

Annual Equality & Diversity Report 2009/10

Purpose of Report

1. To provide workforce and recruitment information for the year relating to 2009/10.
2. To identify the actions that Wiltshire Council has, and is taking to meet both statutory requirements and our employment commitments under the Race, Disability and Gender Equality Schemes.
3. To outline implications arising from the forthcoming Equality Act 2010.

Background Information

4. Within the Appendices, comparisons are given between information as at 1st April 2009, at the commencement of Wiltshire Council and as at 31st March 2010.
5. Where information is specifically referred to in the text the relating statistics are highlighted in yellow.
6. It should also be noted that there is a significant amount of unknown information with regards to both ethnicity and disability

Workforce & Recruitment Information

7.1 **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 109 staff (1.9%).
- The breakdown between the % of full time and part time staff remains virtually unchanged at 57.68% full time staff and 42.32% part time staff.

7.2 **Ethnicity**

- There has been a very slight increase in both the number of staff stating they are from a black and minority ethnic (BME) background (14 staff or 0.08%) and staff stating white/other (33 staff or 0.34%).
- There has been an improvement in the total of unknown ethnicity of staff from 31.38% last year down to 27.79%.

7.3 **Disability**

- The number of staff overall, who consider themselves to have a disability has slightly increased from 146 to 151 staff. This increase is from non schools employees. Within the schools data the figure has decreased by two from last year from 38 to 36 staff.

7.4 Gender

- 81.26% of employees are female, this figure remains virtually the same as last year.

7.5 Age

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

Leavers and Remuneration Information

8. Leavers - Information on leavers, includes schools staff. See **Appendix 2**. The leavers information shows that our current workforce data is incomplete despite an attempt to encourage staff to check and amend their personal data through the Employee Self Service function within the SAP system

8.1 There were 2214 leavers in the year to 31st March 2010 where the ethnicity was unknown for 747 employees equating to 33.7%. Of the leavers 1383 (62.4%) were white British, 35 (1.6%) were BME staff and 50 (2.3%) were white/other.

8.2 The disability status was unknown for 1005 (45.4%) of leavers. The number of leavers who considered themselves disabled, was 25 staff (1.1%).

8.3 There were 1811 (81.8%) female leavers compared with 403 (18.2%) male leavers.

8.4 The highest % of leavers was from the age 65+ age band with 37.6% leavers within that category (97 out of 258 staff). The next highest % was from the under 25 age group where 25.4% of the age band left 180 out of 708 staff.

9. Remuneration - The table in **Appendix 2** includes schools staff and is based on full time equivalent salary not actual salary paid.

9.1 The number of staff in the lowest pay band has significantly reduced, following the pay award in April 2009, only the two lowest scale points were under £13,000, so the number of people in this category will continue to reduce.

9.2 By far the highest % of males employees are paid within the highest pay band (43.12%) and in contrast the lowest % of females are paid within the highest pay band, although due to the vast majority of employees being female there are still more females in the highest pay band than males.

9.3 The lowest % of BME staff are within the highest salary banding (0.37%). The highest % of BME and white/other staff are in the under £13,000 pa category, (2.99%) and (6.59%) respectively.

Members Diversity Monitoring

Data was collected on Members as at June 2009, following the first Wiltshire Council elections. The summary is detailed in **Appendix 2**. It shows that 93% of members are

white British, 65% are over the age of 55, 75% are male and 14% consider themselves to have a disability. It is only intended to collect this data after each local election process.

Applicants for Employment

10. 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. Shortlisted data is now available for the first time through the Tribal e-recruitment system and %'s have been calculated from numbers shortlisted from the applicant group (eg. out of 9745 White British applicants, 3124 were shortlisted which equals 32%).

10.1 The % for the numbers of applicants by group is not significantly different compared with applicants from the previous year recorded by WCC.

10.2 The % of BME applicants slightly decreased compared with applicants applying to WCC from 9.8% to 8.1% with 17.2% of BME applicants being shortlisted. The number of white/other applicants increased from 1.3% to 2.1% with 10.5% of white/other applicants being shortlisted.

10.3 The % of disabled applicants shortlisted (37.7%) is higher than the % of non disabled applicants shortlisted (31.6%) indicating that the Council's commitment to the Jobcentre Plus awarded Double Tick Scheme is successful where all disabled applicants meeting the essential requirements of the job description are guaranteed an interview.

10.4 The % of females applying for posts within WC was lower than the number of females applying for posts with WCC whereas the number of male applicants increased. There was a slightly higher % of females shortlisted but a slightly higher % of males being appointed.

10.5 The % of under 25 year olds shortlisted is significantly lower than within the other age categories however once reaching shortlisting stage have a higher % of being appointed.

Equality Legislation and The Equality Framework for Local Government

11. We currently have a raft of employment related equality legislation that we comply with including specific statutory race, disability and gender equality duties that require us to:

- Eliminate unlawful discrimination
- Eliminate harassment because of one's disability, or gender
- Promote equality of opportunity
- Take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Involve disabled people in decision-making

- Promote good relations between people of different racial groups

11.1 We have recently reviewed our Dignity at Work policy and continue to work with the Staff Disability Forum and BME staff Forum to ensure that we continue to promote equality and diversity within the organisation. The Equality Networking lunches are also an opportunity for any employee with an interest in diversity to learn, participate and have a voice regarding equality issues within the organisation. We also support the No Barriers (disability and age) awareness promotions.

12. It was mentioned in the last report that the Equality Act was expected to be introduced from 2010. This has now received Royal Assent and will be implemented from October this year. The main focus of the new legislation is to simplify the existing complex laws and bring them together under single legislation, the change will require organisations to revisit existing policies and practice including:

- Recognising nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
- A single objective “justification” will replace the different tests currently in use to make it harder to justify less favourable treatment of individuals
- “Discrimination arising from disability” and “indirect discrimination” will replace the existing “disability-related discrimination”
- Employers will be discouraged from asking disability related questions during recruitment and discouraged from using pre-employment health questionnaires
- Gender pay gap audits
- Greater encouragement for transparency of reporting on employment rates to ensure progress is being made
- Ban on discrimination by association
- Positive action in recruitment and selection
- Single equality duty from April 2011
- New rules on what is considered to be a protected belief

13. Much of the direction that our equality and diversity priorities are now focussed is driven by Equality Framework for Local Government. The benefits of this framework are identified as helping authorities comply with their legal duties as well as to meet the needs of local government performance assessment. Within this framework there are five areas covering all aspects of diversity, these are, ‘Knowing your Communities, Place Shaping, Community Engagement and Satisfaction, Responsive Services and Customer Care and a Modern and Diverse Workforce’. We will be assessed against criteria in each area as Developing, Achieving or Excellent.

13.1. A preliminary assessment against the employment area of the framework, ‘A Modern and Diverse Workforce’ has indicated that we are a mixture of ‘achieving’ and ‘developing’.

Our objective is to become a fully 'Achieving' authority by April 2011. See Appendix 4 for the current assessment of progress and areas to improve.

14. The People Strategy Action Plan which went to Staffing Policy Committee in March includes a number of equality focussed initiatives including reviewing and equality impact assessing all HR policy in consultation with all relevant stakeholders.

15. Single Equality Scheme - At present we have published separate Equality Schemes for race, disability and gender but in anticipation of the Equalities Act, and in order to provide a more consistent approach to equality and diversity we are currently working to produce a Single Equality Scheme to cover all areas of diversity. The consultation for the scheme has been undertaken jointly with partner organisations to ensure with less duplication and a wider consultation catchment. This also includes a Corporate Action Plan of actions as initiated through each departmental management team.

Equalities Impact of the Proposal

16. The recommendation 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. The introduction of the Equalities Act and internal good practice will address the issue of replacing the equality schemes with one single scheme to include all diversity strands in order to both meet statutory obligations and to further promote diversity in the workplace.

Risk Assessment

17. N/A

Financial Implications

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

Legal Implications

19. We currently have statutory duties to comply with under the following legislation:

- Race Relations Act 1976 and subsequent Amendment Acts 2000, 2003
- Disability Discrimination Acts 1995 and 2005 and subsequent Amendment Act 2003
- Equal Pay Act 1970 and Sex Discrimination Acts 1975 and 2003, Employment Equality (Sex Discrimination) Regulations 2005 and Equality Act 2006
- Employment Equality (Age) Regulations 2006
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

Conclusions

20. In general our statistics show no significant change from last year, although there are slight increases in the numbers of BME staff and disabled staff. The most recent figures that we have for the economically active BME community in the Wiltshire Geographical area, is 1.6% of the employment population. This compares similarly to our workforce information that 1.06% of our staff are from BME backgrounds. Comparison with working age disabled people within the geographical area is less favourable as latest figures indicate that 10% of the working age population (not just the economically active so is slightly higher than actual figure would be) has a long term disability. Our statistics show that just less than 1% of our workforce has declared a disability. Another reason why this figure is so low is that it is likely that for various reasons not all disabled staff will have declared that they consider themselves disabled.

21. The data still shows significant unknown information. This should improve with the ongoing use of Tribal, 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.

22. Another significant area where the statistics show underrepresentation is regarding the recruitment and retention of the under 25 years of age group with just over 4% of the workforce, although this has been the case for the last few years. There is also a higher turnover rate within this age band at 25.4% compared to an average of 13% in other age bands, the only exception to this year was a huge rise in the number of over age 65 employees at 37.6% in their age band.

23. It is noticeable that the % of disabled applicants shortlisted (37.7%) is higher than the % of non disabled applicants shortlisted (31.6%). This is evidence 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 August 2010.

24. During this previous year we have still been going through the appointments process following the One Council merger with recruitment and selection procedures are restricted as we try to protect existing staff. This limits opportunities for recruiting new staff in the short term. This situation is unlikely to change in the foreseeable future with the current financial situation facing the public sector and our own decision to 'manage' new vacancies. It is important that we continue to support and develop policy and good practice towards ensuring that existing staff and applicants do not face barriers or discrimination whilst at work. Work continues with both staff forums to promote and develop initiatives to positively raise awareness and improve diversity within the workplace. Future liaison with the work of the Culture Groups would also be useful and relevant in developing a positive image of the diversity of our workforce.

25. We will need to review Equality and Diversity policy in the light of the new Wiltshire Council and the forthcoming Equality Act and where appropriate build in positive action initiatives within our People Strategy for future recruitment and selection initiatives to encourage applications from all areas of the community and ensure that individuals needs are respected.

Recommendations

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

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**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 2010

Numbers	Headcount	FTE	PT	%	FT	%
Non Schools	5638	4492	2386	42.32%	3252	57.68%
1.4.09	5747	4668	2515	43.76%	3232	56.24%
Schools	10032	5567	7222	71.99%	2810	28.01%
1.4.09	9761	5451	6989	71.60%	2772	28.40%
Total	15670	10059	9608	61.31%	6062	38.69%
Total 1.4.09	15508	10119	9504	61.28%	6004	38.72%

By Ethnicity – As at 31st March 2010 (%’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	77	1.37%	4146	73.5%	200	3.55%	4423	78.45%	1215	21.5%	5638
1.4.09	77	1.34%	4051	70.49%	188	3.27%	4316	75.10%	1431	24.90%	5747
Schools	89	0.89%	6676	66.54%	127	1.26%	6892	68.7%	3140	31.30%	10032
14.09	75	0.77%	6144	62.94%	106	1.09%	6325	64.80%	3436	35.20%	9761
Total	166	1.06%	10822	69.06%	327	2.09%	11315	72.2%	4355	27.79%	15670
Total 1.4.09	152	0.98%	10195	65.74%	294	1.90%	10641	68.62%	4867	31.38%	15508

By Disability – As at 31st March 2010 (%’s given relate to total number of employees not of known disability)

Disability	Disabled	%	Not Disabled	%	Total Known	%	Total Unknown	%	Total
Non Schools	115	2.05%	3403	60.35%	3518	62.40%	2120	37.60%	5638
30.6.09	108	1.87%	3325	73.62%	3433	59.42%	2345	24.51%	5778
Schools	36	0.36%	6015	57.54%	6015	60.32%	3981	40.58%	10032
30.6.09	38	0.69%	5466	99.31%	5504	56.39%	4257	43.61%	9761
Total	151	0.96%	9418	60.10%	9569	61.06%	6101	38.94%	15670
Total 30.6.09	146	0.94%	8791	56.57%	8937	57.51%	6602	42.49%	15539

By Gender – As at 31st March 2010

Gender	Female	%	Male	%	Total
Non Schools	3988	70.73%	1650	29.27	5638
1.4.09	4055	70.56%	1692	29.44%	5747
Schools	8746	87.18%	1286	12.82%	10032
1.4.09	8522	87.31%	1239	12.69%	9761
Total	12734	81.26%	2936	18.74%	15670
Total 1.4.09	12577	81.10%	2931	18.90%	15508

By Age – As at 31st March 2010

Age	under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Total
Non Schools	381	6.76%	967	17.15%	1353	24.0%	1666	29.55%	1151	20.42%	120	2.13%	5638
1.4.09	371	6.46%	961	16.72%	1409	24.52%	1716	29.86%	1184	20.60%	106	1.84%	5747
Schools	327	3.26%	1544	15.39%	3257	32.47%	3185	31.75%	1581	15.76	138	1.38%	10032
1.4.09	295	3.02%	1554	15.92%	3269	33.49%	3037	31.11%	1472	15.08%	134	1.37%	9761
Total	708	4.52%	2511	16.02%	4610	29.42%	4851	30.96%	2732	17.43%	258	1.65%	15670
Total	666	4.29%	2515	16.22%	4678	30.17%	4753	30.65%	2656	17.13%	240	1.55%	15508

Appendix 2

Leavers and Remuneration (inc schools) and Members Diversity Monitoring

Leavers By Ethnicity

	White British	%	BME	%	White Other	%	Unknown	%	Total Leavers
2009/10 (WC)	1382	62.4	35	1.6	50	2.3	747	33.7	2214
2008/09 (WCC)	1102	54.6	21	1.0	27	1.3	867	43.0	2017

Leavers By Disability

	Not Disabled	%	Disabled	%	Unknown	%	Total leavers
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2009/10 (WC)	1184	53.5	25	1.1	1005	45.4	2214
2008/09 (WCC)	1025	50.8	10	0.5	982	48.7	2017

Leavers By Gender

	Female	%	Male	%	Total leavers
2009/10 (WC)	1811	81.8	403	18.2	2214
2008/09 (WCC)	1720	85.3	297	14.7	2017

Leavers By Age

2009 - 2010	Under 25	25-35	35-45	45-65	65+	Total
Leavers	180	359	638	940	97	2214
No. in Age Band	708	2511	4610	7583	258	15670
Turnover in band	25.4%	14.3%	13.8%	12.4%	37.6%	14.1%
Turnover in Band 2008/09 (WCC)	27.5%	15.9%	13.0%	10.6%	17.9%	13.0%

By Remuneration 1 – As at 31st March 2010 including figures as at 1.4.09 (WC)

Remuneration FTE Salary Band £	Numbers within band	Gender				Ethnicity				Disability	
		% Female		% Male		% BME		% White Irish/ WO		% Disabled	
		2010	2009	2010	2009	2010	2009	2010	2009	2010	2009
£0-13,000	334 (671)	81.44	84.65	18.56	15.35	2.99	1.79	6.59	3.73	0.90	2.1
£13-20,000	7952 (7932)	87.34	86.55	12.66	13.45	1.16	1.05	1.80	1.58	0.93	1.9
£20-30,000	3403 (3024)	78.31	78.01	21.69	21.99	1.03	0.99	2.47	2.31	0.85	1.6
£30-40,000	3174 (3124)	75.39	75.64	24.61	24.36	0.82	0.74	1.86	1.73	1.13	2.1
£40,000+	807 (757)	56.88	55.75	43.12	44.25	0.37	0.53	2.35	2.64	1.12	2.2

Members Diversity Monitoring as at June 2009

Ethnicity -

White British (inc. 4 members identified as English)	White Irish/White Other	BME	Not known
84 93%	2 2%	0	4 5%

Gender-

Male	%	Female	%	Not known	%
67	75%	21	23%	2	2%

Disability -

Not Disabled	%	Considered Disabled	%	Not known	%
74	83%	13	14%	3	3%

Age -

Under 25	26 - 35	36 - 45	46 - 55	56 - 65	Over 65	Not known
0 0%	1 1%	7 7%	21 23.5%	36 40.5%	22 24.5%	3 3.5%

Appendix 3

Applicants, Shortlisted Candidates and Starters

Applicants and Shortlisted data – This information is for the period 2009/10 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 2009/10 (WC)	9745	89.2%	881	8.1%	228	2.1	68	0.6	10922
Applicants 2008/09 (WCC)	6119	88.3%	679	9.8%	87	1.3	41	0.6	6926
Shortlisted 2009/10	3124	91.6%	152	4.5%	24	0.7	14	0.4	3408
No. of Starters 2009/10	382	87%	11	2.5%	8	1.8%	38	8.7%	439
No. of Starters 2008/09	500	87.4%	12	2.1%	10	1.8%	50	8.7	572

	White British	BME	White Other	Total Applicants
% of applicants in group shortlisted 2009/10	32%	17.2%	10.5%	31.2%
% of applicants shortlisted appointed 2009/10	12.2%	7.2%	33.3%	12.9%

By Disability

	Not Disabled	%	Disabled	%	Unknown	%	Total Applicants
Applicants 2009/10 (WC)	10289	94.2%	342	3.1%	291	2.7%	10922
Applicants 2008/09 (WCC)	6382	92.1%	245	3.5%	299	4.3%	6926
Shortlisted 2009/10	3258	95.6%	129	3.8%	21	0.6%	3408
No. of Starters 2009/10	368	83.8%	10	2.3%	61	13.9%	439
No. of Starters 2008/09	453	79.2%	6	1.0%	113	19.8%	572

	Not Disabled	Disabled	Total Applicants
% of applicants in group shortlisted 2009/10	31.7%	37.7%	31.2%
% of applicants shortlisted appointed 2009/10	11.2%	7.75%	12.9%

By Gender

	Female	%	Male	%	Unknown	%	Total Applicants
2009/10 (WC)	7266	66.5%	3568	32.7%	88	0.8%	10922
	4930	71.2%	1951	28.2%	45	0.6%	6926

2008/09 (WCC)							
Shortlisted 2009/10	2344	68.8%	1043	30.6%	21	0.6%	3408
No. of Starters 2009/10	295	67.2%	144	32.8%	0	0%	439
No. of Starters 2008/09	452	79%	120	21%	0	0%	572

	Female	Male	Total Applicants
% of applicants in group shortlisted 2009/10	32.2%	29.2%	31.2%
% of applicants shortlisted appointed 2009/10	12.6%	13.8%	12.9%

By Age

	under 25	%	25-45	%	Over 45	%	Unknown	%	Total Applicants
2009/10 (WC)	2491	22.8%	5495	50.3%	2839	25.9%	97	1%	10922
2008/09 (WCC)	1610	23%	3188	46%	1968	28%	160	2%	6926
Shortlisted 2009/10	554	16.2%	1813	53.2%	1018	29.9%	23	0.7%	3408
No. of Starters 2009/10	87	19.8%	187	42.5%	165	37.7%	0	0%	439
No. of Starters 2008/09	118	20.6%	273	47.7%	181	31.7%	0	0%	572

	under 25	25-45	Over 45	Total Applicants
% of applicants in group shortlisted 2009/10	22.2%	32.9%	35.9%	31.2%
% of applicants shortlisted appointed 2009/10	15.7%	10.3%	16.2%	12.9%