Wiltshire Council

Diversity and Inclusion Employment Monitoring Report

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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 2018

This is the fourth 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 4539. This has reduced from 4597 in October 2017.

The percentage of staff who identified themselves as BME has increased to 3.06%. This was an increase from 2.63% in 2017.

The percentage of staff who identified themselves as having a disability increased to 8.24% compared to 5.96% in 2017. The council has successfully become part of the governments new 'Disability Confident' employer scheme which replaces the 'two ticks' scheme and continues to take positive steps to attract, recruit and support disabled people.

72.95% of staff are female and 27.05% are male. These figures remain similar to previous years.

54.18% of women work part-time and 29.48% of men work part-time. The number of staff working part-time continues to increase particularly in relation to men.

The largest group within the workforce are in the age range 45 – 55, which is 28.53%. Under 25's make up 6.90% of the workforce which represents a slight increase from 2017. In terms of recruitment, the under 25's make up 19.75% of all appointees to the council and was the second highest percentage by age group. 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. The unstated rates for ethnicity decreased to 7.71% from 9.96% in 2017 and disability decreased to 15.29% from 19.64% in 2017. The council will continue to work to improve these rates. There was also a slight improvement in the number of applicants completing the equalities form via the recruitment process.

This is the fourth 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 for. The unstated figures in all the new categories above continues to improve year on year and has improved again in this report. However, it is noted that there generally remains a higher 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 personal data.

There was a reduction in the number of disciplinaries and grievances in this year's report. The figures represent cases that have been closed and where formal action has been taken to provide more accurate data. The number of formal flexible working requests was very low this year and it is likely that most requests were made informally (although it is not possible to collect data on this). Data from the staff survey 2018 indicates that 62.8 % of those staff who responded to the question about flexible working in the survey considered that they have a flexible working arrangement.

93 employees on maternity leave returned or left during the period 1st October 2017 to 1st October 2018 and there were 11 non-returners.

There were 26,230 attendances at learning and development sessions compared to 12,629 in last year's report. The large increase was due to the introduction of new mandatory e-learning on freedom of information, information security, introduction to GDPR and records management. This totalled 13,422 training events. There was also continued high attendance for the 8 pieces of mandatory e-learning introduced for new starters and staff a couple of years ago which includes equality and diversity, fire and terror threat and mental health awareness training. There was a broad spectrum of attendance across the protected characteristics monitored for learning and development events, although the figures were slightly lower for males and the over 55's.

The council recruited and appointed a total of 1124 applicants to posts in the council and of these there were 445 internal transfers or promotions. There was a slight increase in the number of appointments this year both internal and external and this was due to restructuring to ensure our services are fit for purpose and internally, to restrict the number of redundancies.

There were 713 leavers and the main reasons were resignation followed by staff transferring to other organisations via TUPE regulations. The increase in TUPE leavers was due to the transfer out of the waste service and is probably also reflected in the slightly higher than average percentage of males leaving the organisation.

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

Last year the government made it mandatory for all large private, voluntary and public-sector employers with more than 250 employees to publish gender pay gap information. The overall gender pay gap for the council for 2018 is 6.19%, calculated by using median workforce figures, and 8.25%, calculated using mean workforce figures. This is below the national gender pay gap rates which are 17.9% median and 17.1 mean and below the public-sector median which is 19.0% and mean which is 17.5% (ONS provisional figures 2018). A separate report on the council's gender pay gap can be found on the council website.

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

Introduction

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

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

2. In line with the requirements of this duty the report is now usually published on the council website on the 30 March each year, in line with the new gender pay gap obligations introduced by the government.

3. The council has monitored workforce equality and diversity data for a number of years and uses this information to understand diversity in the workforce. The information

provides data to enable the council to analyse and assess the impact of policies, practices and decisions on those with protected characteristics in the workforce and to identify where action is required to remedy any negative effect or disadvantage experienced by particular groups and promote equality of opportunity for all.

4. This report sets out data based on the key employment areas which the council currently monitors in relation to workforce data. Where possible it also identifies key issues, which have been highlighted when reviewing the workforce data and draws comparisons and additional information from other external sources. This information has also been used to identify and inform the council's equality objectives along with information from the staff survey. The council is legally required to set and review equality objectives under specific duties set out under the PSED.

5. The data contained in this report has been based on either headcount data as at 1 October 2018 or where monitoring information is reviewed over a year, the reference period which has been for the year 2017/2018

Who is included in the report and data gaps?

6. This report covers a head count of all non-schools staff employed by the council as at 1 October 2018. It does not include casual staff.

7. The council has collected and monitored equality data relating to the protected characteristics of race, disability, sex and age for some time. In 2015, we increased the range of equality data collected and staff and applicants to the council have been asked for information relating to all the protected characteristics including religion and belief, sexual orientation, marriage and civil partnerships, gender reassignment in addition to the characteristics previously monitored. Staff and applicants have also been asked for information on unpaid caring responsibilities. The work to increase the quality and range of information collected formed one of the council's equality objectives.

8. We also took steps again in 2016 and 2018 to seek further equality data from our staff via an equalities questionnaire to reduce the data gaps. This has resulted in a reduction in the data gaps, however it is noted that the percentages of unstated rates for the new data we started to collect in 2015 are still high. This has meant that where the figures are low for particular groups with protected characteristics the data has not been included in this report to protect individual confidentiality. In addition to this the newer data has not been cross referenced against other factors such as age and length of service and this will be reviewed once the unstated rates have improved and the data becomes more robust. The council will continue to seek to readdress this gap in data and reduce the number of unstated returns in the report by building confidence amongst staff in sharing this information. We also include equality data from the 2018 staff survey (Appendix A) for further information and comparison. The council currently undertakes a staff survey every other year.

9. A further change to the equalities questionnaire this year was the addition of the option to self-describe in relation to gender identity (sex) and sexual orientation. This was changed as a result of feedback from the LGBT staff network and is in line with new guidance from ACAS. However, where figures are low data has not been included in the report to protect confidentiality in line with guidance from EHRC (Equalities and Human Rights Commission).

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 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 1.10.2018 was 4539 compared with 4597 on 1.10.2017.

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), our recruitment system, Talentlink, and from monitoring information collected by staff in HR.

14. The data collected is based on information provided by staff during recruitment and throughout their employment. An equalities monitoring questionnaire was sent out 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 'prefer not to say' if they did not feel comfortable filling in certain sections. If 'prefer not to say' was selected staff were encouraged to explain why they had selected this option to enable us to learn from the comments and take action to reduce any barriers where possible.

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. Two years ago, the council launched a new staff engagement group called #EPIC. Staff were invited to join the engagement group from services across the council to be involved in devising and delivering ways of improving employee engagement and amplifying the workplace culture, to help the council to deliver better services. The group has gone from strength to strength and more staff have now joined the team to drive employee engagement.

19. Employee engagement also takes place through:

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

20. The staff networks are:

    - Carers and disability network

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

21. Some examples of proactive engagement with the networks have been:

- Staff Voices event in October 2017 and May 2018 – open to all staff and including personal stories from some of the network members, the event raised awareness of the importance of inclusion to a wide range of staff, including senior managers.
- The council promoted LGBT History month (LGBT network) for the fifth time in 2019. The (now annual) raising of the LGBT flag at county hall marked this.
- Working group to look at improving the evacuation and fire procedures for disabled staff (staff disability network).
- The council's involvement in and promotion of its fostering and adoption services/public health for Swindon and Wiltshire Pride 2014 to 2016 (LGBT network).
- Contribution to the development of the council's transitioning at work policy (LGBT network)
- The co-development of a reasonable adjustments survey which has helped identify areas for improvement (carers and disability staff network).
- Input into task and finish group reviewing options for managing staff car parking (carers and disability network)
- Development of a staff role model booklet (to highlight each of the networks and to make them more accessible through personalisation).
- Empowerment of staff networks by provision of tools for self-ownership (including development of network action plans for change).

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 launched 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 December 2018 and the staff response rate for this was 63.3%. It indicated the employee engagement index for the council has risen to 70% (the employee engagement index is a national benchmarking standard used by BIS).The survey closed at the end of January 2019 and as a result of the timescales this report only contains some headline figures from the survey as the full set of data was not available at the time of publishing this report.

Corporate Diversity and Inclusion steering groups

24. This year a new Wiltshire Council diversity and inclusion plan 2018-2021 was developed following a review of the council's equality and diversity strategy. A self assessment using the Local Government equality and diversity framework formed part of this process. As a result, the existing corporate diversity and inclusion steering group was re-organised around three themes:

- staff
- service delivery
- communities

In order to deliver the actions related to these themes, three groups have been set up to each focus on one of these themes. Members of these groups are made up of staff from across the organisation who have the influence to implement the actions and work in the relevant areas identified in the actions. Each group also has a representative from the staff voices group (the three staff networks). The chairman of the council (member representative) also plays an active role in the work of these groups. The council also has a champion from the senior management team at director level.

25. The steering groups objectives are:

- Equality considerations are embedded in the council's leadership, partnership and organisational commitment and complement the council's equality vision and statutory duties
- Build a resilient community that represents the voices and diversity of Wiltshire, specifically in respect of lesbian, gay, bisexual, BME and trans communities
- Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future
- Ensure equality considerations are built into the council's approach to customer access which will ensure that our services are fully accessible for all our diverse communities and customers
- Ensure the accessibility strategy is implemented by engaging more schools and communities in robustly embedding their joint equality responsibilities and actions towards children and young people

Human Resource and policy review – HR direct – updates

26. 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.

27. Policies include:

- Equality and diversity policy and procedure
- Disability support in the workplace policy and procedure
- Religion and belief in the workplace policy and procedure
- Transgender guidance – transitioning at work
- Carers support guidance and checklist
- Dignity at work policy and procedure
- Grievance policy and procedure
- Disciplinary
- Code of Conduct
- Behaviours framework policy and procedure
- Appraisals
- Flexible working policies
- Career break scheme
- Guidance on fluent English for front line staff

- Time off for fostering policy

28. All these policies have been developed in line with the Equality Act 2010 and have been widely consulted on (including trade unions, manager stakeholder panel) and assessed by an equality analysis panel. Staff are encouraged to give feedback on policies to HR via HR direct. An ongoing programme of HR policy review continues to take place including work on family friendly policies, dignity at work, equality and diversity policy, improving work performance, flexible working, purchase of annual leave, GDPR and the employment implications in relation to Brexit for EU staff. New guidance under development include guidance on menopause and bereavement.

Due regard/ Equality Analysis panels

29. 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.

30. 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 diversity and inclusion and the three general equality duties. External equality partners and staff from our staff networks are also invited to attend to ensure a breadth of perspective.

31. The corporate diversity and inclusion - staff steering group continues to promote and provide support on equality impact assessments across services and provide workshops to improve skills in this area.

32. Work has been undertaken 2018/19 to review and update the equality analysis for our key HR policies.

33. Equality analysis information can be viewed on our web page.

Benchmarking and sharing good practice

34. 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. A meeting also took place with Wiltshire Police this year to share information on best practice.

35. The council is a member of the employer's network for equality and inclusion (ENEI). ENEI provide advice and support on equality issues related to all the protected characteristics.

Workforce data and findings

36. 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 2018.

37. The data contained in this report is represented primarily in percentages, however, it is recognised that when reporting on small groups this can make the percentages appear disproportionately high compared to actual figures.

38. 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	4539	2383	2156	47.50%	2383	52.50%

Ethnicity

See below for a breakdown of workforce figures for ethnicity

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

40. Our non-schools workforce data indicates that:

    - 3.06% of the non-schools workforce has a BME background compared to 2.63% in 2017. 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, 67.63% are female compared with 32.37% who are male. This is representative of the higher number of females employed by the council.

    - A higher percentage of BME staff, 69.06% work full-time compared to 52.50% 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 who are aged under 45 is slightly higher than average.

    - 92.29% of staff have disclosed their ethnicity. This has increased from 2017 when 90.92% of staff had disclosed their ethnicity. The council will continue to encourage staff to disclose this and to take steps to collect equality data from staff.

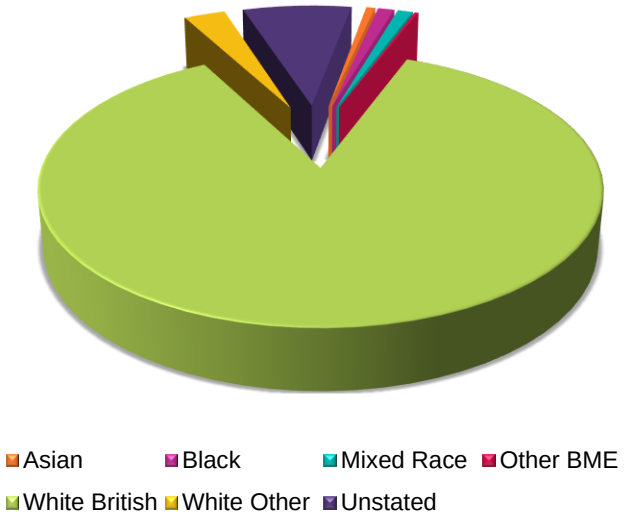
41. The council supports a BME staff network – which includes staff voices events and other activities including consultation and raising awareness. The network has invited a number of visiting speakers on a range of issues, see staff engagement and consultations section above.

Ethnicity – Headcount figures

Non-schools	% of total	Census data

Asian	0.62%	1.3%
Black	1.15%	0.6%
Mixed Race	1.06%	1.2%
Other BME	0.24%	0.3%
BME Combined Total	3.06%	
White British	86.32%	93.4%
White Other	2.91%	3.3%
Unstated	7.71%	

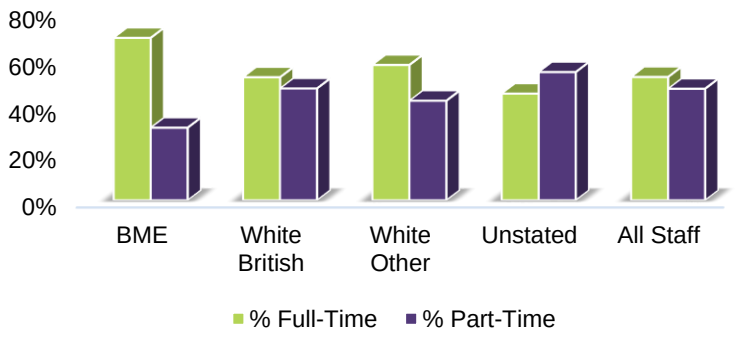
Ethnicity % by Headcount



Ethnicity by gender identity

Non-schools	Head Count	Female	% Female	Male	% Male
BME	139	94	67.63%	45	32.37%
White British	3918	2863	73.07%	1055	26.93%
White Other	132	100	75.76%	32	24.24%
Unstated	350	254	72.57%	96	27.43%
All Staff	4539	3311	72.95%	1228	27.05%

Ethnicity by full-time/part-time



Ethnicity by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
BME	139	9.35%	19.42%	29.50%	27.34%	12.94%	1.44%
White British	3918	6.99%	17.64%	20.85%	28.53%	21.82%	4.16%
White Other	132	3.79%	13.64%	33.33%	26.52%	18.94%	3.79%
Unstated	350	6.00%	16.57%	20.86%	29.71%	22.00%	4.86%
All Staff	4539	6.90%	17.49%	21.48%	28.53%	21.48%	4.12%

Ethnicity by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
BME	139	34.53%	15.83%	20.86%	23.02%	5.76%
White British	3918	19.07%	19.12%	19.58%	28.94%	13.30%
White Other	132	19.70%	27.27%	14.39%	32.58%	6.06%
Unstated	350	11.14%	18.00%	13.71%	44.86%	12.29%
All Staff	4539	18.95%	19.17%	19.01%	30.09%	12.78%

Disability

See below for a breakdown of workforce figures for disability

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

43. Our non-schools workforce data indicates:

- 8.24% of the non-schools workforce has declared a disability compared to 5.96% in last year's report. Of those who declared that they had a disability, 74.33% were female and 25.67% were male. This is reflective of the higher percentage of female staff across the council.
- A slightly higher percentage of disabled staff, 58.02% work full-time compared to 52.50% of the total workforce work full-time.
- Disabled staff are represented in all the ranges for length of service and ages.
- 84.71% of staff have disclosed whether they consider themselves to have a disability or not, this has increased from 80.36% in last year's report. The council will continue to take steps to encourage staff to disclose this information.
- A broad range of impairments have been declared by staff with a disability. In terms of the categories provided, declarations in relation to long standing illness or health condition and physical or mobility impairment increased the most compared to last year's report. Mental health increased slightly, 9.56% compared to 9.21% in last year's report.
- It is noted that of our staff who have declared a disability some have indicated they have more than one condition.

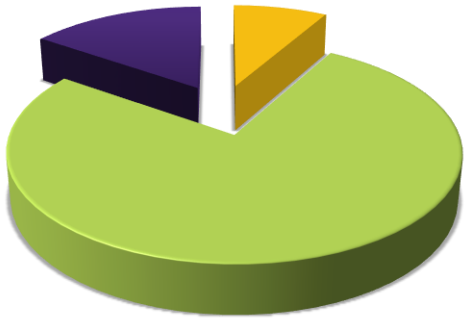
44. The council already takes a range of steps to attract, recruit and support disabled applicants and staff at work. The council is a Level 2 'Disability Confident' employer under the government's 'Disability Confident' scheme and continues to offer a guaranteed interview to all applicants who declare 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 also available to staff through the carers and disability staff network. The council is a member of the employer's network for equality and inclusion (ENEI) which provide advice on disability and other equality issues.

45. The council has a focus on supporting staff with mental ill health alongside promoting positive mental health and wellbeing of all staff. The level of information and support on mental health has increased and online mandatory e-learning on mental health for staff was launched a couple of years ago and is available to all new starters, mental health first aid training is also available. Specific advice and support is available through occupational health and the council also provides a well-being help line which provides access to counselling services. There have been a variety of campaigns to address mental health awareness, including a 'mental health week' in May 2017 which included specific sessions with managers. As part of this a Time to Change 'Mental Health Pledge' was signed by the corporate directors to demonstrate their commitment. Mindfulness training was offered to staff in 2018 alongside personal resilience courses and a new mental health conversations course. A mental health strategy is in progress alongside the review of the employee well-being policy.

Disability by headcount

Non-schools	Number	% of total
Disabled	374	8.24%
Not Disabled	3471	76.47%
Unstated	694	15.29%
Total	4539	100.00%

Disability % by Headcount



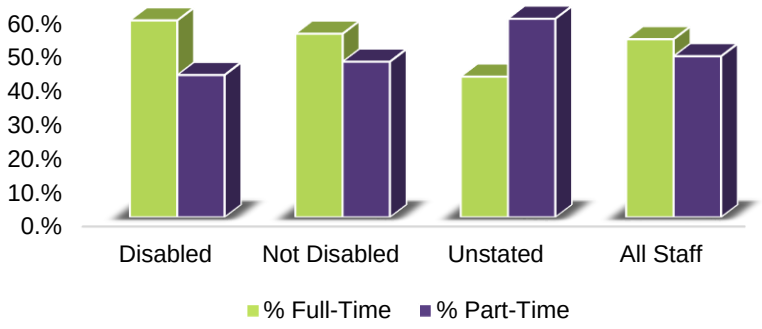
Disability by impairment

Describe your impairment	Impairment by percentage
Learning disability / difficulty	7.93%
Long standing illness or health condition (e.g. cancer, HIV, diabetes)	25.17%
Mental health condition	9.56%
Other condition	13.99%
Physical or mobility impairment	21.21%
Sensory Impairment	9.56%
Unstated	12.59%
Grand Total	100.00%

Disability by gender identity

Non-schools	Head Count	Female	% Female	Male	% Male
Disabled	374	278	74.33%	96	25.67%
Not Disabled	3471	2540	73.18%	931	26.82%
Unstated	694	493	71.04%	201	28.96%
All Staff	4539	3311	72.95%	1228	27.05%

Disability by full-time / part-time



Disability by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Disabled	374	3.48%	11.76%	20.32%	32.62%	27.54%	4.28%
Not Disabled	3471	7.03%	18.04%	22.01%	28.15%	21.00%	3.77%
Unstated	694	8.07%	17.87%	19.45%	28.24%	20.61%	5.76%
All Staff	4539	6.9%	17.49%	21.48%	28.53%	21.48%	4.12%

Disability by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Disabled	374	15.78%	19.25%	17.65%	33.96%	13.37%
Not Disabled	3471	18.96%	18.55%	20.74%	28.84%	12.91%
Unstated	694	20.61%	22.19%	11.10%	34.29%	11.82%
All Staff	4539	18.95%	19.17%	19.01%	30.09%	12.78%

Gender Identity (sex)

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

46. Our workforce data for non-schools indicates:

- The percentage of females is 72.95% and males 27.05% and these remain similar to the figures in last year's report which were female 70.79% and male 29.21%.

- This year staff were invited to self-describe their gender identity if they wished to. This option was added to our equalities monitoring questionnaire following discussion with our LGBT network and in line with advice from ACAS. However, as the number of staff using this category was small, the figures below continue to reflect information from SAP this year to maintain the confidentiality of staff. This will be reviewed annually and will be included when the number of staff expressing this option increase.

- 54.18% of women work part-time and 29.48% of men work part-time. The number of men working part-time has increased this year from 24.13% in 2017. 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.

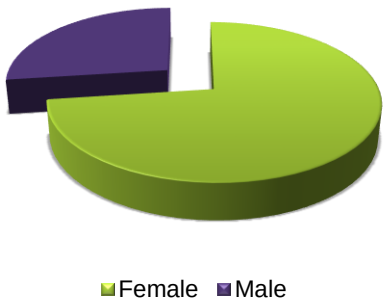
- The percentage of men in the workforce tends to be slightly higher than females in the under 34 age bands. The percentage of female staff is highest in the 45 – 54 age bands.

47. A men's health awareness week was organised in 2017 and a woman's health awareness week was organised in 2018.

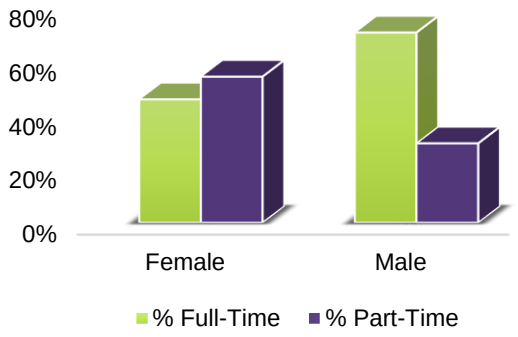
Gender Identity – headcount

Non-schools	Number	% of total
Female	3311	72.95%
Male	1228	27.05%
Total	4539	100.00%

Gender Identity % by Headcount



Gender identity by full-time / part-time



Gender identity by age

Non-Schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Female	3311	5.38%	16.79%	21.69%	30.41%	21.93%	3.81%
Male	1228	10.99%	19.30%	21.01%	23.45%	20.28%	4.97%
All Staff	4539	6.90%	17.49%	21.48%	28.53%	21.48%	4.12%

Gender identity by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Female	3311	18.48%	18.39%	18.48%	31.80%	12.84%
Male	1228	20.20%	21.25%	20.44%	25.49%	12.62%
All Staff	4539	18.95%	19.17%	19.01%	30.09%	12.78%

Age

See below for a breakdown of workforce figures for age.

48. Our workforce data for non-schools indicates:

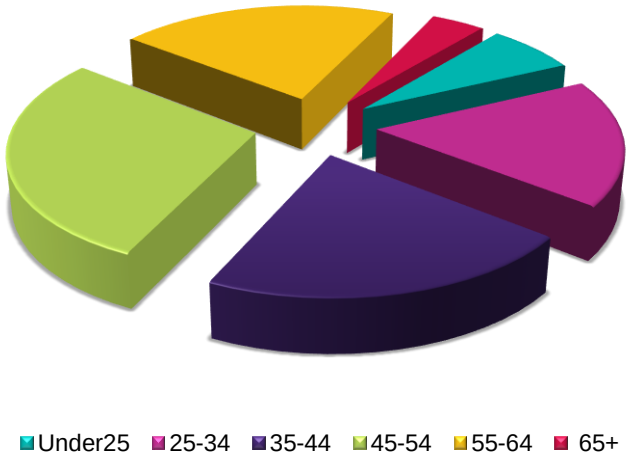
- The largest group within the workforce are in the age range 45 – 55, 28.53%
- Under 25's make up 6.90% of the workforce (an increase from 5.96 % in 2017) and this compares to 8.95% in the working population of Wiltshire (Source: ONS Mid Year Estimates 2017) .
- The proportion of part-timers is higher than full-timers for the age ranges, under 25's and over 55's. A high proportion of under 25's are on part time contracts work in leisure where part-time contracts are more commonly in use.

49. Measures to look at under representation in the under 25's continue to be explored and initiatives developed including working on our employee brand to help attract this age group. The council offers apprenticeships and work experience and has a focus on increasing recruitment of under 25s through offering clear progression schemes and development. The government's new apprenticeship scheme included the introduction of the apprenticeship levy which has also had an impact on increasing the level of apprenticeships provision in the council. Work has also taken place to improve engagement through use of social media particularly in relation to recruitment. We also now offer more ways of applying for roles to include uploading a CV and covering letter or completing a single page application process.

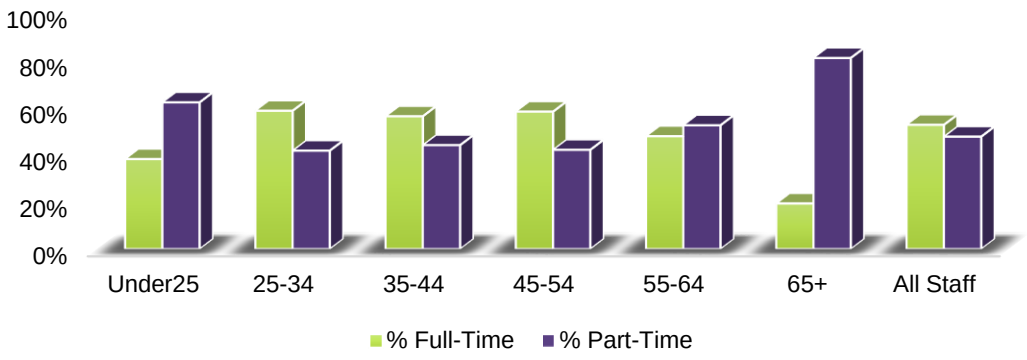
Age headcount

Non-schools	Number	% of total
Under25	313	6.90%
25-34	794	17.49%
35-44	975	21.48%
45-54	1295	28.53%
55-64	975	21.48%
65+	187	4.12%
Total	4539	100.00%

Age % by Headcount



Age by full-time / part-time



Age – length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Under25	313	55.27%	35.14%	9.58%	0.00%	0.00%
25-34	794	26.83%	27.83%	29.72%	15.62%	0.00%
35-44	975	18.46%	17.13%	20.31%	39.69%	4.41%
45-54	1295	12.59%	16.37%	16.60%	35.98%	18.46%
55-64	975	11.69%	13.33%	16.10%	32.72%	26.15%
65+	187	9.09%	16.04%	14.44%	37.43%	22.99%
All Staff	4539	18.95%	19.17%	19.01%	30.09%	12.78%

Sexual Orientation

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

50. **Our workforce data for non-schools indicates:**

- 65.17% (compared to 52.56% in 2017) of employees have stated their sexual orientation. The figures are increasing but are still relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing it. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.

- This year we also offered staff the opportunity to self-describe their sexual orientation. However, as the number of staff using this category was small, the figures below do not reflect this information in order to protect staff confidentiality. This will be reviewed annually and the figures will be included when the number of staff expressing this option increase.

- We have included national data for further information. This year Heterosexual (attracted to the opposite sex) sexual orientation is 63.01% in comparison to 93.4% nationally. Some disparity may relate to our high unstated figure. Figures for gay women/lesbian are slightly above the national % figures.

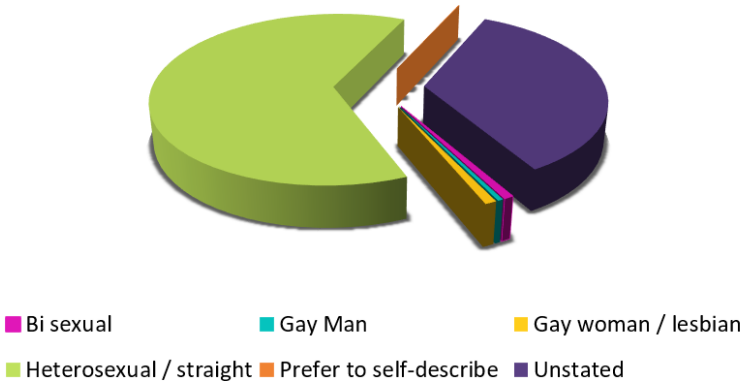
- Anonymous data from the staff survey set out in Appendix A indicate higher percentages for each category.

Sexual Orientation – headcount

Non-schools	% of total	National %
Bi sexual	0.75%	0.8%
Gay Man	0.42%	1.2 %
Gay woman / lesbian	0.88%	
Heterosexual	63.01%	93.4%
Prefer to self-describe	*	0.5%
Unstated	34.94%	4.1%

Source: ONS statistical bulletin – Sexual identity, UK:2016

Sexual Orientation % by Headcount



Religion and Belief

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

51. **Our workforce data for non-schools indicates:**

- 64.73% (compared to 52.16% in 2017) of employees have stated their religion and belief. The figures are increasing but still relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.

- We have included the Wiltshire census 2011 data for further information. Our data indicates that we have lower percentages in comparison to census data except in relation to Buddhist, no religion and other religion or belief which are a higher rate than the census. Some disparities may be related to our high unstated figure.

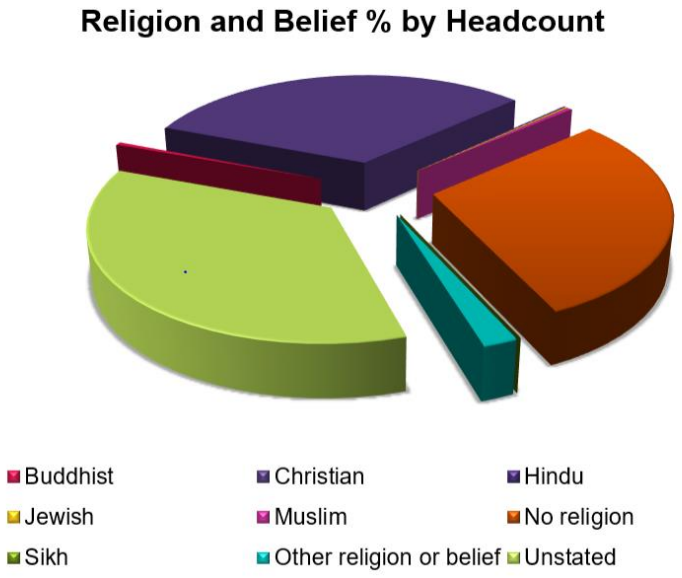
- Low figures in a number of categories has meant we are not able to include all data due to confidentiality reasons.

- Anonymous data from the staff survey set out in Appendix A also provides further information.

Religion and Belief – headcount

Non-schools	Number	% of total	Census data %
Buddhist	19	0.42%	0.3%
Christian	1452	31.99%	64%
Hindu	*	*	0.3%
Jewish	*	*	0.1%
Muslim	16	0.35%	0.4%
Sikh	*	*	0.1%
No religion	1346	29.65%	26.5%
Other religion or belief	91	2.00%	0.5%
Unstated	1601	35.27%	7.7%
Total	4539	100.00%	100.00%

Source: Wiltshire census 2011



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:

- 13.44% (compared to 11.33% in 2017) 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, 31.4% of employees indicated unpaid caring responsibilities in the 2018 staff survey.

- 53.36% indicated that they had no unpaid caring responsibilities compared to 89.9% of the Wiltshire population in the 2011 census.

- 66.8% (compared to 54.04% in 2017) of employees have stated whether they have caring responsibilities. The figures have increased but are still relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure

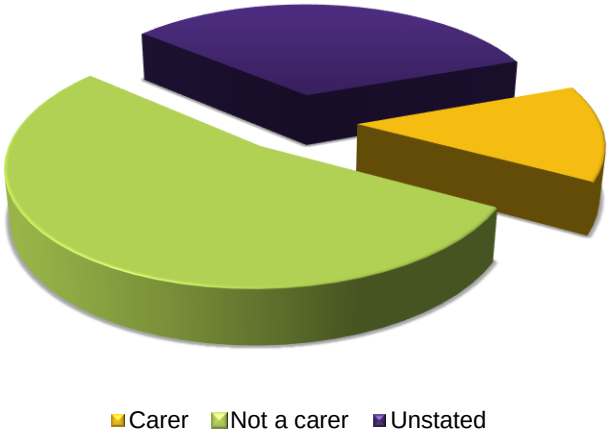
- The council has produced guidance for managers and staff who are carers along with a checklist of support which is available to staff and to assist with conversations between managers and staff about caring responsibilities. This includes procedures for leave for carers, flexible working, career breaks etc. The council has links with a local charity, Carer Support Wiltshire and has signed the Carer Support Wiltshire - 'working for carers' charter. Links with Carer Support Wiltshire has provided additional sources of information and support to carers employed by the council and will provide access to e-learning for managers.

Caring Responsibilities – headcount

Non-schools	Number	% of total	Census data 2011
Carer	610	13.44%	10.1%
Not a carer	2422	53.36%	89.9%
Unstated	1507	33.20%	
Total	4539	100.00%	

Source: Wiltshire Census 2011

Caring Responsibilities % by Headcount



Carers – Hours per week

Non-schools	Number	% of total
1-19 hours	456	74.75%
20-49 hours	52	8.52%
50 or more hours	47	7.70%
Hours Unstated	55	9.02%
Total	610	100.00%

Gender Re-assignment

See below for a breakdown of workforce figures for gender re-assignment.

52. **See below for a breakdown of workforce figures for gender re-assignment.**

- Due to the low numbers, we are unable to include specific figures for this protected characteristic to ensure that we protect employee confidentiality.

- GIRES - the gender identity research and education society estimate that 1% of the UK population has experienced some degree of gender non-conformity. Most of them are as yet invisible.

- The council has an LGBT network and will continue to engage with staff thorough this network to understand the needs of our transgender staff. In the last couple of years, the council produced some new guidance called 'transgender guidance – transitioning at work'. The aim of the guidance is to provide information and support to transgender staff, their managers and other staff within the council. This guidance was initiated through consultation with the network.

Marital Status

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

- 65.5% (compared to 52.71% in 2017) of employees have stated their marital status. The figures are increasing but are still relatively low and this might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.

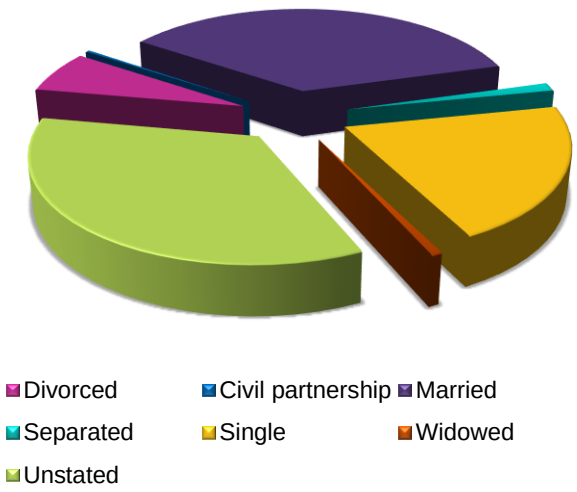
- Our data indicates percentages below the percentages for the Wiltshire census data but this is likely to link to our high unstated figure.

Marital Status – headcount

Non-schools	Number	% of total	Census data 2011
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	297	6.54%	7.7%
In a registered same-sex civil partnership	13	0.29%	0.1%
Married	1632	35.96%	43.2%
Separated (but still legally married or still legally in a same-sex civil partnership)	58	1.28%	1.9%
Single (never married or never registered a same-sex civil partnership)	942	20.75%	22.1%
Widowed or surviving partner from a same-sex civil partnership	31	0.68%	5.6%
Unstated	1566	34.50%	
Total	4539	100.00%	

Source: Wiltshire census 2011

Marital Status % by Headcount



Recruitment monitoring

53. The council monitors 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.

54. 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.

55. 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.

56. Our workforce data for non-schools in the period 1st October 2017 – 30 September 2018 indicates:

- This year the council received a total of 7181 applications of which 2392 were shortlisted and 1124 appointed. This was an increase on the recruitment figures in last year's report which were 6608 applications, 1954 shortlisted and 993 appointed. There was an increase in recruitment in May 2018 following the adult care transformation programme.

- 8.34% of all applications, 6.15% of shortlisted applicants and 4.36% of appointments were from people who declared that they were from a BME background. These figures indicate a slight increase on last year's report. The percentages of BME applicants appointed as a percentage of those who applied has slightly increased to 8.18% compared to 7.09% in last year's report for BME staff. This will be kept under review further.

- 6.87% of all applications, 7.53% of those shortlisted and 5.25% of those appointed declared that they had a disability. This represented a slight increase in all these percentages compared to last year's report. The percentage of disabled applicants appointed as a percentage of those who applied also slightly decreased to 11.97% compared to 12.12% from last year's report. The council is part of the new Disability Confident employer scheme introduced by the government. 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 the disability section). Data on short listing indicates that the percentage of disabled candidates shortlisted was 36.51% compared to 32.38% for non-disabled staff.

- 62.67% of applications received by the council were from female applicants and 30.86% were from male applicants. 60.50% of posts filled were filled by female applicants, with 25.71% filled by male applicants. This is broadly reflective of the current workforce split which is 72.95% female and 27.05% male.

- The highest percentage of applicants appointed of type was the age group 65 and over + 35-44. The highest number of applications received were marginally from the age group 25-34. The percentages of under 25's appointed as a percentage of those who applied was 12.30% compared to 12.47% in last year's report. The under 25's represented 19.75% 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 completing the equality monitoring form as part of the recruitment process continues to decrease in a number of areas e.g. ethnicity has decreased to 5.60% from 7.40% in last year's report. This is possibly related to the use of CV's and introduction of the one page application which

makes applying quicker and potentially increases the likelihood of applicants completing the equality monitoring form.

Recruitment by ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	8.34%	6.15%	4.36%	24.54%	33.33%	8.18%
White British	80.69%	81.27%	79.00%	33.55%	45.68%	15.33%
White Irish/Other	5.38%	4.39%	2.94%	27.20%	31.43%	8.55%
Unstated	5.60%	8.19%	13.70%	48.76%	78.57%	38.31%
Grand Total	100.00%	100.00%	100.00%	33.31%	46.99%	15.65%

Recruitment by disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	6.87%	7.53%	5.25%	36.51%	32.78%	11.97%
Not Disabled	83.99%	81.65%	79.18%	32.38%	45.57%	14.76%
Unstated	9.15%	10.83%	15.57%	39.42%	67.57%	26.64%
Grand Total	100.00%	100.00%	100.00%	33.31%	46.99%	15.65%

Recruitment by gender identity

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	62.67%	64.13%	60.50%	34.09%	44.33%	15.11%
Male	30.86%	27.05%	25.71%	29.20%	44.67%	13.04%
Unstated	6.48%	8.82%	13.79%	45.38%	73.46%	33.33%
Grand Total	100.00%	100.00%	100.00%	33.31%	46.99%	15.65%

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	25.14%	18.23%	19.75%	24.16%	50.92%	12.30%
25 – 34	26.90%	22.91%	22.86%	28.36%	46.90%	13.30%
35 – 44	18.37%	20.28%	18.33%	36.77%	42.47%	15.62%
45 – 54	16.91%	20.44%	17.17%	40.28%	39.47%	15.90%
55 – 64	7.51%	9.82%	8.54%	43.60%	40.85%	17.81%
65 and over	0.63%	0.75%	0.89%	40.00%	55.56%	22.22%
Unstated	4.55%	7.57%	12.46%	55.35%	77.35%	42.81%
Grand Total	100.00%	100.00%	100.00%	33.31%	46.99%	15.65%

Internal appointments and promotions

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

58. Our workforce data for non-schools in the period 1st October 2017 – 30th September 2018 indicates:

- This year the council received 1268 applications from internal applicants of which 770 were shortlisted and 445 appointed. This compares to 435 internal appointments in 2017 and this is likely to be due to restructuring as a result of spending reviews and the need to protect staff through redeployment to reduce redundancies.

- 3.82% of internal applicants appointed declared that they are from BME backgrounds. This was a slight increase from 3.68% in last year's report. The percentages of BME applicants 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 decreased to 26.73% compared to 32.50% in 2017.

- The percentage of internal females appointed was 64.94% and 26.07% for male appointments. This is broadly reflective of the current workforce split which is 72.95% female and 27.05% male.

- In terms of age, the highest percentage of type appointed as a percentage of those who applied was in 60 and over age band. The under 25's percentage of type appointed has increased to 39.38% from 36.81% in last year's report. The council has ongoing measures in place to support the employment of under 25's (see information under age).

Internal appointments and promotion by ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	5.76%	4.68%	3.82%	49.32%	47.22%	23.29%
White British	84.54%	84.94%	84.49%	61.01%	57.49%	35.07%
White Irish/Other	4.34%	3.90%	2.47%	54.55%	36.67%	20.00%
Unstated	5.36%	6.49%	9.21%	73.53%	82.00%	60.29%
Grand Total	100.00%	100.00%	100.00%	60.73%	57.79%	35.09%

Internal appointments and promotion by disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	7.97%	7.92%	6.07%	60.40%	44.26%	26.73%
Not Disabled	84.07%	83.77%	84.27%	60.51%	58.14%	35.18%
Unstated	7.97%	8.31%	9.66%	63.37%	67.19%	42.57%
Grand Total	100.00%	100.00%	100.00%	60.73%	57.79%	35.09%

Internal appointments and promotion by gender identity

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	66.25%	68.18%	64.94%	62.50%	55.05%	34.40%
Male	27.21%	24.81%	26.07%	55.36%	60.73%	33.62%
Unstated	6.55%	7.01%	8.99%	65.06%	74.07%	48.19%
Grand Total	100.00%	100.00%	100.00%	60.73%	57.79%	35.09%

Internal appointments and 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	15.22%	14.03%	17.08%	55.96%	70.37%	39.38%
25 – 34	25.87%	24.81%	25.39%	58.23%	59.16%	34.45%
35 – 44	23.97%	22.73%	21.57%	57.57%	54.86%	31.58%
45 – 54	23.58%	24.03%	20.45%	61.87%	49.19%	30.43%
55 – 64	6.55%	8.18%	7.42%	75.90%	52.38%	39.76%
65 and over	0.39%	0.65%	0.45%	100.00%	40.00%	40.00%
Unstated	4.42%	5.58%	7.64%	76.79%	79.07%	60.71%
Grand Total	100.00%	100.00%	100.00%	60.73%	57.79%	35.09%

Leaver monitoring

59. There were 713 non-school staff who ceased employment in the council between 1ST October 2017 and 30th September 2018.

60. Our workforce data for non-schools indicates:

- Overall the main reason for people leaving the council was resignation followed by TUPE. In total, there were 713 leavers over the period. This was an increase from the previous year. The increase in TUPE leavers was due to the transfer of the waste service to an external contractor in July 2018. There were low numbers in relation to leavers due to death in service, mutual agreement, retirement ill-health and unsatisfactory probation and these have not been included to protect confidentiality.

- 4.35% of leavers had declared that they had a BME background which is slightly higher than the proportion of BME staff in the workforce. 57.08% were female and 42.92% male. This is likely to reflect the higher level of males who were part of the TUPE transfer of waste services.

- 3.79% of leavers had declared that they had a disability, this is slightly below the percentage of disabled employees in the workforce (8.24%).

- There was a broad spread of leavers in all the age groups. Leavers in the under 25 and over 55 age groups were slightly higher than the workforce average for those age ranges.

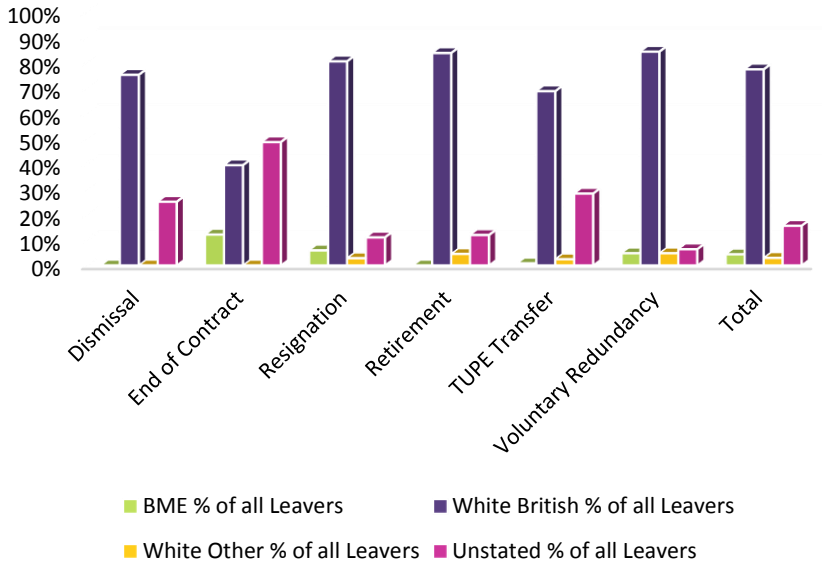
Leavers by Reason

Reason	All Leavers	% of All Leavers
Death in Service	*	*
Dismissal	16	2.24%
End of Contract	33	4.63%
Mutual agreement	*	*
Resignation	391	54.84%
Retirement	67	9.40%
Retirement Ill Health	*	*
TUPE transfer	124	17.39%
Unsatisfactory probation	*	*
Voluntary Redundancy	63	8.84%
Grand Total	713	100.00%

Leavers by Ethnicity

Reason	BME '% of all leavers	White British '% of all leavers	White Other '% of all leavers	Unstated '% of all leavers
Dismissal	0.00%	75.00%	0.00%	25.00%
End of Contract	12.12%	39.39%	0.00%	48.48%
Resignation	5.88%	80.31%	2.81%	11.00%
Retirement	0.00%	83.58%	4.48%	11.94%
TUPE Transfer	0.81%	68.55%	2.42%	28.23%
Voluntary Redundancy	4.76%	84.13%	4.76%	6.35%
Grand Total	4.35%	77.14%	2.95%	15.57%

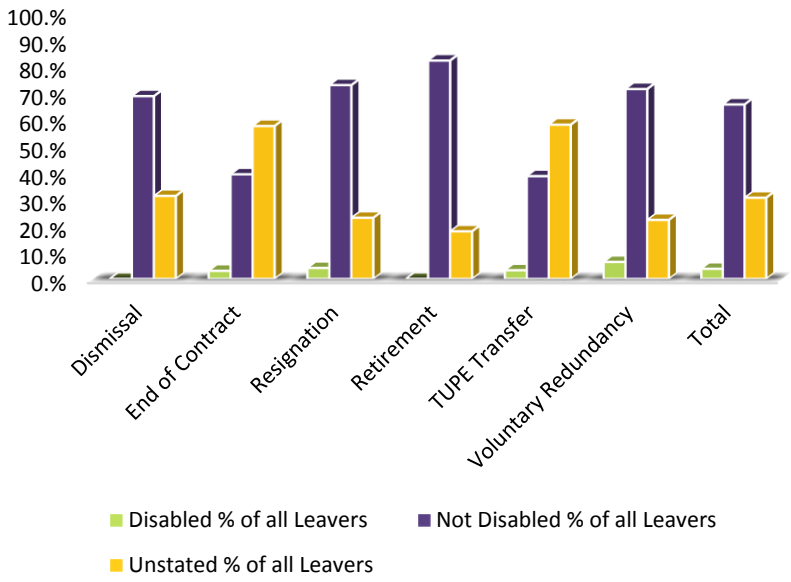
Leavers by Ethnicity % of all Leavers



Leaver by disability

Reason	Disabled '% of all leavers	Not Disabled '% of all leavers	Unstated '% of all leavers
Dismissal	0.00%	68.75%	31.25%
End of Contract	3.03%	39.39%	57.58%
Resignation	4.09%	72.89%	23.02%
Retirement	0.00%	82.09%	17.91%
TUPE Transfer	3.23%	38.71%	58.06%
Voluntary Redundancy	6.35%	71.43%	22.22%
Grand Total	3.79%	65.64%	30.58%

Leavers by Disability % of all Leavers



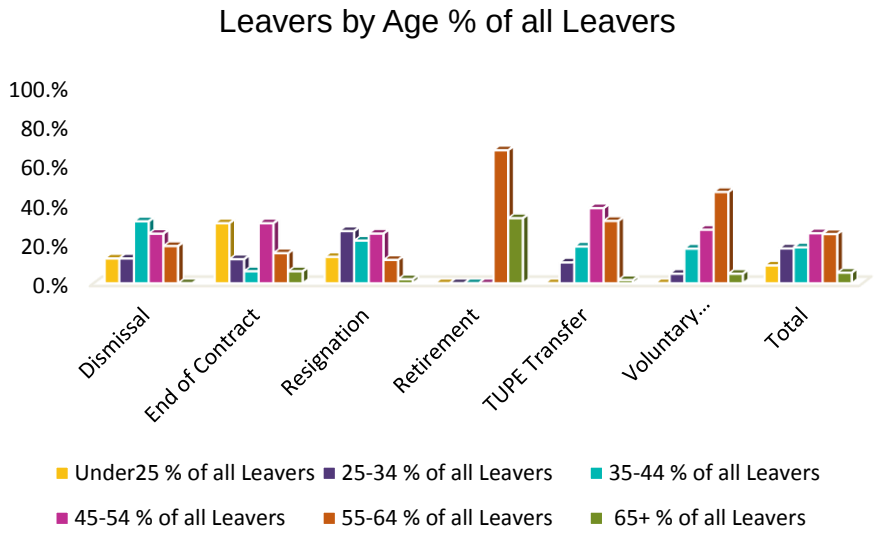
Leavers by gender identity

Reason	Female '% of all leavers	Male '% of all leavers
Dismissal	37.50%	62.50%
End of Contract	63.64%	36.36%
Resignation	66.50%	33.50%
Retirement	67.16%	32.84%
TUPE Transfer	9.86%	90.32%
Voluntary Redundancy	77.78%	22.22%
Grand Total	57.08%	42.92%

Leavers by gender identity % 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
Dismissal	12.50%	12.50%	31.25%	25.00%	18.75%	0.00%
End of Contract	30.30%	12.12%	6.06%	30.30%	15.15%	6.06%
Resignation	13.30%	26.34%	21.48%	25.06%	11.76%	2.05%
Retirement	0.00%	0.00%	0.00%	0.00%	67.16%	32.84%
TUPE Transfer	0.00%	10.48%	18.55%	37.90%	31.45%	1.61%
Voluntary Redundancy	0.00%	4.76%	17.46%	26.98%	46.03%	4.76%
Grand Total	8.98%	17.53%	18.09%	25.25%	24.82%	5.33%



Discipline, Dignity at Work and grievance procedure

61. 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 2017 to 30th September 2018 is below.

62. Our workforce data for non-schools indicates:

- This year there was a reduction in the number of disciplinary and grievance cases. The highest number of cases were disciplinary and these reduced by 29% compared to last year's reporting period. The figures reflect the number of cases which were completed in the period covered by this report and resulted in a formal outcomes rather than including cases which were opened in the year and not completed and those which resulted in informal or no action. This does represent a change in the way they were monitored in reports prior to last year which has

resulted in lower figures. Figures relating to dignity at work cases were also monitored but are not included due to low figures.

- The figures for disability indicate that 4.55% of disabled staff were subject to formal disciplinary action and 10.00% of grievances were raised by a disabled member of staff. These figures broadly reflect our average workforce profile.

- The figures for BME staff indicate that 4.55% were subject to formal disciplinary action and this broadly reflects the workforce profile. There were no grievances.

- The figures for male staff indicates that there were more males involved in the disciplinary process then would be expected compared with the workforce profile for males. However, the grievance figures reflect the workforce profile.

- The highest percentage of disciplinary cases was for the age group 35-44 years old and highest percentage of grievances was for the age group 45-54 years old.

Adviser cases by Ethnicity

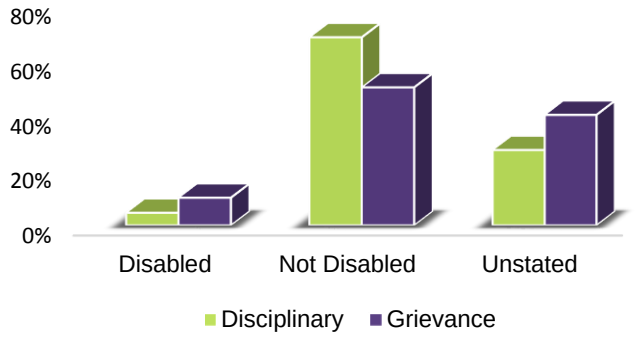
Group	BME % of total	White British % of total	White Other % of total	Unstated % of total
Disciplinary	4.55%	68.18%	0.00%	27.27%
Grievance	0.00%	80.00%	0.00%	20.00%
Total	3.03%	72.73%	0.00%	24.24%

Adviser cases by ethnicity

Adviser cases by Disability

Group	Disabled % of total	Not Disabled % of total	Unstated % of total
Disciplinary	4.55%	68.18%	27.27%
Grievance	10.00%	50.00%	40.00%
Total	6.06%	60.61%	33.33%

Adviser cases by disability



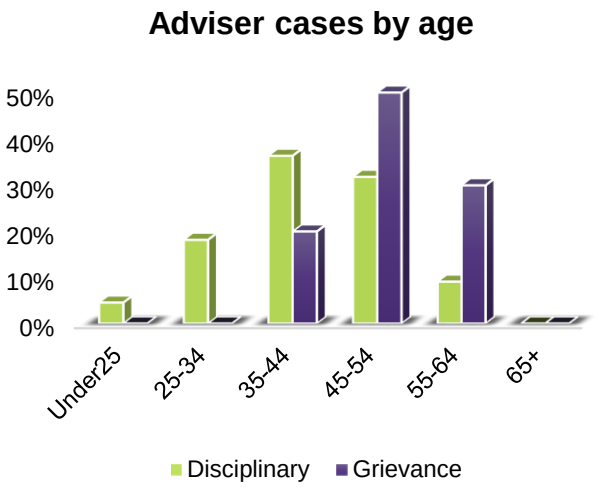
Adviser cases by gender identity

Group	Female % of total	Male % of total
Disciplinary	54.55%	45.45%
Grievance	70.00%	30.00%
Total	60.61%	39.39%

Adviser cases by gender identity

Adviser cases by age

Group	Under25 % of total	25-34 % of total	35-44 % of total	45-54 % of total	55-64 % of total	65+ % of total
Disciplinary	4.55%	18.18%	36.36%	31.82%	9.09%	0.00%
Grievance	0.00%	0.00%	20.00%	50.00%	30.00%	0.00%
Total	3.03%	12.12%	33.33%	36.36%	15.15%	0.00%



Flexible working requests

63. The council monitored data relating to formal requests for flexible working for the period 1st October 2017 to 30th September 2018. However, due to the low figures when reporting on flexible working requests this year, the data has not been included due to data protection and the need to protect staff confidentiality.

64. Managers also receive informal requests which are not monitored or included in these figures. These are likely to form the majority of requests and the council offers a wide range of flexible working arrangements to staff where these also fit in with the needs of the service. Many staff have taken the opportunity to utilise flexible working, in particular homeworking, instead of formally requesting flexible working. Data on flexible working was collected for the staff survey 2018 and of those staff who responded to the question in the survey 62.8% considered that they have a flexible working arrangement and in a separate question about homeworking 68.08% of those staff who responded to the question in the survey considered that they work from home either occasionally, sometimes or frequently.

Maternity – returner rates

65. The council had 93 employees on maternity leave who returned or left during the period 1st October 2017 to 30th September 2018, of these employees, 82 returned to work after maternity leave and 11 people did not. The number of non-returners in this report period was slightly higher than in previous years and has 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.

66. The equality data for leavers and returners from maternity were reviewed and were broadly reflective of the workforce profile apart from age which indicated higher levels of maternity leave for the age groups 25 – 44 as would be expected.

Performance appraisal

67. 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

68. Support and supervision of staff and the appraisal arrangements tend to identify the majority of staff development needs. In August 2015, a new learning management system was introduced called 'grow', and this is utilised to record learning and development along with 121s and the annual appraisal. Staff can request attendance at training courses through the grow system and last year's report figures reflected that a new 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.

69. 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.

70. 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.

71. Our workforce data for non-schools for the period 1st October 2017 to 30th September 2018 indicates:

- The total of training events or modules of e-learning increased to 26,230 from 12,629 last year. This was due to the introduction of new mandatory e-learning on freedom of information, information security, introduction to GDPR and records management. This totalled 13422 training events.
- Staff are also required to complete 8 pieces of mandatory e-learning including fire and terror threat workshop, mental health awareness, equality and diversity and safeguarding. This was launched a couple of years ago although the fire and terror threat module is required to be repeated annually.
- Attendance at training sessions by staff declaring a BME background (4.06%) and a disability (9.80%) is representative of these groups within the workforce.
- Male attendance at training sessions was 25.18% which is slightly below the group representation in the workforce which is 27.05%.
- Attendance at training sessions was slightly less than the percentage expected for the age groups 55 and over.

Training by ethnicity

	Attendees	% of total attendees	% of group in workforce at 01/10/2018
BME	1066	4.06%	3.06%
White British	22613	86.21%	86.32%
White Other	911	3.47%	2.91%
Unstated	1640	6.25%	7.71%
Grand Total	26230	100.00%	100.00%

Training by disability

	Attendees	% of total attendees	% of group in workforce at 01/10/2018
Disabled	2570	9.80%	8.24%
Not Disabled	20348	77.58%	76.47%
Unstated	3312	12.63%	15.29%
Grand Total	26230	100.00%	100.00%

Training by gender identity

	Attendees	% of total attendees	% of group in workforce at 01/10/2018
Female	19626	74.82%	72.95%
Male	6604	25.18%	27.05%
Grand Total	26230	100.00%	100.00%

Training by age

	Attendees	% of total attendees	% of group in workforce at 01/10/2018
Under25	1841	7.02%	6.90%
25-34	5264	20.07%	17.49%
35-44	6160	23.48%	21.48%
45-54	7630	29.09%	28.53%
55-64	4814	18.35%	21.48%
65+	521	1.99%	4.12%
Grand Total	26230	100.00%	100.00%

Remuneration monitoring

72. 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.

73. In the last couple of years, this report has contained some information about the council's gender pay gap as part of the council's public-sector equality duty. Last year the government has made it mandatory for all large private, voluntary and public-sector employers with more than 250 employees to publish gender pay gap information on the government website. This year, public sector organisations including the council are required to publish this information by 30 March 2019. The overall gender pay gap for the council for 2018 is 6.19% calculated by using median workforce figures and 8.25% calculated using mean workforce figures. This represents a slight fluctuation from last year's figures but is still below the national gender pay gap rates which are 17.9% median and 17.1% mean and public-sector median which is 19.0% and mean 17.5% (ONS provisional figures). Further information about the council's gender pay gap is set out in a separate report on the council's website.

74. Our workforce data for non-schools indicates:

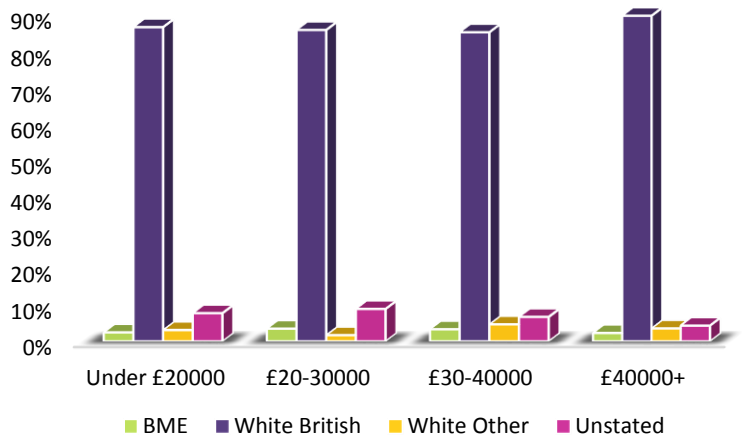
- The figures below reflect the higher number of females employed by the council across all salary bands.
- The percentage of male staff has slightly decreased in the higher salary bands of £40,000 per annum and the percentage of females has slightly increased in this band. The percentage of females in this band remain lower than the figure for the proportion of females in the workforce.
- The figures for BME staff have increased slightly in the highest salary bands this year.
- In relation to disability, remuneration is fairly evenly spread across all the salary bands and has increased slightly in the highest salary bands although remains lower than the figure for the proportion of disabled employees in the workforce.
- 42.75% of staff in the highest salary band are age 45-54 years old.

Remuneration by Gender Identity, Ethnicity and Disability

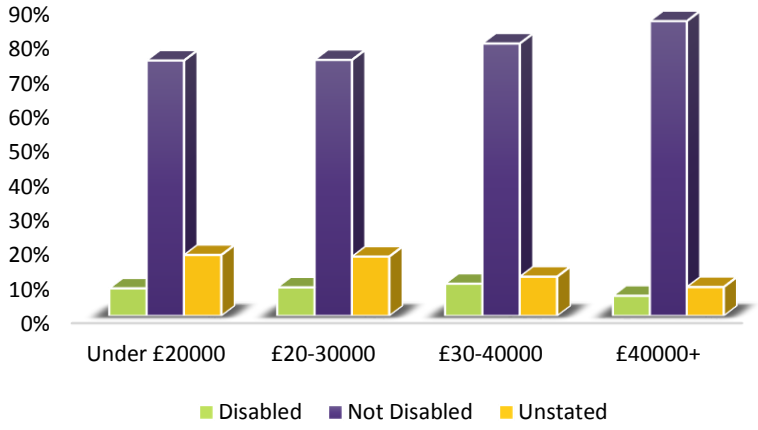
	Sex		Ethnicity				Disability		
Salary Band	Female	Male	BME	White British	White Other	Unstated	Disabled	Not Disabled	Unstated
Under £20000	75.27%	24.73%	2.45%	86.69%	3.10%	7.76%	8.00%	74.29%	17.71%
£20-30000	77.20%	22.80%	3.48%	85.91%	1.69%	8.92%	8.28%	74.46%	17.26%
£30-40000	67.25%	32.75%	3.31%	85.28%	4.68%	6.73%	9.36%	79.24%	11.40%
£40000+	60.05%	39.95%	2.29%	89.82%	3.56%	4.33%	5.85%	85.75%	8.40%
All Staff	72.95%	27.05%	3.06%	86.32%	2.91%	7.71%	8.24%	76.47%	15.29%

Remuneration by gender identity

Remuneration by Ethnicity



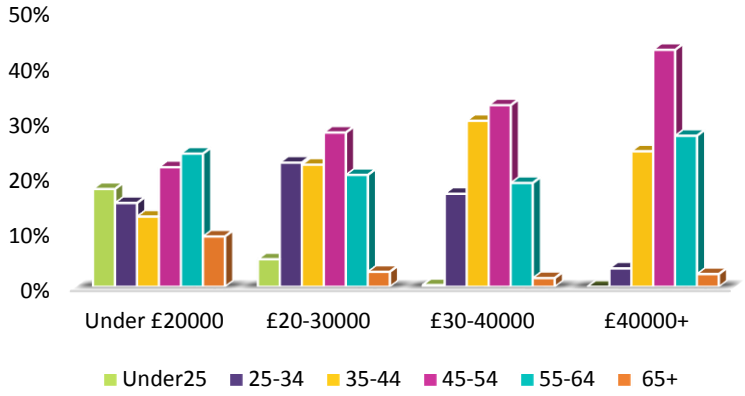
Remuneration by Disability



Remuneration by Age

Salary Band	Under25	25-34	35-44	45-54	55-64	65+
Under £20000	17.63%	15.10%	12.65%	21.55%	24.00%	9.06%
£20-30000	4.96%	22.37%	22.01%	27.81%	20.16%	2.69%
£30-40000	0.29%	16.76%	29.92%	32.75%	18.71%	1.56%
£40000+	0.00%	3.31%	24.43%	42.75%	27.23%	2.29%
All Staff	6.90%	17.49%	21.48%	28.53%	21.48%	4.12%

Remuneration by Age



Positive Actions and Equality Objectives

75. The council currently takes the following positive actions:

- Support for the three staff networking networks – BME, Carers and disability and LGBT
- Inclusion of staff network members in equality analysis panels for new HR policies and processes.
- The council has successfully become part of the government's '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. The council held a disability employability event in 2017 and 2018 to bring together disabled people, local employers and support organisations offering opportunities to them.
- Membership of the employer's network for equality and inclusion (ENEI).
- Reasonable adjustment budget of £10,000 per annum for disabled staff and applicants.
- An accessible careers website with links to information for disabled applicants.
- Annual appraisal scheme and one to ones which include facilitated discussions about wellbeing and barriers to work and reasonable adjustments.

- Introduction of mandatory e-learning for all new and existing staff on equality and diversity.

- Regular equality and diversity updates to Staffing Policy Committee and corporate directors.

- Supporting equality events and raising awareness about specific disabilities e.g. mental health and autism training. Launch of well-being initiatives e.g. well-being helpline, mindfulness and personal resilience e-learning, tai-chi classes and the healthy eating group.

- Clear policies and procedures on equality and diversity issues for managers and staff.

- Policies which enable flexible working and time off where required.

- Three corporate equality steering groups to drive forward equality and diversity work in the council in the areas of staff, services and communities which include service areas and members from the staff networks.

- A member and senior director champion for equalities.

- Development of specific equality objectives for the council

76. As part of the public-sector equality duty the council is also required to identify equality objectives. These include service equality objectives and objectives relating to the council's workforce (HR equality objectives). These objectives are reviewed regularly and have been subject to public consultation. Further details of the council's equality objectives can be found on the council website.

77. The council's HR equality objectives have primarily been identified from workforce data analysis and are set out below and include a summary of update points. These objectives are currently subject to review which may result in changes.

- **OBJECTIVE 3:**

Embed an inclusive workplace for all employees, ensuring a skilled and committed workforce that is fit for the future.

Action
Improve workforce profile statistics by increasing the range of data collected on the protected characteristics and decreasing the rates of 'unknowns' for BME and disability

- As part of our equality objective to improve our workforce profile statistics the council sent all staff an equality monitoring questionnaire in 2015, 2016 and 2018. 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. Overall the unstated rates for ethnicity and disability have continued to reduce since 2015. The ethnicity unstated rate has decreased to 7.71% from 9.96% last year, 9.08% (2016),11.15% (2015) and 15.43% (2014). The disability unstated rate has decreased to 15.29% from 19.64% last year,18.71% (2016), 21.59% (2015) and 27.09% (2014).

- This report now includes headcount information on all the protected characteristics, The unstated figures in all the new categories has improved again this year

although it is noted that the unstated figures for this new information generally remains high. The unstated rates from applicants to the council has also improved significantly over the last couple of years, which is likely to be the result of implementing the one form process for applicants. The council will continue to work towards increasing confidence in this area and encouraging staff to contribute to the monitoring data.

A reduction in the number of staff with protected characteristics saying that they have been a victim of bullying and/or harassment.

- The staff survey in 2012 raised concern that the percentage of staff with a disability who considered that they had experienced bullying and harassment was much higher than average for the workforce. As a result, this area of concern became one of the council's equality objectives. The question in the staff survey 2014 was revised to make it clearer and more specific and in the staff survey 2016 an additional question about the source of bullying and harassment was added. The result of the staff survey 2016 was that 137 staff declared that they had a disability and of this group 18.98% stated they felt they had experienced bullying and harassment in the previous last year. This compared to 22% in 2014 and 16.8% in 2012. The results of the staff survey 2018 were not available at the time of publishing this report.

- In the 2014 and 2016 staff survey 9% of all staff considered that they had experienced bullying. This compares to national data which indicates that 11% of managers reported grievances being raised with them concerning bullying and harassment (WERS – Workplace Employment Relations Survey 2011) and a YouGov poll in 2015 which indicated that 29% of staff had experienced bullying at work. The councils bullying and harassment figure for all staff is below the levels identified in this survey but it was recognised that the figures might be higher for some staff with protected characteristics.

- The staff survey in 2014 and 2016 was expanded to ask for data on additional protected characteristics so it became possible to consider bullying and harassment in respect of other groups. It was found that there were some high percentages for bullying and harassment for some other groups of staff with protected characteristics. Our equality objective has been broadened to recognise this. These were bi-sexual (25%), black/black British (23.53%), mixed background (16.67%) and Buddhist staff (20%). In terms of the source of bullying and harassment; 64.5% of staff who considered that they had experienced bullying and harassment stated that the source was another member of staff, 23.1% stated it was from a third party (e.g. service user or other member of the public), 11.6% stated both.

- This is an important issue which the council has recognised requires action. The figures from the staff survey reflect the number of people who indicated that they had experienced bullying and harassment by the information on their protected characteristics which they also provided. The reasons given for bullying and harassment were many and were not always connected to their protected characteristic. In terms of all the figures it is also important to reflect that percentages may be impacted by group size; as for example one or two people in a small group can appear to make figures look proportionally higher. However, all the figures are relevant and important in terms of the impact on the groups identified.

- ACAS indicate that the public sector and certain groups with protected characteristics consistently have higher levels of bullying and harassment. The

council recognises 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 be reflected in the results of a staff survey and longer timescales are likely to be required to measure any changes. Consultation with the staff networks has taken place and will form part of any proposed changes.

- Work on this objective currently includes the development of a bullying and harassment e-learning module for managers and staff which is due to be launched in the spring. The launch of this e-learning will be accompanied with an awareness raising campaign. Face to face training on the dignity at work policy is also available to managers. An unconscious bias e-learning module was also launched in 2018. Work on this objective in previous years has included work on improvements to the dignity at work and grievance policies to make the policies more streamlined and easier to access. Changes were also made to the HR toolkit of supporting guidance for staff and managers. The changes were widely consulted on including consultation with our staff networks. 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.

Continue to promote schemes to employ younger people, working in partnership with other service areas - increase the number of under 25 year olds within the council's workforce.

- The percentages of under 25's who work for the council is 6.90% of the workforce. This represents a slight increase from 5.96% in 2017. Although the figures have shown slight fluctuations over the last few years a lot of work has been undertaken to improve the offer on apprenticeships and work is currently taking place in relation to the workplace experience. The government has introduced a new apprenticeship scheme and levy which has led to an increase in the council's apprenticeship offer. The council has 24 apprentices who are under 25. Support offered to apprentices includes:

    - Guaranteed interview to those with a disability/care leaver
    - Guaranteed job at the end of the apprenticeship
    - Additional pastoral care
    - Additional functional skills support to those who require it or require any additional support.

- The council has also increased its use of social media to increase access to careers information and introduced a one application process to improve accessibility. Work is also underway to provide a social engagement group for young apprentices and through the development of regular blogs to encourage new apprentices to join the council. The recruitment figures indicate that 19.75% of all appointments are made from this age group which represents a reasonable proportion of total recruitment as many young people are also pursuing other activities including further education at this stage of life. The council will continue to explore ways to attract this age group.

LGBT+ staff feel more supported, recognised and the council is seen as an 'employer of choice' by the LGBT+ community (this has knock-on beneficial effects for other protected characteristics).

- Work to embed an inclusive workplace for LGBT+ staff initially related to implementing improvements recommended 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. A transgender

guidance – transitioning in the workplace has been produced as a result of consultation with the LGBT staff network to improve the information and support transgender staff, their managers and other staff. The council supports LGBT+ awareness by raising the rainbow flag at county hall each year and marking LGBT history month. The LGBT staff network has been refreshed and the council continue to work with the staff network to make improvements.

- As part of the work to improve the equality data profile of the workforce the council also now collects data on the protected characteristics of sexual orientation and transgender both in respect of this diversity and inclusion report and the staff survey. The council continues to work to improve data in this area which also assists the council to make improvements in the workplace and to its policies and procedures.

- Data relating to measures for this objective were included in last year's report. This objective is currently subject to further review pending the availability of further data from the staff survey.

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Appendix A

Staff survey 2018 – Anonymous workforce diversity and inclusion information

As part of the staff survey staff were asked for the following equality and diversity information. The response rate for the staff survey 2018 was 63.3%.

Gender Identity (Sex)

	2014	2016	2018
Female	60.42%	64.22%	68.3%
Male	27.50%	26.50%	23.7%
Prefer to self-describe	Not asked	Not asked	*
Rather not say	10.50%	8.14%	7%
Blank			

Sexual Orientation

	2014	2016	2018
Bisexual	0.79%	1.10%	1.0%
Gay man	1.01%	0.83%	0.7%
Heterosexual	83.11%	84.23%	85.5%
Lesbian/Gay woman	0.75%	1.0%	1.1%
Prefer to self-describe			*
Prefer not to say	11.72%	10.14%	9.2%
Blank			

Age

	2014	2016	2018
16-19	0.68%	1.31%	1.2%
20-24	3.63%	3.49%	3.4%
25-29	7.62%	7.63%	6.8%
30-34	9.42%	9.42%	8.3%
35-39	8.34%	9.49%	10.6%
40-44	12.19%	10.97%	11.3%
45-49	12.87%	12.39%	13.2%
50-54	12.08%	13.35%	15.6%
55-59	10.78%	11.39%	11.5%
60-64	4.67%	6.04%	8.3%
65+	1.47%	1.76%	2.0%
Prefer not to say	14.49%	11.32%	7.0%
Blank	1.76%	1.45%	0.7%

Disability

	2014	2016	2018
Not Disabled	86.70%	86.23%	86.6%
Disabled	3.59%	4.73%	5.6%

Prefer not to say	7.94%	7.00%	6.1%
Blank	1.76%	2.04%	1.7%

Caring responsibilities

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

	2014	2016	2018
No	66.19%	62.49%	56.6%
Yes	25.43%	28.71%	31.4%
Prefer not to say	8.38%	7.00%	5.5%
Blank		1.79%	6.4%

Ethnicity

	2014	2016	2018
Asian or Asian British	0.43%	*	0.6%
Black or Black British	*	0.59%	0.8%
Mixed background	0.93%	1.04%	1.0%
Other ethnic group	*	0.41%	*
White	84.69%	88.61%	90.5%
Blank	4.17%	1.52%	
Prefer not to say	8.77%	7.52%	5.9%

Religion/Belief

	2014 (not included)	2016	2018
Buddhist		0.86%	0.6%
Christian		46.62%	46.8%
Hindu		*	*
Jewish		*	*
Muslim		0.41%	*
Sikh		*	*
Other		13.87%	2.5%
Prefer not to say		25.33%	9.8%
Blank total		12.73%	1.9%