

STAFFING POLICY COMMITTEE
9 September 2009

ANNUAL EQUALITY & DIVERSITY REPORT 2008/09

Purpose of Report

1. To provide workforce and recruitment information for the year relating to 2008/09.
2. To identify the actions that Wiltshire Council has and is taking to meet the statutory requirements and our employment commitments under the Race, Disability and Gender Equality Schemes.

Background Information

3. The information in this report includes both data relating to the year 2008/09 which represents data for Wiltshire County Council, and data as at 1st April 2009, i.e. Wiltshire Council statistics both for comparison and as a bench mark for data for next years annual report.

Workforce & Recruitment Information

Staff In Post

4. This information is attached in **Appendix 1** and in summary: This is a straight forward headcount of staff. For Staff in Post - 1, information has been taken from the old payroll system as at 31st March 2009 identifying Wiltshire County Council data, these figures show totals both including and excluding schools. The Staff in Post - 2, data, is from the new SAP system post 1st April 2009, identifying Wiltshire Council information in order to be able compare statistics with next years report.

- The breakdown between the % of part time and full time staff remains virtually unchanged from last year

4.1 Ethnicity

- The number of staff stating they are from a black and minority ethnic (BME) background has increased from 115 to 137, an increase of .14% and an increase of white other staff from 133 to 174, an increase of .27%.
- There has been an improvement in the total of unknown staff from 30.11% down to 27.91%.

4.2 Disability

- The number of staff who consider themselves to have a disability has increased from 106 to 124.

4.3 Gender

- 85% of employees are female, this figure has remained the same since 2003.

4.4 Age

- The % of under 25 years of age employees remains low at just over 3.6%, although this has risen slightly over the last 2 years from just under 2.9% in 2006/07.

Leavers

5. Information on leavers, including schools, is collected from the payroll system as at 31st March 2009. These figures only include voluntary leavers not dismissals, which includes end of temporary contracts. See **Appendix 2**

- There were 2017 leavers in the year to 31st March 2009 where the ethnicity was unknown for 867 employees equating to 43%. 21 (1%) were BME staff and 27 (just over 1%) were White Irish /White Other.
- The disability status was known for 1035 leavers of which 10 (0.5%) considered themselves disabled compared with 6 (0.3%) from the last report.
- There were 1720 (85.3%) female leavers compared with 297 (14.7%) male leavers. The number of leavers fell slightly for both genders during this period.
- The number of leavers in the under 25 age group has decreased from 28.2%, in last years report, to 20.1% of the total number of under 25's, over the last year. However, they remain the age group with by far the highest turnover.

Remuneration

6. The table in **Appendix 2**, which includes schools staff, indicates that there is very little change to the figures from the last report. The highest proportion of females remains within the lowest salary band and the lowest in the top salary band, although our data shows that out of 1890 employees paid at Grade M or above i.e. £33,328 pa, 1154 (61%) are female.

Applicants for Employment

7. 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..

In summary:

- Nearly 89% of all applicants were White British, this remains the same as for the previous year. The only significant difference in applications received is an increase of nearly 5% from males.
- Previously shortlisted data was provided manually and very time consuming to collect. We are shortly going to be able to access this information via the e-recruitment system so have not undertaken the manual process. Unfortunately Tribal have not been able to upgrade our system in time for this report.

Staff involved in Formal Discipline or Grievance Hearings

8. The monitoring of staff involved in Discipline and Grievance cases is recorded in a Case Tracker on an electronic data recording system within Corporate HR and includes both schools and non schools cases.

41 staff raised a formal grievance, of these:

- 28 were White British, 1 was Asian or Asian British, 1 was White Other and 11 were of unknown ethnicity
- 6 considered themselves as disabled, 19 were not disabled and 16 were of unknown disability status
- 32 were female and 9 were male

87 staff were subject to formal disciplinary action, of whom:

- 46 were White British and 2 were Black or Black British, 2 were White Other and 37 were of unknown ethnicity
- 35 were not disabled, 1 considered themselves to be disabled and 51 were of unknown disability status
- 55 were female and 32 were male

Members Diversity Monitoring

For the first time, data has been collected on Members as at June 2009, following the recent 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.

Promotion of Equality and Diversity

Action and Initiatives Taken:

10. We have 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

Although the initiatives identified for the purposes of this report are specifically employment related our equality duties also include service provision where much has been done to progress the equality and diversity agenda. The actions in this report were taken prior to the formation of Wiltshire Council.

- 10.1 We have strengthened the staff forums for disabled staff and BME staff and their involvement with driving the council's equalities agenda forward
- 10.2 We have developed a Dignity at Work Policy which replaces the previous Bullying and Harassment Policies with more emphasis on achieving positive outcomes, whilst still maintaining the ability to address inappropriate behaviour and discrimination in the workplace.
- 10.3 The 'Disability Confident' campaign has continued to promote disability in employment to raise awareness of assistance and support given when declaring a disability and to remind managers of their responsibilities.
- 10.4 A Manager's Guide to making Reasonable Adjustments is now available to all managers and disabled staff, and routinely given to managers of new disabled staff.
- 10.5 Wiltshire County Council was re-awarded the use of the 'Disability Symbol' (the Double Tick Symbol) from JobCentrePlus in September 2008, and the application from Wiltshire Council to become an approved Disability Symbol user has just been awarded as from August 2009.
- 10.6 We have talked to all senior management teams on disability in employment

- 10.7 We have developed panels for undertaking equality impact assessments of our policies and have included community representatives.
- 10.8 We were asked, and gave, a presentation at the national 'Valued in Public' conference in Leicester, on learning disability highlighting our own achievements.
- 10.9 We continue to develop our monitoring and analysis to further understand equality and diversity issues and trends in order to formulate further actions.
- 10.10 We have just piloted the 'Managing Diversity Level 3 Certificate' with 40 managers', 30 of whom have successfully completed the course.
- 10.11 We have recently designed a new online induction program for Equality and Diversity which aims to catch employees at the start of their employment and encourage them to incorporate a consideration for equality issues in their work ethics. This in turn will help to assist in the re-invention of the culture and opinions historically associated with equality and diversity issues. This e-learning is divided up into 5 main modules covering the 'Essentials', 'Our Community', 'Equality in Action', 'Equality and Dignity in Mind', and 'Working with Diverse Customers'. These modules will be hosted live on the online management system and will run alongside the core 'Welcome Module' for Wiltshire council. It is hoped that it will be launched this summer.

Issues and Actions to be Addressed

11. Since the last annual report there has been a change in approach to measuring local government performance. Previously in place was the Local Government Equality Standard, the County Council along with three of the four district councils had been assessed as reaching Level 2. Replacing this is the new Equality Framework for Local Government. The benefits are identified as helping authorities comply with their legal duties as well as to meet the needs of local government performance assessment. The new framework contains only three levels of performance compared to the five levels previously, these are 'Developing, Achieving and Excellent' and are measured against 5 areas which build upon the old standards, these are 'Knowing your Communities, Place Shaping, Community Engagement and Satisfaction, Responsive Services and Customer Care and a Modern and Diverse Workforce'

12. A preliminary assessment against the Modern and Diverse Workforce criteria has indicated that we are 'achieving' with some areas of 'developing' in improve upon. More work is due to be undertaken within this area.

13. Single Equalities Bill – The Equalities Bill was published in 27th April 2009, Act for Great Britain, bringing disability, gender, race, age, religion or belief, sexual orientation and gender reassignment within one piece of legislation. It is likely to include prohibiting direct discrimination and harassment based on association in relation to employment and other areas such as goods and services. Also likely to make public bodies more transparent by further monitoring to ensure progress is being made and to extend existing positive action measures to allow employers to make their organisation more representative and reflective of the people to whom they provide services..

14. We do undertake some positive action e.g. guaranteed interview scheme for disabled candidates meeting the minimum job criteria and offering working interviews, but recognise the need to be more pro-active in our positive action initiatives. This is currently being reviewed in connection with the People Strategy.

15. At present we have published separate Equality Schemes for race, disability and gender but in anticipation of the Equalities Bill, and in order to provide a more consistent approach to equality and diversity with less duplication we are currently working to produce a Single Equality Scheme to cover all areas of diversity. This will also include 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. We currently have three Equality Schemes, as statutorily required and an additional Comprehensive Equality Scheme. Either the introduction of the Equalities Act or 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 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. Comparison with figures representing the Wiltshire geographical area suggest that our BME figures compare adequately although we are substantially below with regards to the number of disabled staff that we employ ie. less than 1% compared with 13.8% within the Wiltshire geographical area.

21. 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.

22. Whilst we are still going through the appointments process following the One Council merger, current recruitment and selection procedures are still restricted as we try to protect existing staff. This limits opportunities for recruiting new staff in the short term, however we should 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.

23. We also need to review policy and procedure in the light of the new Wiltshire Council and 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

24. 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 1 – A headcount of staff in post as at 31st March 2009 (WCC)

Numbers	Headcount	FTE	PT	%	FT	%
Non Schools	3899	2975	1953	50.09%	1946	49.91%
Schools	9761	5451	6989	71.60%	2772	28.40%
WCC Total	13660	8426.1935	8942	65.46%	4718	34.54%
<i>WCC Total 2007/08</i>	<i>13343</i>	<i>8158</i>	<i>8711</i>	<i>65.29%</i>	<i>4632</i>	<i>34.71%</i>

Staff in Post 2 – A headcount of staff in post as at 1st April 2009 (WC)

Numbers	Headcount	FTE	PT	%	FT	%
Non Schools	5747	4668	2515	43.76%	3232	56.24%
Schools	9761	5451	6989	71.60%	2772	28.40%
WC Total	15508	10119	9504	61.28%	6004	38.72%

By Ethnicity 1 – As at 31st March 2009 (WCC)

Ethnicity	BME	%	White British	%	White Other	%	Total Known	%	Total Unknown	%	Total
Non Schools	62	1.59%	3392	87.00%	68	1.74%	3522	90.33%	377	9.67%	3899
Schools	75	0.77%	6144	62.94%	106	1.09%	6325	64.80%	3436	35.20%	9761
WCC Total	137	1.00%	9536	69.81%	174	1.27%	9847	72.09%	3813	27.91%	13660
<i>WCC Total 2007/08</i>	<i>115</i>	<i>0.86%</i>	<i>9078</i>	<i>68.1%</i>	<i>133</i>	<i>1.0%</i>	<i>9326</i>	<i>69.89%</i>	<i>4017</i>	<i>30.11%</i>	<i>13343</i>

By Ethnicity 2 – As at 1st April 2009 (WC)

Ethnicity	BME	%	White British	%	White Other	%	Total Known	%	Total Unknown	%	Total
Non Schools	77	1.34%	4051	70.49%	188	3.27%	4316	75.10%	1431	24.90%	5747
Schools	75	0.77%	6144	62.94%	106	1.09%	6325	64.80%	3436	35.20%	9761
WC Total	152	0.98%	10195	65.74%	294	1.90%	10641	68.62%	4867	31.38%	15508

By Disability 1 – As at 31st March 2009 (WCC)

Disability	Disabled	%	Not Disabled	%	Total Known	%	Total Unknown	%	Total
Non Schools	86	2.58%	3251	97.42%	3337	85.59%	562	14.41%	3899
Schools	38	0.69%	5466	99.31%	5504	56.39%	4257	43.61%	9761
WCC Total	124	0.91%	8717	63.81%	8841	64.72%	4819	35.28%	13660
<i>WCC Total 2007/08</i>	<i>106</i>	<i>0.79%</i>	<i>8284</i>	<i>62.08%</i>	<i>8389</i>	<i>62.87%</i>	<i>4954</i>	<i>37.13%</i>	<i>13343</i>

By Disability 2 – As at 30th June 2009 (WC) (Data was not transferred to SAP until this date)

Disability	Disabled	%	Not Disabled	%	Total Known	%	Total Unknown	%	Total
Non Schools	108	2.48%	4254	97.52%	4362	75.49%	1416	24.51%	5778
Schools	38	0.69%	5466	99.31%	5504	56.39%	4257	43.61%	9761
WC Total	146	0.94%	9720	62.55%	9866	63.49%	5673	36.51%	15539

By Gender 1 – As at 31st March 2009 (WCC)

Gender	Female	%	Male	%	Total
Non Schools	3097	79.43%	802	20.57%	3899
Schools	8522	87.31%	1239	12.69%	9761
WCC Total	11619	85.06%	2041	14.94%	13660
<i>WCC Total 2007/08</i>	<i>11357</i>	<i>85.12%</i>	<i>1986</i>	<i>14.88%</i>	<i>13343</i>

By Gender 2 – As at 1st April 2009 (WC)

Gender	Female	%	Male	%	Total
Non Schools	4055	70.56%	1692	29.44%	5747
Schools	8522	87.31%	1239	12.69%	9761
WC Total	12577	81.10%	2931	18.90%	15508

By Age 1 – As at 31st March 2009 (WCC)

Age	under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Total
Non Schools	201	5.16%	613	15.72%	941	24.13%	1212	31.08%	870	22.31%	62	1.59%	3899
Schools	295	3.02%	1554	15.92%	3269	33.49%	3037	31.11%	1472	15.08%	134	1.37%	9761
WCC Total	496	3.63%	2167	15.86%	4210	30.82%	4249	31.11%	2342	17.14%	196	1.43%	13660
<i>WCC Total 2007/08</i>	458	3.43%	2157	16.17%	4206	31.52%	4138	31.01%	2209	16.56%	174	1.30%	13343

By Age 2 – As at 1st April 2009 (WC)

Age	under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Total
Non Schools	371	6.46%	961	16.72%	1409	24.52%	1716	29.86%	1184	20.60%	106	1.84%	5747
Schools	295	3.02%	1554	15.92%	3269	33.49%	3037	31.11%	1472	15.08%	134	1.37%	9761
WC Total	666	4.29%	2515	16.22%	4678	30.17%	4753	30.65%	2656	17.13%	240	1.55%	15508

Leavers and Remuneration

Appendix 2

By Ethnicity

	White British	%	BME	%	White Other	%	Unknown	%	Total Leavers
2008/09	1102	54.6	21	1.0	27	1.3	867	43.0	2017
2007/08	1141	56.0	21	1.0	27	1.3	849	41.7	2038

By Disability

	Not Disabled	%	Disabled	%	Unknown	%	Total leavers
2008/09	1025	50.8	10	0.5	982	48.7	2017
2007/08	990	48.6	6	0.3	1042	51.1	2038

By Gender

	Female	%	Male	%	Unknown	%	Total leavers
2008/09	1720	85.3	297	14.7	0	0.0	2017
2007/08	1731	84.9	307	15.1	0	0.0	2038

By Age

2008 - 2009	Under 25	25-35	45-65	65+	all
Leavers	103	586	272	11	972
No. in Age Band	512	6365	6563	193	13633
% of Band	20.1%	9.2%	4.1%	5.7%	7.1%

2007 -2008	Under 25	25-45	45-65	65+	all
Leavers	129	746	542	20	1437
No. in Age Band	458	6363	6347	174	13342
% of Band	28.2%	11.7%	8.5%	11.5%	10.8%

By Remuneration 1 – As at 31st March 2009 (WCC)

Remuneration		Gender				Ethnicity				Disability	
FTE Salary Band £	Numbers within band	% Female		% Male		% BME		% White Irish/ WO		% Disabled	
		2009	2008	2009	2008	2009	2008	2009	2008	2009	2008
£0-13,000	494	93.93	95.2	6.1	4.8	1.42	1.0	4.45	1.1	1.2	1.1
£13-20,000	6996	91.7	91.6	8.3	8.4	1.0	1.2	1.0	1.2	0.9	1.2
£20-30,000	2568	80.6	79.1	19.4	20.9	1.0	1.7	1.3	1.4	0.8	1.4
£30-40,000	2893	77.8	75.6	22.2	24.4	0.8	1.0	1.4	1.3	0.9	1.3
£40,000+	681	58	58.1	42.0	41.0	0.4	0.8	1.5	0.8	0.9	0.8
Total	13632	85.1	85.1	14.9	14.9	0.96	1.2	1.3	1.2	0.91	1.26

By Remuneration 2 – As at 1st April 2009 (WC)

Remuneration		Gender		Ethnicity		Disability
FTE Salary Band £	Numbers within band	% Female	% Male	% BME	% White Irish/ White Other	% Disabled
£0-13,000	671	84.65	15.35	1.79	3.73	2.1
£13-20,000	7932	86.55	13.45	1.05	1.58	1.9
£20-30,000	3024	78.01	21.99	0.99	2.31	1.6
£30-40,000	3124	75.64	24.36	0.74	1.73	2.1
£40,000+	757	55.75	44.25	0.53	2.64	2.2
Total	15508	81.10	18.9	0.98	1.9	1.87

Members Diversity Monitoring

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 for Employment

Applicants for Employment – This information is for the period 2008/09 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.

By Ethnicity

	White British	%	BME	%	White Other	%	Unknown	%	Total Applicants
2008/09	6119	88.3	679	9.8	87	1.3	41	0.6	6926
2007/08	5483	88.5	608	9.8	72	1.2	32	0.5	6195
Shortlisted									
Shortlisted 07/08	997	91.6	44	4.0	47	4.4	0	0	1088

By Disability

	Not Disabled	%	Disabled	%	Unknown	%	Total Applicants
2008/09	6382	92.1	245	3.5	299	4.3	6926
2007/08	5856	94.5	233	3.8	107	1.7	6195
Shortlisted							
Shortlisted 07/08	1005	92.4	83	7.6	0	0	1088

By Gender

	Female	%	Male	%	Unknown	%	Total Applicants
2008/09	4930	71.2	1951	28.2	45	0.6	6926
2007/08	4729	76.3	1457	23.5	9	0.2	6195
Shortlisted							
Shortlisted 07/08	858	79	230	21	0	0	1088

By Age

	under 25	%	25-45	%	Over 45	%	Unknown	%	Total Applicants
2008/09	1610	23	3188	46	1968	28	160	2	6926
2007/08	1417	23	2978	48	1558	25	242	4	6195
Shortlisted									
Shortlisted 08/07	183	17	619	57	287	26	0	0	1088