and meet the council's equality and diversity objectives.

69. Contact details

By Post: Human Resources
Wiltshire Council
County Hall, East Wing
Bythesea Road
Trowbridge
Wiltshire BA14 8JQ

By Email: policyandreward@wiltshire.gov.uk

By Telephone: 01225 716161

Appendix A

Staff survey 2014 – Anonymous workforce equality and diversity information

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

Sex

	Total	%
Female	1681	60.42%
Male	765	27.50%
Rather not say	292	10.50%
Blank	44	1.58%
Grand Total	2782	100.00%

Gender identity

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

	Total	%
No	21	0.75%
Yes	2442	87.78%
Rather not say	241	8.66%
Blank	78	2.80%
Grand Total	2782	100.00%

Sexual Orientation

	Total	%
Bisexual	22	0.79%
Gay man	28	1.01%
Heterosexual	2312	83.11%
Lesbian/Gay woman	21	0.75%
Prefer not to say	326	11.72%
Blank	73	2.62%
Grand Total	2782	100.00%

Age

	Total	%
16-19	19	0.68%
20-24	101	3.63%
25-29	212	7.62%
30-34	262	9.42%
35-39	232	8.34%
40-44	339	12.19%
45-49	358	12.87%
50-54	336	12.08%
55-59	300	10.78%
60-64	130	4.67%
65+	41	1.47%
Prefer not to say	403	14.49%
Blank	49	1.76%
Grand Total	2782	100.00%

Disability

	Type	Total	%
Not Disabled Total		2412	86.70%
Disabled Total		100	3.59%
Prefer not to say Total		221	7.94%
Blank Total		49	1.76%
Grand Total		2782	100.00%

Caring responsibilities

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

	Total	%
No	1809	66.19%
Yes	695	25.43%
Prefer not to say	229	8.38%
Grand Total	2733	100.00%

Ethnicity

Ethnicity	Ethnicity Type	Total	%
Asian or Asian British Total		12	0.43%
Black or Black British Total		7	0.25%
Mixed background Total		26	0.93%
Other ethnic group Total		6	0.22%
White Total		2356	84.69%
Blank Total		131	4.71%
Prefer not to say Total		244	8.77%
Grand Total		2782	100.00%