

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

23 November 2011

Annual Equality & Diversity Report 2010/11

Purpose of Report

1. To provide workforce and recruitment information for the year relating to 2010/11.
2. To identify the actions that Wiltshire Council has, and is taking to meet both statutory requirements and our employment commitments under the Equality Act 2010, and subsequent public sector equality duties.

Background Information

3. Within the Appendices, comparisons are given between information as at 1st April 2010, and as at 31st March 2011.
4. Where information is specifically referred to in the text the relating statistics are highlighted in yellow.
5. It should also be noted that there is still a significant amount of unknown information with regards to both ethnicity and disability.

Workforce Information

6. **Staff In Post** - This information is attached in **Appendix 1** and in summary is a straight forward headcount of staff with Full Time Equivalent (FTE) and Part-Time (P/T) information included.
 - The overall headcount of non schools staff has decreased by 237 staff (4.2%).
 - The breakdown between the % of full time and part time staff, however, remains virtually unchanged at 56.82% full time staff and 43.18% part time staff.
7. **Ethnicity**
 - Whilst the numbers of non schools white British and white/other staff have decreased there has been an increase of 5 BME staff in the past year from 77 to 82 staff.
 - There has again been an improvement in the total of unknown ethnicity of non schools staff from 21.5% last year down to 20.5% this year.
8. **Disability**
 - Again whilst the numbers of non disabled staff have decreased the number of non schools staff, who have declared that they consider themselves to have a disability has increased from 115 to 133 staff. Within the schools data the figure has significantly decreased from 36 last year to 10 staff this year. Schools, are responsible for their own data collection and monitoring and is this is unlikely to be a true reflection of the actual figures.

9. **Gender**

- The ratio of males to females remains unchanged for the second year running.

10. **Age**

- The breakdown of staff across the age bands also remains virtually unchanged.

Leavers and Remuneration Information

11. Leavers - Information on leavers includes schools staff. See **Appendix 2**.
12. There were 2516 leavers in the year to 31st March 2011 where the ethnicity was unknown for 705 employees equating to 28%. Of the leavers 1382 (55%) were white British, 36 (1.4%) were BME staff and 78 (3.1%) were white/other.
13. The disability status was unknown for 1037 (41.2%) of the leavers. The number of leavers who considered themselves disabled, was 33 staff (1.3%).
14. There were 2011 (80%) female leavers compared with 505 (20%) male leavers.
15. The highest % of leavers was from the under 25 year age band with 33.7% leavers within that category (209 out of 620 staff). The next highest % was from the 65 + age group where 30.6% of the age band left 84 out of 274 staff.
16. Remuneration - The table in **Appendix 2** includes schools staff and is based on full time equivalent salary not actual salary paid.
17. By far the highest % of males employees are paid within the highest pay band (40.39%) and in contrast the lowest % of females are paid within the highest pay band (59.61%), although due to the vast majority of employees being female there are still more females in the highest pay band than males.
18. The lowest % of BME staff are within the highest salary banding (0.52%). The highest % of BME and white/other staff are in the under £13,000 pa category, (2.10%) and (3.06%) respectively.
19. However, since last year the percentages of females, BME and disabled staff have slightly increased in the highest salary band level earning above £40,000 pro rata and the number of males has slightly decreased. In the lowest salary band the percentage of white Irish/white other staff, has decreased from 6.59% to 3.06%. Other figures remain very similar to last year.

Applicants for Employment

20. The information relating to Applicants for Employment is attached as **Appendix 3**. This information is taken from the Tribal e-recruitment system but excludes school data as they do not use e-recruitment and monitor their own data which we do not have access to.
21. The % of BME applicants has decreased compared with last year from 8.1% to 5.5% with 23.6% of BME applicants then being shortlisted. The number of white/other applicants has substantially decreased from 2.1% last year to 0.6% this year with 34.1% of white/other applicants then being shortlisted. The % of white British applicants has remained the virtually the same.

22. The % of disabled applicants shortlisted (40.7%) is again higher than the % of non disabled applicants shortlisted (38.8%) indicating that the Council's commitment to the Jobcentre Plus awarded 'Positive About Disabled People' (the Double Tick Scheme) is successful where all disabled applicants meeting the essential requirements of the job description are guaranteed an interview.
23. The % of both males and females applying for posts remains unchanged from last year. There was higher % of females shortlisted and a slightly higher % of females appointed.
24. The % of under 25 year olds shortlisted is lower than within the other age categories however once reaching the shortlisting stage have a higher % of being appointed.

Equality Act 2010 and The Public Sector Equality Duties

25. The introduction of the Equality Act last October has required us to review a significant number of our HR policies (e.g. the Recruitment and Selection Policy).
26. The Equality Act has extended the protection from discrimination to nine 'protected characteristics' these are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
27. We have also produced a new Equality and Diversity Policy and Procedure, a new Disability Support in the Workplace Policy and Procedure, and have drafted a new Religion and Belief Policy and Procedure currently being finalised.
28. The Equality Act, imposes a duty known as the Public Sector Equality Duty on public authorities, to have due regard to three specified matters, which came into effect from 6th April 2011. Those matters are the need to:
 - a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
29. In September 2011, Specific Duties, were published to support the equality duties above, placing further statutory requirements on local authorities. The purpose of the specific duties are to ensure better performance by public authorities and to have due regard to the matters set out above.
30. The objective behind the duties, is to ensure that consideration of equality issues forms part of the routine, day-to-day decision making and operational delivery of public authorities, the specific duties require us to:
 - a) Publish information to demonstrate our compliance with the duty by 31st January 2012 and then at least annually.

- b) Publish information relating to persons who share a relevant protected characteristic who are affected by their policies and practices. Public authorities with 150 or more staff are also required to publish this information in relation to their employees, again by 31st January 2012.
 - c) Prepare and publish one or more specific and measurable equality objective/s, that it thinks it should achieve to further the aims set out in the duty. We are required to publish these objectives no later than 6th April 2012 and at least every 4 years after.
31. In order to meet these statutory requirements the following programme of work is about to be undertaken:
- a) Developing guidance and implementing a corporate approach to collecting, monitoring, analysing and publishing data with positive actions, which affects both service users and workforce. We currently collect data on gender, disability, ethnicity and age but this now has to be extended to other protected characteristics. This will need to be implemented with sensitivity, careful explanation and clarification to ensure that staff and service users feel 'safe' to disclose this information.
 - b) Reviewing the current Equality Impact Assessment process. Under the Equality Act we no longer have to undertake EIA's in the same way that was statutory required. However, a series of recent court decisions have shown the importance of considering the impact of decisions on those protected by the statutory equalities duties and in consulting those affected. Any funding decision must have a compelling and clearly recorded audit trail supported by consultation in which an Equality Impact Assessment can be key. Whilst authorities cannot avoid controversial and difficult decisions, the risk of successful challenges can be reduced by ensuring that the decision-making process is rigorously undertaken and carefully recorded. We now have the opportunity to undertake a less bureaucratic way of achieving the same outcome, incorporating the newly produced equality profile reports' findings as research and analysis. This process will take into account the difference for internal HR policies affecting staff.
 - c) Developing equality objectives. Work has already being undertaken with lead officers from partner organisations to use the national Equality Framework for Local Government to measure our progress. It would therefore be prudent to set our objectives based on this framework.
 - e) We are also reviewing the HR 'People Strategy' which will include equality focussed initiatives for continuing to promote and embrace equality and diversity within the workplace.

Equalities Impact of the Proposal

32. This report seeks to continue to support and develop policy and good practice towards ensuring that all existing staff and applicants do not face barriers or discrimination whilst at work in order to both meet statutory obligations and to further promote diversity in the workplace. Specific Equality Impact Assessments will be undertaken on any new processes prior to being implemented.

Risk Assessment

33. N/A

Financial Implications

34. At present it is anticipated that the development of new initiatives and positive action will be met within existing budget allocations

Legal Implications

35. We have statutory duties to comply with under the following legislation:
- Equality Act 2010
 - Human Rights Act 1998

Conclusions

36. Equality Impact of Staff Reductions
37. Whilst we have reduced by just over 4% of our non schools staff, the % figures of full time and part time staff remain virtually the same as last year. This would indicate that the reduction of staff has been spread evenly between men and women, given that women are more likely to be part time and there appears to have been no adverse impact on this group of staff numbers. This is confirmed by the gender statistics which show that the ratio of men to women remains exactly the same as last year at about 70%/30% females to males employed.
38. Likewise the numbers of BME staff and disabled staff have both slightly increased whilst non BME and non disabled staff have decreased also indicating that the staff reductions have not disproportionately impacted on those groups of staff.
39. There has been virtually no impact on the % age range across the workforce following staff reductions.
40. Equality Impact on Recruitment and Selection
41. There has been less external recruitment undertaken and fewer applications from BME and white/other applicants but a higher % of disabled applicants. However, the % of both BME and disabled staff shortlisted and subsequently appointed have increased since last year. This indicates that we take our commitment to the Double Tick Symbol Award seriously and promote it to recruiting managers appropriately. We are due to submit our application to retain this award in September 2011. Also more recruitment and selection training has been offered with the review of the Recruitment and Selection Policy and Procedure, and is ongoing.
42. The data still shows significant unknown information. This should improve with the ongoing use of the e-recruitment system which captures data electronically and efforts need to continue to encourage existing staff to use the Employee Self Service function within SAP to review and amend their own personal data.

Recommendations

43. That the Committee note the contents of this report.

Barry Pirie
Service Director, HR and OD

Report Author: Amanda Collyer

**The following unpublished documents have been relied on in the preparation of this Report:
None**

Appendix 1

Staff in Post

Staff in Post – A headcount of staff in post as at 31st March 2011

Numbers	Headcount	FTE	PT	%	FT	%
Non Schools	5401	4283	2332	43.18%	3069	56.82%
1.4.10	5638	4492	2386	42.32%	3252	57.68%
Schools	9724	5600	6977	71.75%	2747	28.25%
1.4.10	10032	5567	7222	71.99%	2810	28.01%
Total	15125	9883	9309	61.55%	5816	38.45%
Total 1.4.10	15670	10059	9608	61.31%	6062	38.69%

By Ethnicity – As at 31st March 2011 (%'s given relate to total number of employees not of known ethnicity)

Ethnicity	BME	%	White British	%	White Other	%	Total Known	%	Total Unknown	%	Total
Non Schools	82	1.52%	4027	74.56%	187	3.46%	4296	79.54%	1105	20.46%	5401
1.4.10	77	1.37%	4146	73.5%	200	3.55%	4423	78.45%	1215	21.5%	5638
Schools	84	0.86%	6264	64.42%	145	1.49%	6493	66.77%	3231	33.23%	9724
1.4.10	89	0.89%	6676	66.54%	127	1.26%	6892	68.7%	3140	31.30%	10032
Total	166	1.10%	10291	68.04%	332	2.20%	10789	71.33%	4336	28.67%	15125
Total 1.4.10	166	1.06%	10822	69.06%	327	2.09%	11315	72.2%	4355	27.79%	15670

By Disability – As at 31st March 2011 (%'s given relate to total number of employees not of known disability)

Disability	Disabled	%	Not Disabled	%	Total Known	%	Total Unknown	%	Total
Non Schools	133	2.46%	3356	62.14%	3489	64.60%	1912	35.40%	5401
1.4.10	115	2.05%	3403	60.35%	3518	62.40%	2120	37.60%	5638
Schools	10	0.10%	5348	55%	5358	55.10%	4366	44.90%	9724
1.4.10	36	0.36%	6015	57.54%	6015	60.32%	3981	40.58%	10032
Total	143	0.95%	8704	57.55%	8847	58.49%	6278	41.51%	15125
Total 1.4.10	151	0.96%	9418	60.10%	9569	61.06%	6101	38.94%	15670

By Gender – As at 31st March 2011

Gender	Female	%	Male	%	Total
Non Schools	3825	70.82	1576	29.18	5401
1.4.10	3988	70.73%	1650	29.27	5638
Schools	8550	87.9%	1286	12.82%	9724
1.4.10	8746	87.18%	1286	12.82%	10032
Total	12375	81.82%	2750	18.18%	15125
Total 1.4.10	12734	81.26%	2936	18.74%	15670

By Age – As at 31st March 2011

Age	under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Total
Non Schools	344	6.37%	969	17.94%	1257	23.27%	1593	29.49%	1118	20.70%	120	2.22%	5401
1.4.10	381	6.76%	967	17.15%	1353	24 %	1666	29.55%	1151	20.42%	120	2.13%	5638
Schools	276	2.84%	1437	14.78%	3186	32.76%	3182	32.72%	1489	15.31%	154	1.58%	9724
1.4.09	327	3.26%	1544	15.39%	3257	32.47%	3185	31.75%	1581	15.76	138	1.38%	10032
Total	620	4.10%	2406	15.91%	4443	29.38%	4775	31.57%	2607	17.24%	274	1.81%	15125
Total 1.4.09	708	4.52%	2511	16.02%	4610	29.42%	4851	30.96%	2732	17.43%	258	1.65%	15670

Appendix 2

Leavers and Remuneration (inc schools)

Leavers by Ethnicity

	White British	%	BME	%	White/Other	%	Unknown	%	Total Leavers
2010/11	1382	54.9%	36	1.4%	78	3.1%	705	28%	2516
2009/10	1382	62.4%	35	1.6%	50	2.3%	747	33.7%	2214

Leavers by Disability

	Not Disabled	%	Disabled	%	Unknown	%	Total leavers
2010/11	1446	57.5	33	1.3%	1037	41.2%	2516
2009/10	1184	53.5%	25	1.1%	1005	45.4%	2214

Leavers By Gender

	Female	%	Male	%	Total leavers
2010/11	2011	79.9%	505	20.1%	2516
2009/10	1811	81.8%	403	18.2%	2214

Leavers By Age

2010 - 2011	Under 25	25-35	35-45	45-65	65+	Total
Leavers	209	418	659	1146	84	2516
No. in Age Band	620	2406	4443	7382	274	15125
Turnover in band 2010/11	33.7%	17.4%	14.8%	15.5%	30.6%	16.6%
Turnover in Band 2009/10	25.4%	14.3%	13.8%	12.4%	37.6%	14.1%

By Remuneration 1 – As at 31st March 2011 (including figures as at 1.4.10)

Remuneration	Numbers within band	Gender				Ethnicity				Disability	
		% Female		% Male		% BME		% White Irish/ WO		% Disabled	
FTE Salary Band £		2011	2010	2011	2010	2011	2010	2011	2010	2011	2010
£0-13,000	620 (334)	82.26	81.44	17.74	18.56	2.10	2.99	3.06	6.59	0.48	0.90
£13-20,000	7464 (7952)	87.65	87.34	12.35	12.66	1.21	1.16	1.98	1.80	0.83	0.93
£20-30,000	3369 (3403)	78.42	78.31	21.58	21.69	1.10	1.03	2.58	2.47	1.40	0.85
£30-40,000	2907 (3174)	76.54	75.39	23.46	24.61	0.76	0.82	2.06	1.86	0.72	1.13
£40,000+		59.61	56.88	40.39	43.12	0.52	0.37	2.35	2.35	1.31	1.12

Applicants, Shortlisted Candidates and Starters

Applicants and Shortlisted data – This information is for the period 20010/11 and has been taken from the Tribal e-recruitment system but excludes school data as they do not use e-recruitment and monitor their own data which we do not have access to. **Starters data** – This has been taken from SAP but also excludes Schools data for comparison purposes.

By Ethnicity

	White British	%	BME	%	White Other	%	Unknown	%	Total Applicants
Applicants 2010/11	5891	88.5%	365	5.5%	41	0.6%	361	5.4%	6659
Applicants 2009/10	9745	89.2%	881	8.1%	228	2.1	68	0.6	10922
Shortlisted 2010/11	2373	91.7%	86	3.3%	14	0.5%	115	4.4%	2588
Shortlisted 2009/10	3124	91.6%	152	4.5%	24	0.7	14	0.4	3408
Appointed 2010/11	723	93.5%	18	2.3%	4	0.5%	28	3.6%	773
Appointed 2009/10	382	87%	11	2.5%	8	1.8%	38	8.7%	439

	White British	BME	White Other	Total Applicants
% of applicants in group shortlisted 2010/11	40.3% (32%)	23.6% (17.2%)	34.1% (10.5%)	38.9% (31.2%)
% of shortlisted applicants appointed 2010/11	30.5% (12.2%)	20.9% (7.2%)	28.6% (33.3%)	29.9% (12.9%)

By Disability

	Not Disabled	%	Disabled	%	Unknown	%	Total Applicants
Applicants 2010/11	6372	95.7%	268	4%	19	0.3%	6659
Applicants 2009/10	10289	94.2%	342	3.1%	291	2.7%	10922
Shortlisted 2010/11	2471	95.5%	109	4.2%	8	0.3%	2588
Shortlisted 2009/10	3258	95.6%	129	3.8%	21	0.6%	3408
Appointed 2010/11	747	96.6%	23	3%	1	0.1%	773
Appointed 2009/10	368	83.8%	10	2.3%	61	13.9%	439

	Not Disabled	Disabled	Total Applicants
% of applicants in group shortlisted 2010/11	38.8% (31.7%)	40.7% (37.7%)	38.9% (31.2%)
% of shortlisted applicants appointed	30.2% (11.2%)	21.9% (7.75%)	29.9% (12.9%)

2010/11			
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By Gender

	Female	%	Male	%	Unknown	%	Total Applicants
Applicants 2010/11	4463	67%	283	32.8%	0	0	6659
Applicants 2009/10	7266	66.5%	3568	32.7%	88	0.8%	10922
Shortlisted 2010/11	1845	71.3%	737	28.55%	0	0	2588
Shortlisted 2009/10	2344	68.8%	1043	30.6%	21	0.6%	3408
Appointed 2010/11	571	73.9	199	25.7%	0	0	773
Appointed 2009/10	295	67.2%	144	32.8%	0	0%	439

	Female	Male	Total Applicants
% of applicants in group shortlisted 2010/11	41.3% (32.2%)	33.8% (29.2%)	38.9% (31.2%)
% of shortlisted applicants appointed 2010/11	30.9% (12.6%)	27% (13.8%)	29.9% (12.9%)

By Age

	under 25	%	25-45	%	Over 45	%	Unknown	%	Total Applicants
Applicants 2010/11	1738	26.1%	3039	45.7%	1877	28.1%	0	0	6659
Applicants 2009/10	2491	22.8%	5495	50.3%	2839	25.9%	97	1%	10922
Shortlisted 2010/11	569	22%	1213	46.9%	802	31%	0	0	2588
Shortlisted 2009/10	554	16.2%	1813	53.2%	1018	29.9%	23	0.7%	3408
Appointed 2010/11	193	25%	357	46.2%	221	28.6%	0	0	773
Appointed 2009/10	87	19.8%	187	42.5%	165	37.7%	0	0%	439

	under 25	25-45	Over 45	Total Applicants
% of applicants in group shortlisted 2010/11	32.7 % (22.2%)	39.39% (32.9%)	42.7% (35.9%)	38.9% (31.2%)
% of shortlisted applicants appointed 2010/11	33.9% (15.7%)	29.4% (10.3%)	27.6% (16.2%)	29.9% (12.9%)

