

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 2016

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

Data overview:

The total council non-schools workforce is currently 4660. This has reduced from 4845 in October 2015.

The percentage of staff who identified themselves as BME has increased to 2.51%. This was an increase from 2.31% in 2015.

The percentage of staff who identified themselves as having a disability rose to 6.24% compared to 4.97% in 2015. This year the council migrated to the government's new 'Disability Confident' employer scheme which replaces the 'two ticks' scheme and continues to take positive steps to attract, recruit and support disabled people.

70.00% of staff are female and 30.00% are male. These figures remain similar to previous years. 50.61% of women work part-time and 23.03% of men work part-time.

The largest group within the workforce are in the age range 45 – 55, which is 28.99%. Under 25's make up 6.7% of the workforce which represents a slight decrease from 2015. ONS data also indicates a slight decrease in the percentage of under 25's in the working population of Wiltshire. Under 25's make up 19.24% of all recruitment and the council continues to take steps to attract applicants from this age group to improve representation.

An equalities questionnaire was sent out to staff this year to ask for their equality data to improve the accuracy of our data. This has improved the unstated rates for all categories. The unstated rates for ethnicity and disability in particular have improved again this year. Ethnicity decreased to 9.08% from 11.15% in 2015. Disability decreased to 18.71% from 21.59%. The council will continue to work to improve these rates.

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

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

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

There were 3 dignity at work cases, 77 disciplinaries, 17 grievances this was a reduction for all these case types this year. There were 14 formal flexible working requests in the monitoring period the majority of which were approved. 80 employees went on maternity leave between 1st October 2015 to 1st October 2016 and there were 9 non-returners.

There were 20150 attendances at learning and development sessions compared to 5545 last year. This large increase was due to the introduction of 8 pieces of e-learning for staff to complete including equality and diversity, fire and bomb, mental health awareness training etc. There was a broad spectrum of attendance across the protected characteristics monitored, although the figures were slightly lower for males and the over 55's.

The council appointed 712 external applicants to post in the council and there were 306 internal promotions. There was an increase in the number of internal appointments this year and this was due to restructuring as a result of spending reviews and the need protect staff against redundancies. There was a slight decrease in the number of BME applicants to 6.79%, however there was a slight increase in the percentage of BME appointments to 3.23% compared to 2.43% in 2015. There continues to be a high level of unstated data for recruitment and steps are being taken to improve this. Figures for BME recruitment will be kept under review.

In terms of remuneration, the percentage of male staff has slightly reduced in the higher salary bands of £30,000 per annum and above and females increased. However, the percentage of females in this band remains below the expected rate in proportion to the percentage of females in the workforce.

The overall gender pay gap within the council is 14.65% this is lower than the national average of 18.1%.

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

Introduction

1. This report forms part of the overall reporting requirements of the Public Sector Equality Duty (PSED). The PSED places a specific duty on the council to publish information about its employees (where the organisation exceeds 150 staff) and service users broken down by relevant protected characteristic to show how the council is having due regard to:
 - Eliminating discrimination, harassment and victimisation
 - Advancing equality of opportunity
 - Fostering good relations between people
2. The Act explains that having due regard for advancing equality involves:
 - Removing or minimising disadvantages suffered by people due to their protected characteristics.
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
3. In line with the requirements of this duty the report is published on the council website on the 31 January each year.
4. 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.
5. 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.

6. The data contained in this report has been based on either headcount data as at 1 October 2016 or where monitoring information is reviewed over a year, the reference period which has been for the year 2015/2016

Who is included in the report and data gaps?

7. This report covers a head count of all non schools staff employed by the council as at 1 October 2016. It does not include casual staff.
8. The council currently collects and monitors equality data relating to the protected characteristics of race, disability, sex and age. Last year we 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.
9. We have taken steps again this year to seek further equality data from our staff via an equalities questionnaire to reduce the data gaps. This has resulted in a reduction in the data gaps, however it is noted that the percentages of unstated rates for the new data we started to collect last year are still high. This has meant that where the figures are low for particular groups with protected characteristics the data has not been included in this report to protect individual confidentiality. In addition to this the newer data has not been cross referenced against other factors such as age and length of service and this will be reviewed once the unstated rates have improved and the data becomes more robust. The council will continue to seek to readdress this gap in data and reduce the number of unstated returns in the report by building confidence amongst staff in sharing this information. We also include equality data from the 2014 staff survey ([Appendix A](#)) for further information and comparison. A staff survey has also been completed for 2016 but the information was not available in time for this report.
10. Further information about data gaps can be found under the specific monitoring areas below.
11. 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

12. The non-schools workforce headcount figure on 01.10.2016 was 4660 compared with 4845 on 1.10.2015.

How we collect equality information

13. 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.
14. The data collected in SAP is based on information provided by staff during recruitment and throughout their employment. An equalities monitoring questionnaire was sent out

last year and this year to provide staff with the opportunity to update their equality and diversity information and to help the council reduce any data gaps. The equalities monitoring questionnaire was supported with clear information about why we were collecting the information and how it would be used. Staff were encouraged to complete as much of the questionnaire as possible but could opt to state '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.

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

Employee engagement and consultation

16. The council continues to experience a period of considerable change and employee engagement is a key priority.
17. 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'.

18. Employee engagement also takes place through:

Staff Equality Forums - the council has three staff 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.

19. The staff forums are:

- 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).

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

- The council's promotion of Black History Month 2015 (BME staff forum) and LGBT History month (LGBT forum) for the third time in 2016. The (now annual) raising of the LGBT flag at county hall to mark this.
- Working group to look at improving the evacuation and fire procedures for disabled staff (staff disability forum).
- The council's involvement in and promotion of its (fostering and adoption) services for Swindon and Wiltshire Pride 2014 to 2016 (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.
- 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).

- Setting up virtual staff forums to make them more inclusive
21. **Manager HR Stakeholder panel** – this panel is made up of managers from across service areas and the Wiltshire geographical area. Manager consultation and feedback is sought on all significant changes to HR policies and HR projects via this panel, including on equality and diversity issues.
 22. **Trade unions** - on-going engagement with the trade unions occurs on a regular basis via informal meetings and discussions and more formal meetings including the Joint Consultative Committee (JCC). Trade unions are regularly consulted on new and updated policies and projects, engaged in equality analysis panels and take an active part as members of job evaluation panels.
 23. **Staff survey** - to increase staff engagement the council set up a bi-annual staff survey in 2011 to collect information from staff on their views and opinions and take suitable action on staff feedback. The most recent survey took place in November 2016 and we are currently waiting for the results of this survey. The last survey in September 2014 had a 60% response rate. It indicated the employee engagement index for the council has risen to 56% (the employee engagement index is a national benchmarking standard used by BIS).

Corporate Equality and Diversity steering group

24. The Equality and Diversity steering group was set up to support Wiltshire Council with its commitment to integrate Equality and Diversity throughout its services and to help secure its vision of creating stronger, more resilient communities. The Steering Group provides guidance and advice on matters relating to equality and diversity to all areas within the Council. This is achieved by:
 - Providing a steer on the delivery of the Council's aspirations and obligations in relation to equality and diversity. (This includes the development and progress reporting on [Wiltshire Council's Equality Objectives](#))
 - Facilitating communication, debate and dialogue at a strategic and service level relating to equality and diversity issues
 - Identifying improvements needed to achieve the Council's aspirations and obligations in relation to equality and diversity and to monitor progress made
 - Using the expertise within the group to find practical solutions to any barriers that may present themselves in delivering the Council's aspirations and obligations around equality and diversity
 - Identifying and communicating examples of good practice and support continuous improvement
 - Sharing and exchanging information, expertise, advice and guidance across the Council from which all can learn and develop
 - Promoting the need for fairness, justice and equality of access to services for all

The group consists of representation from all areas across the Council.

Human Resource and policy review – HR direct – updates

25. The council has a range of policies which have been put in place to address equality concerns. These are available to all staff on the council's intranet - HR direct. HR policies and procedures are regularly updated and many include toolkits for managers offering further guidance and support with meeting templates and standard letters.
26. Policies include:
- Equality and diversity policy and procedure
 - Disability support in the workplace policy and procedure
 - Religion and belief in the workplace policy and procedure
 - Dignity at work policy and procedure
 - Grievance policy and procedure
 - Disciplinary
 - Code of Conduct
 - Behaviours Framework policy and procedure
 - Appraisals
 - Flexible working policies
 - Career break scheme
27. All these policies have been 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, grievance standby and callout arrangements, overtime arrangements, purchase of annual leave and revision of the employee well being risk assessment questionnaire. This year we have also produced transgender guidance – transitioning at work and Carers support guidance and checklist to assist managers and staff.

Due regard/ Equality Analysis panels

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

Benchmarking and sharing good practice

32. The council belongs to the South West Equalities Network (SWEN) and regularly attends meetings with colleagues from other council's in the South West to share information, benchmarking and best practice.

33. The council are members of the employers network for equality and inclusion (ENEI). ENEI provide advice and support on equality issues related to all the protected characteristics.
34. The council also belongs to the Wiltshire Lead Officer Group for Equalities, which includes equality and diversity leads from the public sector organisations in Wiltshire and Swindon.

Workforce data and findings

35. See below a breakdown of staff by headcount, FTE and full/part time ratio. These figures are taken from the SAP payroll system as at 1 October 2016.
36. 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.
37. It is noted that where the figures in this report are low we have recognised that it may be possible to identify individuals and have either replaced the data with a * or have not include the data in order to comply with data protection requirements.

Staff in post

Numbers	Head count	FTE	PT	%	FT	%
Non-Schools	4660	3564	1973	42.34%	2687	57.66%

Ethnicity

See below for a breakdown of workforce figures for ethnicity

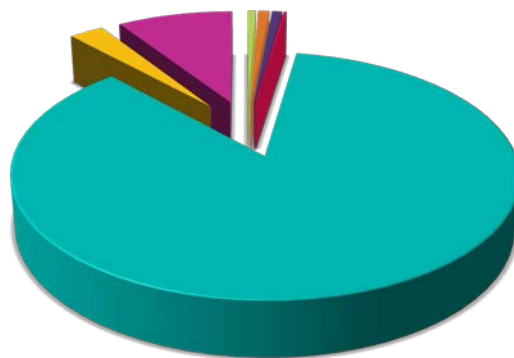
38. The figures from the Wiltshire census 2011 indicate that 3.56 % of the working population in Wiltshire have a BME background. It has to be noted that when comparing Wiltshire Council's percentage of BME staff with the BME working population found in Wiltshire that there is a strong military presence 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).
39. Our non-schools workforce data indicates that:
- 2.51% of the non-schools workforce has a BME background compared to 2.31% in 2015. We have included data from the Wiltshire census 2011 for further information.
 - Within the group of staff who have declared that they have a BME background, 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, 71.79% work full-time compared to 57.66% of the total workforce work full-time.

- BME staff are represented in all the ranges for length of service and age. The percentage of BME staff with over 2 years' service is 76.92% compared to 84.25% for all other staff.
- The total 'unstated' figure (those staff not declaring) shows that 9.08% have not disclosed their ethnicity; this has decreased from last year's figure of 11.15%. The council will continue to encourage staff to disclose this.

Ethnicity – Headcount figures

Non-schools	Number	% of total	Census data
Asian	29	0.62%	1.3%
Black	41	0.88%	0.6%
Mixed Race	37	0.79%	1.2%
Other BME	10	0.21%	0.3%
BME Combined Total	117	2.51%	
White British	3995	85.73%	93.4%
White Other	125	2.68%	3.3%
Unstated	423	9.08%	
Total	4660	100.00%	

Ethnicity % by headcount

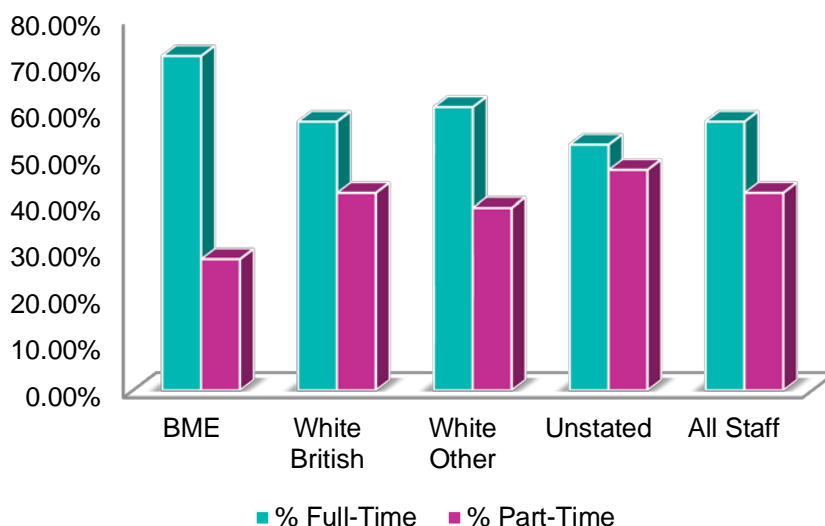


■ Asian
 ■ Black
 ■ Mixed Race
 ■ Other BME
■ White British
 ■ White Other
 ■ Unstated

Ethnicity by sex

Non-schools	Head Count	Female	% Female	Male	% Male
BME	117	71	60.68%	46	39.32%
White British	3995	2834	70.94%	1161	29.06%
White Other	125	91	72.80%	34	27.20%
Unstated	423	266	62.88%	157	37.12%
All Staff	4660	3262	70.00%	1398	30.00%

Ethnicity by full-time/ part-time



Ethnicity by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
BME	117	4.27%	23.93%	34.19%	23.93%	12.82%	0.85%
White British	3995	6.68%	18.67%	20.78%	28.81%	21.50%	3.55%
White Other	125	1.60%	14.40%	32.80%	28.80%	18.40%	4.00%
Unstated	423	8.98%	16.55%	17.49%	32.15%	19.39%	5.44%
All Staff	4660	6.70%	18.50%	21.14%	28.99%	21.01%	3.67%

Ethnicity by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
BME	117	23.08%	28.21%	23.08%	18.80%	6.84%
White British	3995	15.69%	20.78%	21.20%	28.71%	13.62%
White Other	125	22.40%	16.80%	26.40%	29.60%	4.80%
Unstated	423	12.29%	8.98%	29.31%	37.12%	12.29%
All Staff	4660	15.75%	19.79%	22.12%	29.25%	13.09%

Disability

See below for a breakdown of workforce figures for disability

40. 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. Recent government figures (2015) and NOMIS (office for national statistics) data suggest 10.9% of the working population in Wiltshire are disabled. Staff and applicants are encouraged to consider whether they declare a disability against the definition of disability in the Equality Act which may be different to these other surveys. The Equality Act defines disability as 'a physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

41. Our non-schools workforce data indicates:

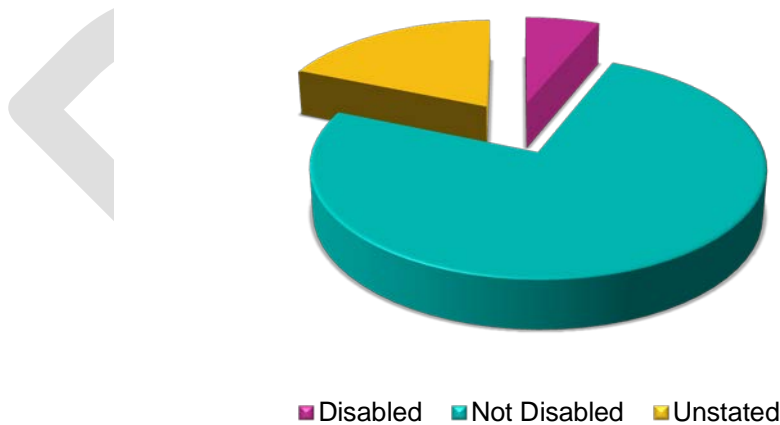
- 6.24% of the non-schools workforce has declared a disability compared to 4.97% in 2015. Of those who declared that they had a disability, 71.48% were female and 28.52% were male. This is reflective of the higher percentage of female staff across the council.
- A slightly higher percentage of disabled staff, 63.23% work full-time compared to 57.66% of the total workforce work full-time.
- Disabled staff are represented in all the ranges for length of service and ages.
- 18.71% of staff have not disclosed whether they have a disability, this has reduced from 21.59% 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. In terms of the categories provided, declarations in relation to mental health have increased slightly this year 10.64% compared to 8.78% last year. The council has recently increased the level of information and support on mental health and online mandatory e-learning on mental health for staff was launched this year. Mental health information and details of support are included on the intranet for managers and staff. Specific advice and support is available through occupational health and the council also provide a wellbeing help line which provides access to counselling services.
- It is noted that of our staff who have declared a disability some have indicated they have more than one condition.

42. The council already takes a range of steps to attract, recruit and support disabled applicants and staff at work. The government has recently launched the 'Disability Confident' scheme which replaces the 'two ticks' employer scheme and as a 'two ticks' employer the council has migrated to the new scheme. Under the new 'Disability Confident' scheme the council continues to offer a guaranteed interview to all applicants who declare that they have a disability and meet the essential criteria for the post as set out in the person specification. The council is committed to enabling disabled staff to remain in their posts and has an occupational health team who work closely with managers and Access to Work to identify and consider reasonable adjustments where these are required. A reasonable adjustment budget is available to support adjustments. Support is available to staff through the carers and disability staff forum. The council is a member of the employers employers network for equality and inclusion (ENEI) which provide advice on disability issues.

Disability by headcount

Non-schools	Number	% of total
Disabled	291	6.24%
Not Disabled	3497	75.04%
Unstated	872	18.71%
Total	4660	100.00%

Disability % by headcount



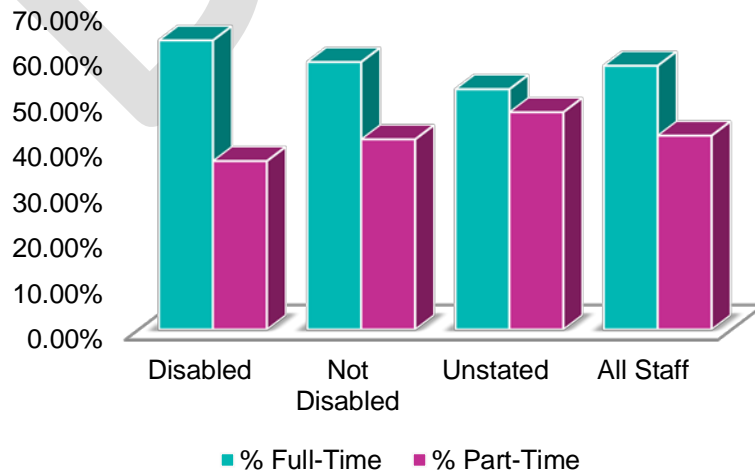
Disability by impairment

Describe your impairment	Impairment by percentage
Learning disability / difficulty	6.08%
Long standing illness or health condition (e.g. cancer, HIV, diabetes)	21.28%
Mental health condition	10.64%
Other condition	15.50%
Physical or mobility impairment	19.15%
Sensory Impairment	6.69%
Unstated	20.67%
Grand Total	100.00%

Disability by sex

Non-schools	Head Count	Female	% Female	Male	% Male
Disabled	291	208	71.48%	83	28.52%
Not Disabled	3497	2507	71.69%	990	28.31%
Unstated	872	547	62.73%	325	37.27%
All Staff	4660	3262	70.00%	1398	30.00%

Disability by full-time / part-time



Disability by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Disabled	291	2.41%	13.06%	20.96%	34.71%	26.12%	2.75%
Not Disabled	3497	6.23%	18.67%	22.02%	28.42%	21.13%	3.52%
Unstated	872	9.98%	19.61%	17.66%	29.36%	18.81%	4.59%
All Staff	4660	6.70%	18.50%	21.14%	28.99%	21.01%	3.67%

Disability by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Disabled	291	12.03%	18.56%	24.05%	31.96%	13.40%
Not Disabled	3497	14.27%	22.16%	21.96%	28.20%	13.41%
Unstated	872	22.94%	10.67%	22.13%	32.57%	11.70%
All Staff	4660	15.75%	19.79%	22.12%	29.25%	13.09%

Sex (male/female)

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

43. Our workforce data for non-schools indicates:

- The percentage of females is 70.00% and males 30.00% and these remain similar to the figures for 2015 which were female 70.07% and male 29.93%.
- 50.61% of women work part-time and 23.03% 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.

Sex – headcount

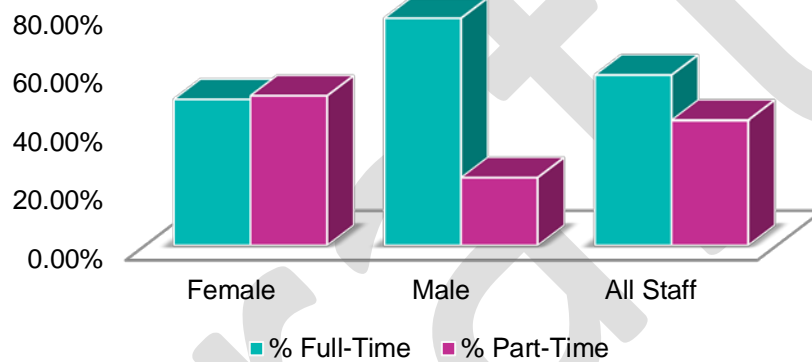
Non-schools	Number	% of total
Female	3262	70.00%
Male	1398	30.00%
Total	4660	100.00%

Sex % by headcount



Female Male

Sex by full-time/part-time



% Full-Time % Part-Time

Sex by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Female	3262	5.18%	17.41%	21.00%	31.27%	21.52%	3.62%
Male	1398	10.23%	21.03%	21.46%	23.68%	19.81%	3.79%
All Staff	4660	6.70%	18.50%	21.14%	28.99%	21.01%	3.67%

Sex by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Female	3262	15.33%	18.67%	22.16%	30.69%	13.15%
Male	1398	16.74%	22.39%	22.03%	25.89%	12.95%
All Staff	4660	15.75%	19.79%	22.12%	29.25%	13.09%

Age

See below for a breakdown of workforce figures for age.

44. Our workforce data for non-schools indicates:

- The largest group within the workforce are in the age range 45 – 55, 28.99%.
- Under 25's make up 6.70% of the workforce (a slight decrease from 7.00% in 2015 and this compares to 15.7% (compared to 16.39% in 2015) in the working population of Wiltshire ([Source: ONS Mid Year Estimates 2015](#)) . 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, work experience and supported internships for young people with a disability, creating other lower level entry roles and increasing engagement through clear progression schemes & development. The government new apprenticeship scheme including the introduction of the apprenticeship levy will also have an impact to increase the level of apprenticeships provision in the council. Work has also taken place this year to improve social engagement through use of social media particularly in relation to recruitment. We recognise that young people in particular are increasing engaged through social media. We also now offer more ways of applying for roles to include uploading a CV and covering letter or completing a single page application process.
- 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

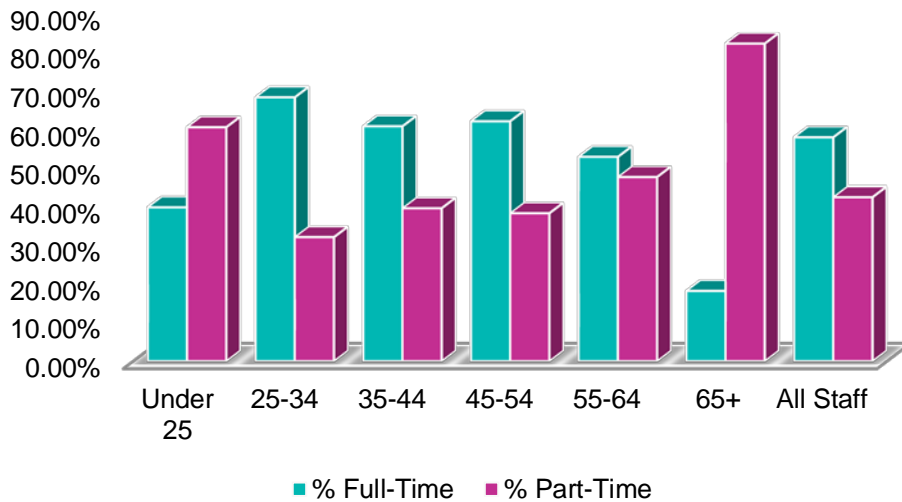
Non-schools	Number	% of total
Under25	312	6.70%
25-34	862	18.50%
35-44	985	21.14%
45-54	1351	28.99%
55-64	979	21.01%
65+	171	3.67%
Total	4660	100.00%

Age % by headcount



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

Age by full-time/part-time



Age – length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Under25	312	52.56%	35.26%	12.18%	0.00%	0.00%
25-34	862	21.93%	31.09%	32.71%	14.27%	0.00%
35-44	985	13.40%	18.07%	24.67%	38.88%	4.97%
45-54	1351	11.77%	15.40%	19.25%	34.79%	18.80%
55-64	979	8.07%	14.40%	17.67%	32.58%	27.27%
65+	171	6.43%	9.94%	20.47%	39.77%	23.39%
All Staff	4660	15.75%	19.79%	22.12%	29.25%	13.09%

Religion and Belief

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

45. Our workforce data for non-schools indicates:

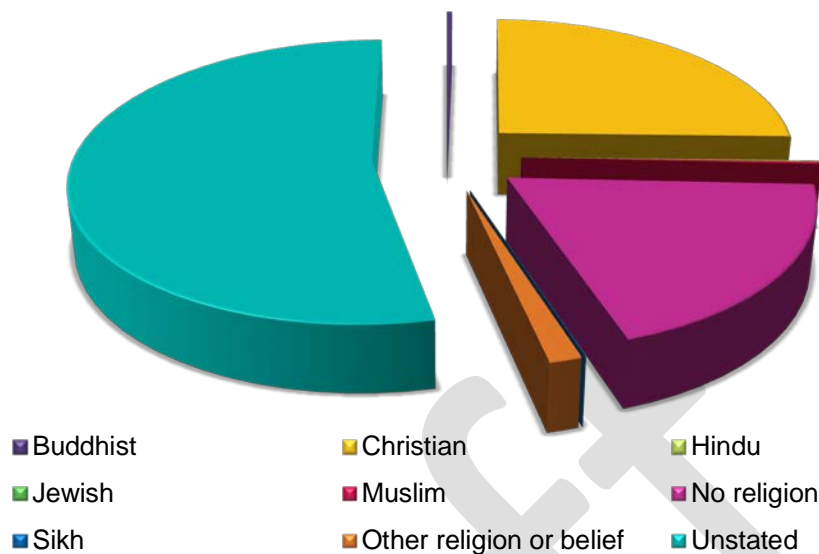
- This is the second year the council has included the protected characteristic of religion and belief in the information collected from staff for this monitoring report.
- 53.48% (compared to 63.55% in 2015) of employees chose not to state their religion or belief. This might reflect the sensitive nature 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 0.32% compared to 0.3% nationally. This disparity may be related to our high unstated figure. A higher percentage of staff have indicated that they have other religion or belief 1.48% compared to the census 0.5%.
- Low figures in a number of categories has meant we are not able to include all data due to confidentiality reasons.

Religion and Belief – headcount

Non-schools	Number	% of total	Census data %
Buddhist	15	0.32%	0.3%
Christian	1168	25.06%	64%
Hindu	*	*	0.3%
Jewish	*	*	0.1%
Muslim	10	0.21%	0.4%
Sikh	*	*	0.1%
No religion	900	19.31%	26.5%
Other religion or belief	69	1.48%	0.5%
Unstated	2492	53.48%	7.7%
Total	4660	100.00%	100.00%

Source: Wiltshire census 2011

Religion and belief % by headcount



Sexual Orientation

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

46. Our workforce data for non-schools indicates:

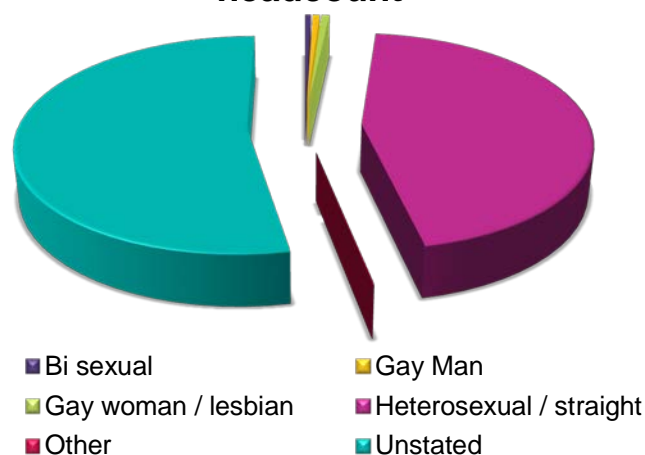
- This is the second year the council has included the protected characteristic of sexual orientation in the information collected from staff for this monitoring report.
- 53.15% (compared to 63.55% in 2015) of employees chose not to state their sexual orientation. This might reflect the sensitive nature 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 45.06% in comparison to 92.8% nationally. This disparity is most likely to be related to our high unstated figure.
- It is noted that our workforce figures for gay man/ woman (lesbian) is reasonably in line with national data being 1.1% compared to 1.25% of our workforce.

Sexual Orientation – headcount

Non-schools	Number	% of total	National %
Bi sexual	23	0.49%	0.5%
Gay Man	27	0.58%	1.1%
Gay woman / lesbian	31	0.67%	
Heterosexual	2100	45.06%	92.8%
Other	*	*	0.3%
Unstated	2477	53.15%	5.3%
Total	4660	100.00%	

Source: [Key Findings from the Integrated Household Survey: January 2014 to December 2014 \(Experiential statistics\) - 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 second year the council has included the characteristic of caring in the information collected from staff for this monitoring report.
- 12.12% (compared to 9.68% in 2015) 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.

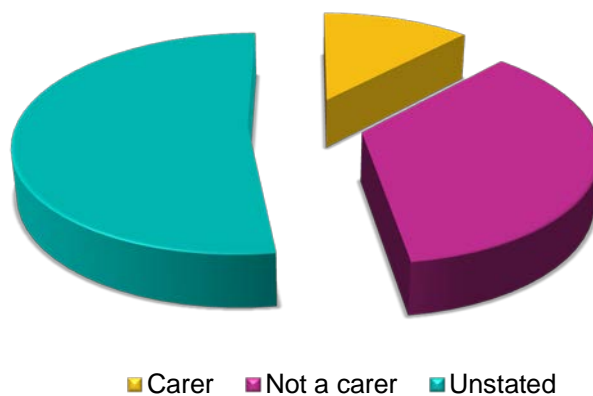
- 35.62 % indicated that they had no unpaid caring responsibilities compared to 89.9% of the Wiltshire population in the 2011 census.
- The unstated figure has reduced to 52.25% from 62.99% in 2015 for employees chose who choose not to state their caring responsibilities. This might reflect the sensitive 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.
- The council has produced new guidance for managers and staff who are carers along with a checklist of support which is available to staff and to assist with conversations between managers and staff about caring responsibilities. This includes procedures for leave for carers, flexible working, career breaks etc. The council is also planning to sign the Carer Support Wiltshire carers charter as part of the initiative. Links with Carer Support Wiltshire should provide additional sources of information and support to carers employed by the council and access to e-learning for managers.

Caring Responsibilities – headcount

Non-schools	Number	% of total	Census data 2011
Carer	565	12.12%	10.1%
Not a carer	1660	35.62%	89.9%
Unstated	2435	52.25%	
Total	4660	100.00%	

Source: Wiltshire Census 2011

Caring responsibilities % by headcount



Carers – Hours per week

Non-schools	Number	% of total
1-19 hours	429	75.93%
20-49 hours	47	8.32%
50 or more hours	46	8.14%
Hours Unstated	43	7.61%
Total	565	100.00%

Gender Identity

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

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

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

Marital Status

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

- This is the second year the council has included the protected characteristic of marital status in the information collected from staff for this monitoring report.
- The unstated figure has reduced to 53.05% from 63.41% in 2015 for employees chose who choose 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.

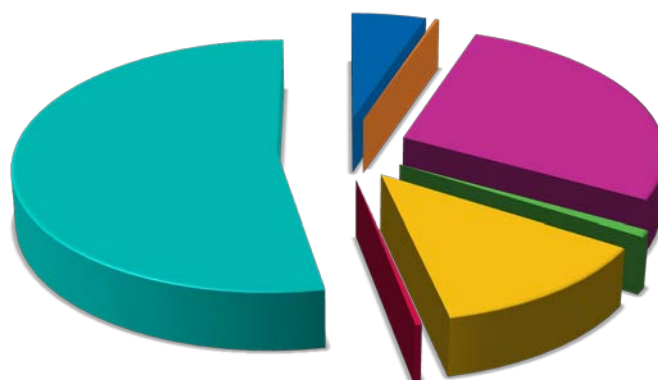
- Low figures in a number of categories have meant we are not able to include all data due to confidentiality reasons and therefore we have included Wiltshire census data for further information.

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	241	5.17%	7.7%
In a registered same-sex civil partnership	11	0.24%	0.1%
Married	1290	27.68%	43.2%
Other	*	*	
Separated (but still legally married or still legally in a same-sex civil partnership)	40	0.86%	1.9%
Single (never married or never registered a same-sex civil partnership)	589	12.64%	22.1%
Widowed or surviving partner from a same-sex civil partnership	17	0.36%	5.6%
Unstated	2472	53.05%	
Total	4660	100.00%	

Source: Wiltshire census 2011

Marital status % by headcount



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

Recruitment monitoring

48. 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.

49. 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.
50. The equality declaration form which applicants are asked to complete when they apply for a role with the council is requested for monitoring purposes only and is not passed to the recruiting manager, so they are unable to see equality information.
51. Our workforce data for non-schools in the period 1st October 2015 – 30 September 2016 indicates:
- This year the council received 4684 applications from external applicants of which 1718 were shortlisted and 712 appointed.
 - 6.79% of all applications, 5.01% of shortlisted applicants and 3.23% of appointments were from people who declared that they were from a BME background. These figures indicate a slight fluctuation on last year's report from 7.04% of all applications; however, the percentage of all appointments has increased from 2.42% last year. Additionally, the percentages of applicants of type appointed as a percentage of those who applied has slightly increased to 7.23% compared 6.29% in last year's report for BME staff. This will be kept under review further.
 - 5.12% of all applications, 5.88% of those shortlisted and 3.09% of those appointed declared that they had a disability. This was a slight decrease from 5.68% applications and from 3.30% of appointments in last year's report; along with the percentage of applicants of type appointed as a percentage of those applied (9.17%) decreasing slightly from last year's report (10.64%). The council has chosen to migrate to the new Disability Confident employer scheme introduced this year by the government to replace the 'two tick's employer scheme. Under the new scheme the council continues with the commitment to offer a guaranteed interview to disabled applicants who meet the minimum criteria for the post they are applying for and make reasonable adjustments to help applicants attend interviews where required (see information under Disability). Data on short listing indicates that the percentage of disabled candidates shortlisted was 42.08% compared to 37.72% for non-disabled staff.
 - 57.02% of applications received by the council were from female applicants and 27.67% were from male applicants. 57.58% of posts filled were filled by female applicants, with 25.28% filled by male applicants. This is broadly reflective of the current workforce split which is 70.00% female and 30.00% male.
 - The highest percentage of applicants appointed of type was the over 65's. The highest number of applications received were marginally from the under 25's. The percentages of under 25's appointed as a percentage of those who applied was 13.20% compared to 18.33% in last year's report. The under 25's represented 19.24% of all appointments. The council currently has a number of measures in place to support the under 25's (please see section on age above).
 - It is noted that the unstated figure for recruitment has increased this year. This is related to steps which have been taken to increase the methods applicants can use to apply for a role with the council including the use of CV's. This initially resulted in a low return of equality questionnaires and as a result steps have now been taken to build questionnaires more fully into the application process regardless of whether a candidate chooses to upload a CV or continue with a standard application form.

Recruitment by ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	6.79%	5.01%	3.23%	27.04%	26.74%	7.23%
White British	72.76%	78.75%	76.40%	39.70%	40.21%	15.96%
White Irish/Other	4.78%	3.32%	3.23%	25.45%	40.35%	10.27%
Unstated	15.67%	12.92%	17.13%	30.25%	54.95%	16.62%
Grand Total	100.00%	100.00%	100.00%	36.68%	41.44%	15.20%

Recruitment by disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	5.12%	5.88%	3.09%	42.08%	21.78%	9.17%
Not Disabled	77.13%	79.34%	77.39%	37.72%	40.43%	15.25%
Unstated	17.74%	14.78%	19.52%	30.57%	54.72%	16.73%
Grand Total	100.00%	100.00%	100.00%	36.68%	41.44%	15.20%

Recruitment by sex

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	57.02%	59.66%	57.58%	38.38%	40.00%	15.35%
Male	27.67%	27.82%	25.28%	36.88%	37.66%	13.89%
Unstated	15.13%	12.51%	17.13%	29.99%	56.74%	17.02%
Grand Total	100.00%	100.00%	100.00%	36.68%	41.44%	15.20%

Recruitment by age

Age Band	% of Total Applied	% of Total Shortlisted	% of Total Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Under 25	22.16%	18.22%	19.24%	30.15%	43.77%	13.20%
25 – 34	22.01%	21.59%	20.51%	35.98%	39.35%	14.16%
35 – 44	15.67%	17.64%	16.43%	41.28%	38.61%	15.94%
45 – 54	16.72%	20.02%	17.28%	43.93%	35.76%	15.71%
55 – 64	7.58%	9.31%	8.85%	45.07%	39.38%	17.75%
65 and over	0.49%	0.58%	0.70%	43.48%	50.00%	21.74%
Unstated	15.37%	12.63%	16.99%	30.14%	55.76%	16.81%
Grand Total	100.00%	100.00%	100.00%	36.68%	41.44%	15.20%

Internal promotions

52. 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.

53. Our workforce data for non-schools in the period 1st October 2015 – 30th September 2016 indicates:

- This year the council received 953 applications from internal applicants of which 599 were shortlisted and 306 appointed. This compares to 192 internal appointments in 2015 this is due to restructuring as a result of spending reviews and the need to protect staff by undertaking internal appointments to reduce redundancies
- 3.59% of internal applicants appointed declared that they are from BME backgrounds. This was a slight fluctuation from 3.65% in last year's report. The percentages of applicants of type appointed indicate that a slightly lower percentage of BME, white Irish and other white applicants were appointed than expected compared to the numbers who applied. This may relate to the 'unstated' return rate.
- The percentage of internal disabled applicants appointed as a percentage of those disabled applicants who applied has increased to 24.00% compared to 21.21% in 2015. This compared to 32.35% for non-disabled internal applicants.
- The percentage of internal females appointed was 69.28% and the overall workforce is 70.00% female.
- In terms of age, the highest percentage of type appointed as a percentage of those who applied was in the over 65's age band (although actual numbers in this group were low) and the 55-64 age band. The under 25's percentage of type appointed has increased slightly to 27.21 % from 26.36 % in last year's report. The council has ongoing measures in place to support the employment of under 25's (see information under age).

Promotion by Ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	5.14%	4.67%	3.59%	57.14%	39.29%	22.45%
White British	86.36%	88.15%	87.58%	64.16%	50.76%	32.56%
White Irish/Other	3.36%	2.34%	2.29%	43.75%	50.00%	21.88%
Unstated	5.14%	4.84%	6.54%	59.18%	68.97%	40.82%
Grand Total	100.00%	100.00%	100.00%	62.85%	51.09%	32.11%

Promotion by Disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	5.25%	5.34%	3.92%	64.00%	37.50%	24.00%
Not Disabled	85.62%	86.64%	86.27%	63.60%	50.87%	32.35%
Unstated	9.13%	8.01%	9.80%	55.17%	62.50%	34.48%
Grand Total	100.00%	100.00%	100.00%	62.85%	51.09%	32.11%

Promotion by sex

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	65.48%	67.95%	69.28%	65.22%	52.09%	33.97%
Male	30.12%	27.88%	24.51%	58.19%	44.91%	26.13%
Unstated	4.41%	4.17%	6.21%	59.52%	76.00%	45.24%
Grand Total	100.00%	100.00%	100.00%	62.85%	51.09%	32.11%

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	14.27%	12.69%	12.09%	55.88%	48.68%	27.21%
25 – 34	26.55%	27.71%	26.14%	65.61%	48.19%	31.62%
35 – 44	20.04%	20.37%	22.22%	63.87%	55.74%	35.60%
45 – 54	25.60%	24.37%	21.90%	59.84%	45.89%	27.46%
55 – 64	7.76%	9.35%	10.78%	75.68%	58.93%	44.59%
65 and over	0.42%	0.50%	0.65%	75.00%	66.67%	50.00%
Unstated	5.35 %	5.01%	6.21%	58.82%	63.33%	37.25%
Grand Total	100.00%	100.00%	100.00%	62.85%	51.09%	32.11%

Leaver monitoring

54. There were 674 non-school staff who ceased employment in the council between 1ST October 2015 and 30th September 2016.

55. 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 674 leavers over the period. This was a decrease from the previous year (752) although the main reasons for leaving were the same.
- 2.52% of leavers had declared that they had a BME background, 68.10% were female and 31.90% male and these percentages are roughly in line with the general workforce percentages for these groups.
- 5.34% of leavers had declared that they had a disability, this is slightly below the percentage of disabled employees in the workforce (6.24%).
- The highest age range for voluntary redundancy is 45-54 at 37.62% and generally the percentage of voluntary redundancy is higher in the age groups 35 and over.

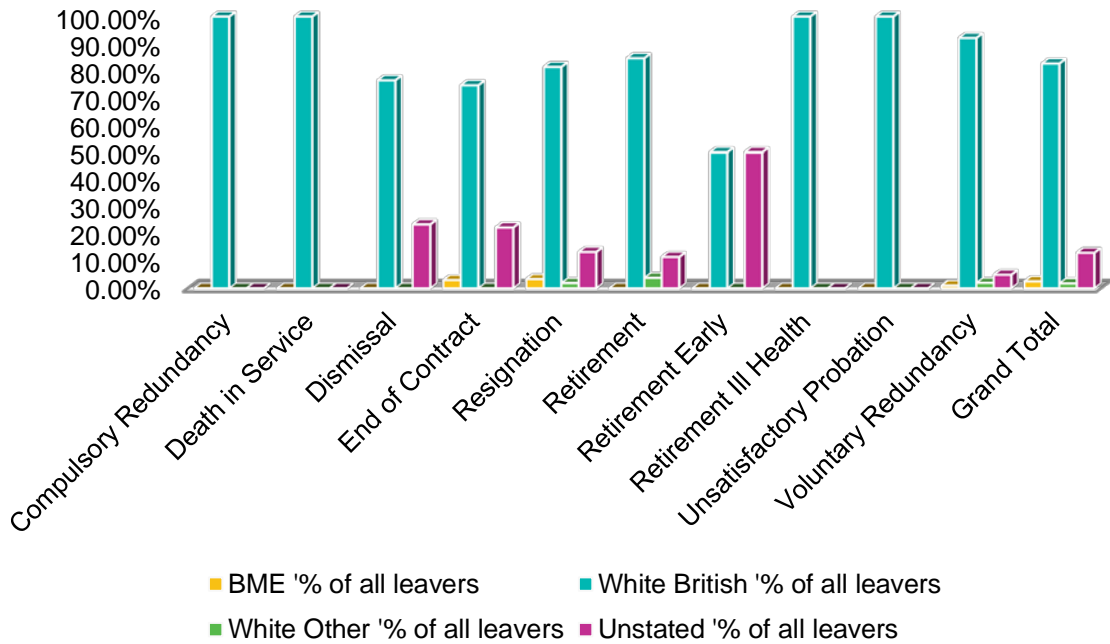
Leavers by Reason

Reason	All Leavers	% of All Leavers
Compulsory Redundancy	*	*
Death in Service	*	*
Dismissal	17	2.52%
End of Contract	67	9.94%
Resignation	419	62.17%
Retirement	52	7.72%
Retirement Early	*	*
Retirement Ill Health	*	*
Unsatisfactory Probation	*	*
Voluntary Redundancy	101	14.99%
Grand Total	674	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%	0.00%	100.00%	0.00%
Death in Service	0.00%	0.00%	100.00%	0.00%
Dismissal	0.00%	23.53%	76.47%	0.00%
End of Contract	2.99%	22.39%	74.63%	0.00%
Resignation	3.34%	13.37%	81.38%	1.91%
Retirement	0.00%	11.54%	84.62%	3.85%
Retirement Early	0.00%	50.00%	50.00%	0.00%
Retirement Ill Health	0.00%	0.00%	100.00%	0.00%
Unsatisfactory Probation	0.00%	0.00%	100.00%	0.00%
Voluntary Redundancy	0.99%	4.95%	92.08%	1.98%
Grand Total	2.52%	13.06%	82.64%	1.78%

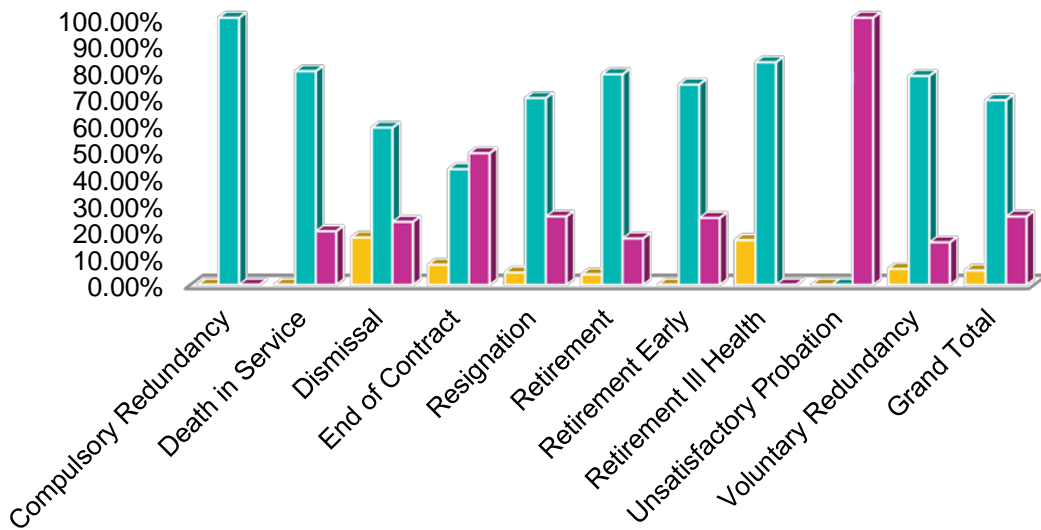
Leavers by ethnicity % of all leavers



Leaver by disability

Reason	Disabled '% of all leavers'	Not Disabled '% of all leavers'	Unstated '% of all leavers'
Compulsory Redundancy	0.00%	100.00%	0.00%
Death in Service	0.00%	80.00%	20.00%
Dismissal	17.65%	58.82%	23.53%
End of Contract	7.46%	43.28%	49.25%
Resignation	4.53%	69.93%	25.54%
Retirement	3.85%	78.85%	17.31%
Retirement Early	0.00%	75.00%	25.00%
Retirement Ill Health	16.67%	83.33%	0.00%
Unsatisfactory Probation	0.00%	0.00%	100.00%
Voluntary Redundancy	5.94%	78.22%	15.84%
Grand Total	5.34%	69.14%	25.52%

Leavers by disability % of all leavers



■ Disabled % of all leavers ■ Not Disabled % of all leavers ■ Unstated % of all leavers

Leavers by sex

Reason	Female % of all leavers	Male % of all leavers
Compulsory Redundancy	100.00%	0.00%
Death in Service	60.00%	40.00%
Dismissal	52.94%	47.06%
End of Contract	76.12%	23.88%
Resignation	66.83%	33.17%
Retirement	59.62%	40.38%
Retirement Early	100.00%	0.00%
Retirement Ill Health	66.67%	33.33%
Unsatisfactory Probation	0.00%	100.00%
Voluntary Redundancy	74.26%	25.74%
Grand Total	68.10%	31.90%

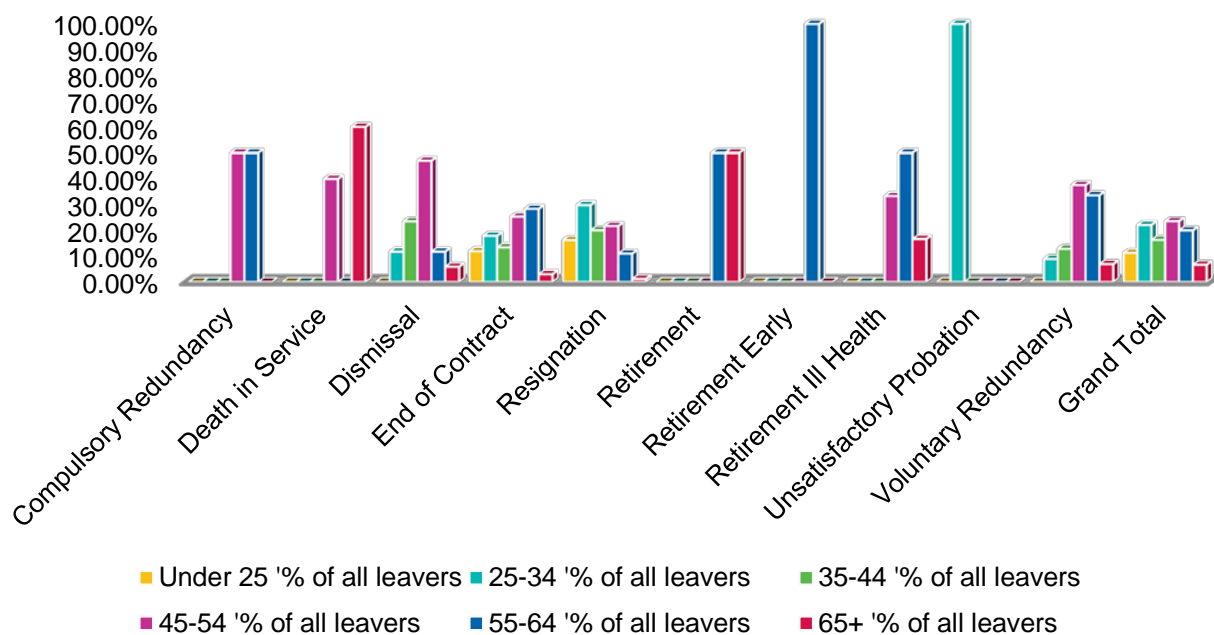
Leavers by sex % of all leavers



Leaver by age

Reason	Under25 % of all leavers	25-34 % of all leavers	35-44 % of all leavers	45-54 % of all leavers	55-64 % of all leavers	65+ % of all leavers
Compulsory Redundancy	0.00%	0.00%	0.00%	50.00%	50.00%	0.00%
Death in Service	0.00%	0.00%	0.00%	40.00%	0.00%	60.00%
Dismissal	0.00%	11.76%	23.53%	47.06%	11.76%	5.88%
End of Contract	11.94%	17.91%	13.43%	25.37%	28.36%	2.99%
Resignation	16.23%	29.83%	20.05%	21.72%	10.98%	1.19%
Retirement	0.00%	0.00%	0.00%	0.00%	50.00%	50.00%
Retirement Early	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Retirement Ill Health	0.00%	0.00%	0.00%	33.33%	50.00%	16.67%
Unsatisfactory Probation	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Voluntary Redundancy	0.00%	8.91%	12.87%	37.62%	33.66%	6.93%
Grand Total	11.28%	22.11%	16.32%	23.59%	20.03%	6.68%

Leavers by age % of all leavers



Discipline, Dignity at Work and grievance procedure

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

57. Our workforce data for non-schools indicates:

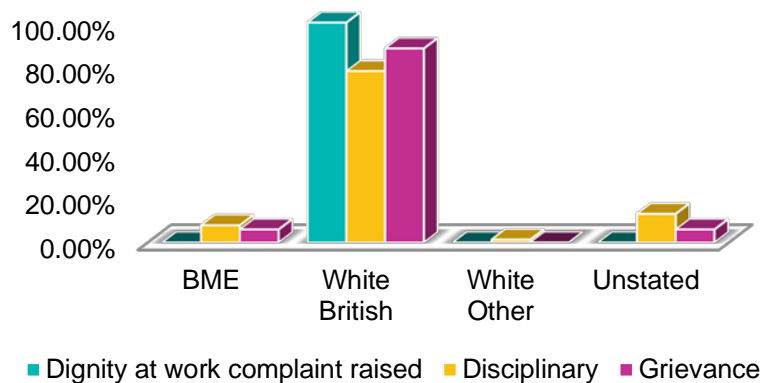
- The highest number of cases (77) relates to use of the disciplinary procedure. This is a decrease in comparison to total of 110 disciplinary cases for the whole year in the previous report.
- There were 3 Dignity at Work cases compared to 4 for the whole year in the previous report 2014/15. In previous years the figures have fluctuated between 4 and 19. There continues to be a higher number of dignity at work complaints raised by female employees.
- The figures for disability indicate that 6.49% of disabled staff were involved in a disciplinary and 23.53% of grievances were raised by a disabled member of staff. It was noted that the disciplinary figure indicated a rise in cases compared to the previous year (15.79%).
- The figures for BME staff indicate that 7.79% were involved in a disciplinary compared to 0.91% in last year's report.
- The figures for male staff indicates an increase across all the procedures and is above the workforce figure of 30% for male employees.

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

Adviser cases by Ethnicity

Group	Total	BME % of total	White British % of total	White Other % of total	Unstated % of total
Dignity at work complaint raised	3	00.00%	100%	0.00%	0.00%
Disciplinary	77	7.79%	77.92%	1.30%	12.99%
Grievance	17	5.88%	88.24%	0.00%	5.88%
Total	97	7.22%	80.41 %	1.03%	11.34%

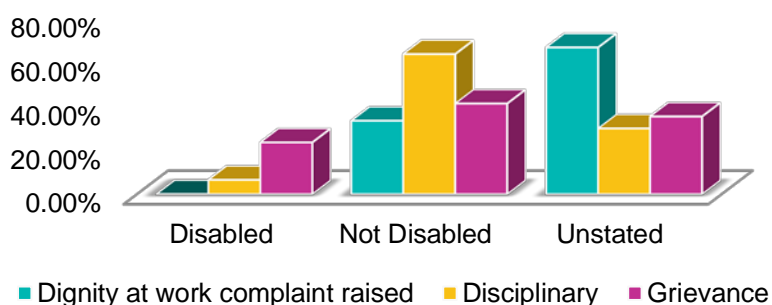
Adviser cases by ethnicity



Adviser cases by Disability

Group	Total	Disabled % of total	Not Disabled % of total	Unstated % of total
Dignity at work complaint raised	3	0.00%	33.33%	66.67%
Disciplinary	77	6.49%	63.64%	29.87%
Grievance	17	23.53%	41.18%	35.29%
Total	97	9.28%	58.76%	31.96%

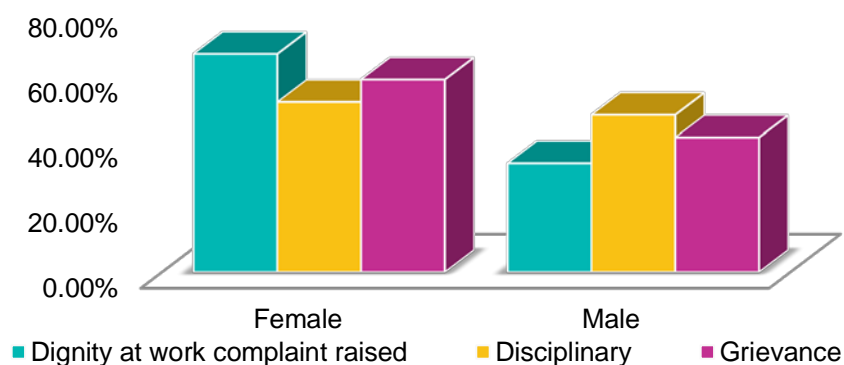
Adviser cases by Disability



Adviser cases by sex

Group	Total	Female % of total	Male % of total
Dignity at work complaint raised	3	66.67%	33.33%
Disciplinary	77	51.95%	48.05%
Grievance	17	58.82%	41.18%
Total	97	53.61%	46.39%

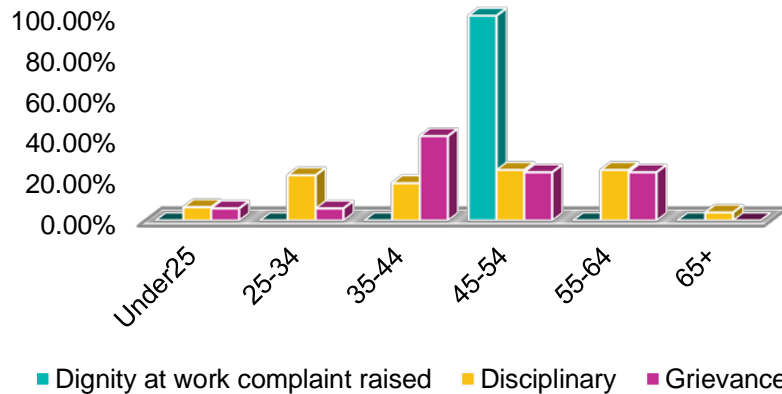
Adviser cases by sex



Adviser cases by age

Group	Total	Under25 % of total	25-34 % of total	35-44 % of total	45-54 % of total	55-64 % of total	65+ % of total
Dignity at work complaint raised	3	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
Disciplinary	77	6.49%	22.08%	18.18%	24.68%	24.68%	3.90%
Grievance	17	5.88%	5.88%	41.18%	23.53%	23.53%	0.00%
Total	97	6.19%	18.56%	21.65%	26.80%	23.71%	3.09%

Adviser cases by age



Flexible working requests

58. The figures represent formal requests for flexible working for the period 1st October 2015 to 30th September 2016. Managers also receive informal requests which are not monitored or included in these figures.
59. 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.
60. 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 this year this included a broad range of age groups.

Maternity – returner rates

61. The council had 80 employees who went on maternity leave during the period 1st October 2015 to 30th September 2016, of these employees, 71 returned to work after maternity leave and 9 people did not. The figures for the non returners are low so a further breakdown has not been included, however the data did not indicate any equality issues.

Performance appraisal

62. 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

63. Support and supervision of staff and the appraisal arrangements tend to identify the majority of staff development needs. Last 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 and this year a range of e-learning including mandatory e-learning has also been rolled out to staff via grow. There is still some training not formally recorded through grow and this includes conferences and

professional updates undertaken externally and some service specific qualifications and training such as in the leisure service. Leisure service mandatory training courses are currently being added into grow.

64. The system is not able to identify training requested. The information below represents the number of training events or modules of e-learning that have been completed, not the number of people doing the training. This recognises that individuals may have completed more than one training event or module in the year.
65. For comparison purposes the overall workforce percentages for each protected characteristic have been included. This is included to indicate whether a comparative spread of employees with monitored protected characteristics have taken part in or attended training. Please see comments in the following paragraph below.
66. Our workforce data for non-schools for the period 1st October 2015 to 30th September 2016 indicates:
- The total of training events or modules of e-learning increased to 20150 from 5545. This was due to the increased use of the new grow system to record training and the introduction of a range of e-learning training for staff. There are 8 pieces of e-learning which staff need to complete including fire and bomb procedures, mental health awareness, equality and diversity and safeguarding. Other smaller pieces of learning are also being included on grow.
 - Attendance at training sessions by staff declaring a BME background (4.33%) and a disability (6.45%) is representative of these groups within the workforce.
 - Male attendance at training sessions was 26.32% which is below the group representation in the workforce which is 30.00%.
 - Attendance at training sessions was slightly less than the percentage expected for the group 55 and over.

Training by ethnicity

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
BME	895	4.44%	2.51%
White British	17250	85.61%	85.73%
White Other	814	4.04%	2.68%
Unstated	1191	5.91%	9.08%
Grand Total	20150	100.00%	100.00%

Training by disability

	Attendees	% of total attendees	% of group in workforce at 01/10/2016
Disabled	1332	6.61%	6.24%
Not Disabled	14834	73.62%	75.04%
Unstated	3984	19.77%	18.71%
Grand Total	20150	100.00%	100.00%

Training by sex

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Female	14846	73.68%	70.00%
Male	5304	26.32%	30.00%
Grand Total	20150	100.00%	100.00%

Training by age

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Under25	1894	9.40%	6.70%
25-34	4482	22.24%	18.50%
35-44	4762	23.63%	21.14%
45-54	5761	28.59%	28.99%
55-64	3087	15.32%	21.01%
65+	164	0.81%	3.67%
Grand Total	20150	100.00%	100.00%

Remuneration monitoring

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

This is the second year 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, 2016). The government has proposed new gender pay gap reporting requirements for the public sector next year.

68. Our workforce data for non-schools indicates:

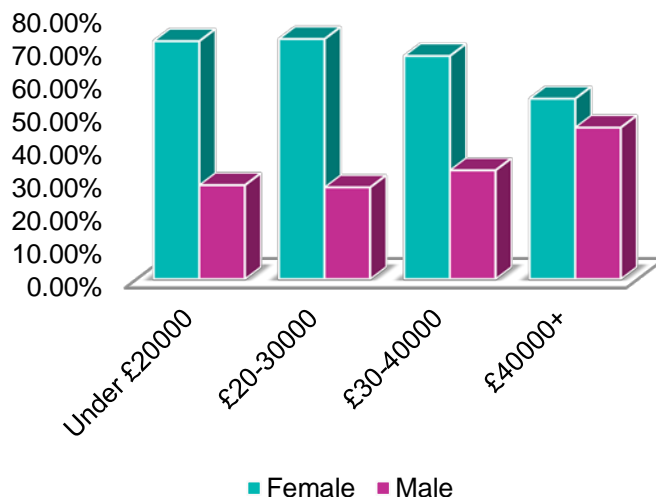
- The figures below reflect the higher number of females employed by the council across all salary bands.
- The percentage of male staff has slightly decreased in the higher salary bands of £30,000 per annum and above and the percentage of females has slightly increased in this band. The percentage of females is still 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 and a negative gender pay gap for full time staff (-3.16%). The overall pay gap within the council is 14.65%, this has increased from 11.86% last year. This is due to the decrease of staff in in grades B-E and this may be linked to the move from some schools to become academies. The overall decrease in schools has meant that median pay has increased. The overall gender pay gap for the council is below the national average of 18.1% and last years 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 reduced this year to 1.24% (a similar percentage to 2014) from 3.48% in 2015.
- In relation to disability, remuneration is fairly evenly spread across all the salary bands and decreases slightly in the highest salary bands.

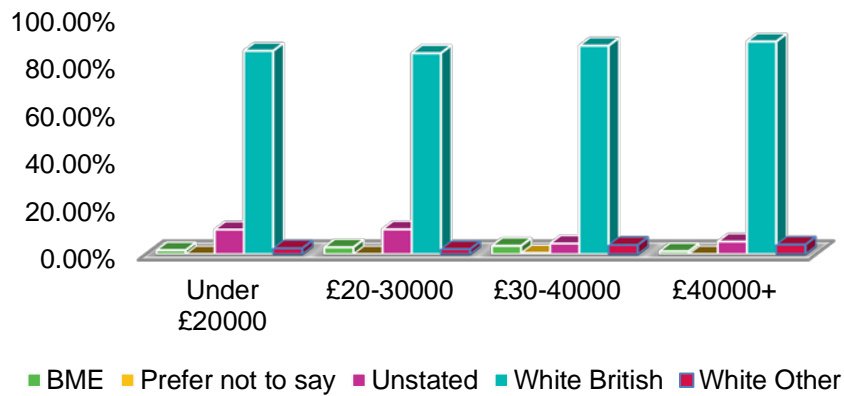
Remuneration by Sex, Ethnicity and Disability

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	71.71%	28.28%	1.66%	85.51%	2.50%	10.33%	6.24%	71.01%	22.75%
£20-30000	2090	72.35%	27.65%	2.90%	84.53%	2.13%	10.44%	5.99%	73.47%	20.54%
£30-40000	892	67.23%	32.77%	3.51%	87.67%	3.87%	4.95%	7.62%	81.98%	10.40%
£40000+	313	55.35%	45.65%	1.24%	89.44%	4.04%	5.28%	4.35%	85.40%	10.25%
All Staff	4845	70.00%	30.00%	2.51%	85.73%	2.68%	9.89%	6.24%	75.04%	18.71%

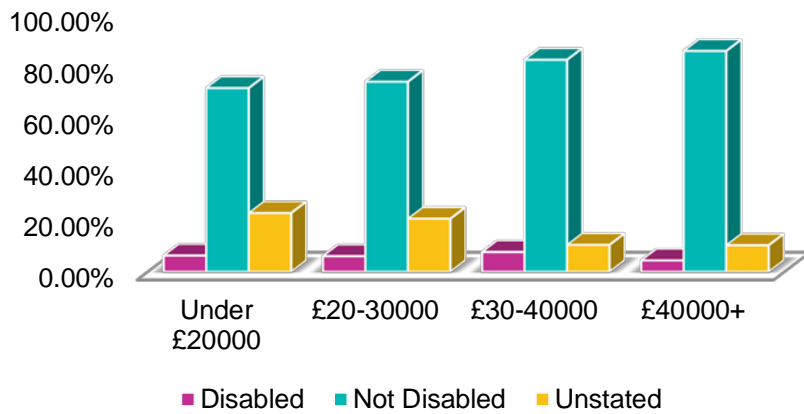
Remuneration by sex



Remuneration by ethnicity



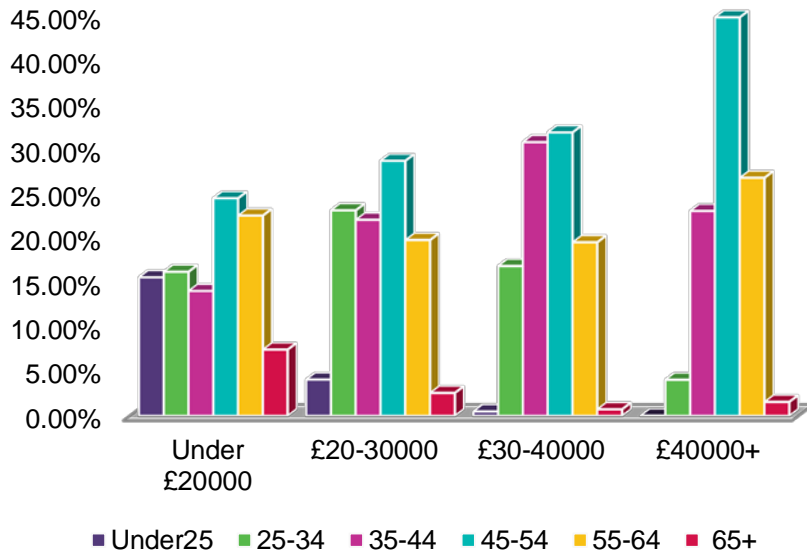
Remuneration by disability



Remuneration by Age

Salary Band	Number of staff in band	Age					
		Under25	25-34	35-44	45-54	55-64	65+
Under £20000	1442	15.53 %	16.16%	14.01%	24.41%	22.47%	7.42%
£20-30000	2069	4.06%	23.05%	21.99%	28.61%	19.72%	2.56%
£30-40000	827	0.48%	16.81%	30.71%	31.80%	19.47%	0.73%
£40000+	322	0.00%	4.04%	22.98%	44.72%	26.71%	1.55%
All Staff	4660	6.70%	18.50%	21.14%	28.99%	21.01%	3.64%

Remuneration by age



Gender pay gap

Organisation	Overall	Full time	Part time
ONS	18.1%	9.4%	-6.0%
Local Government	19.89%	1.00%	1.54%
Wiltshire Council*	14.65%	-3.16%	0.00%

Source: Office of National Statistics, 2016 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

69. 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.
- The council has become involved in the new government 'Disability Confident' employer scheme which replaces the 'two tick's' employer scheme. This includes a number of commitments relating to attracting, recruiting and supporting disabled people.
- Membership of the employers network for equality and inclusion (ENEI).
- 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.
- Introduction of e-learning for all staff on equality and diversity this year.
- Regular equality and diversity updates to Staffing Policy Committee and Corporate Directors.
- Supporting equality events and raising awareness about specific disabilities eg autism training.
- 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

70. As part of the public sector equality duty the council is also required to identify equality objectives. These include service equality objectives and objectives relating to the council's workforce (HR equality objectives). These objectives are reviewed regularly and were the subject of a public consultation last year. As a result of this consultation the objectives were reconfirmed and some additional service objectives were included. Further details of the council's equality objectives can be found on the [council website](#).

71. The council's HR equality objectives have primarily been identified from workforce data analysis and are set out below and include:

- **OBJECTIVE 3:**
Improve workforce profile statistics by improving existing rates of reporting (disability and ethnicity) and increasing the range of protected characteristics captured about the workforce via SAP, particularly for Sexual Orientation, Gender Reassignment Carers, and Religion and Belief (*subject to level of financial resources needed to make the changes within SAP)
- **OBJECTIVE 4:**
Increase the number of under 25 year olds within the Council's workforce
- **OBJECTIVE 5:**
Reduce the percentage of staff who report that they have experienced bullying and harassment, with a focus on disabled staff and other groups of staff with protected characteristics who may be affected by this.
- **OBJECTIVE 6:**
Embedding an inclusive workplace focussing this year on lesbian, gay, bisexual and trans* (LGBT) employees.

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

- As part of our equality objective to improve our workforce profile statistics the council sent all staff an equality monitoring questionnaire in 2015 and 2016. The aim of the questionnaire was to improve our workforce data by improving our existing rates of reporting (disability and ethnicity) and increasing the range of protected characteristics captured. Over the last three years the unstated rate for

ethnicity and disability has reduced. The ethnicity unstated rate decreased to 9.08% this year from 11.15% (2015) and 15.43% (2014). The disability unstated rate decreased to 18.71% this year from 21.59% (2015) and 27.09% (2014). This report now includes headcount information on all the protected characteristics, although it is noted that the unstated figures for this new information is high. Improvements in data have been achieved through the equalities monitoring questionnaire this year and the council will continue to work towards increasing confidence in this area and encouraging staff to contribute to the monitoring data.

- The percentages of under 25's who work for the council is 6.7% of the workforce. This represents a slight decrease from 2015. Although the figures show a slight fluctuation a lot of work has been undertaken to improve the offer on apprenticeships and workplace experience. This is the third year that the council has offered supported internships for young disabled people. The government has also introduced a new apprenticeship scheme and levy which may also lead to an increase in the council's apprenticeship offer. The recruitment figures indicate that applications from this age group are marginally higher than from any other age group and 19.24% of all successful applicants come from this age group.
- 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. The staff survey in 2014 contained a revised question on bullying and harassment to provide greater clarification. 'In the last year, I have personally experienced bullying or harassment whilst at work'. 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.
- 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.
- The 2016 staff survey which has recently taken place also includes the same question used in the 2014 survey on bullying and harassment (unfortunately the results of this survey will not be available in time for this report). This year's survey also sought clarification about the source of bullying and harassment and whether it was related to another members of staff or external contact.

- Work on this objective this year has included work on improvements to the dignity at work and grievance policy to make the policies more streamline and easier to access. The statement of commitment in the dignity at work policy was also strengthened and includes a supporting statement from the chair of the staffing policy committee. Changes were also made to the supporting guidance for staff and managers. The changes were widely consulted on including consultation with our staff forums. Training on the dignity at work and grievance policy and procedure was covered in a series of manager briefings 2012 and 2014 and further work to provide on line resources is planned. 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.
- Work to embed an inclusive workplace for LGBT staff initially related to implementing improvements recommendations by Stonewall in their workplace equality index assessment around sexual orientation in the workplace. Work on role models and improving HR policies formed part of this. This year transgender guidance – transitioning in the workplace has been produced as a result of consultation with the LGBT staff forum to improve the information and support to transgender staff, their managers and other staff.

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

74. Contact details

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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%