

# AGENDA

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**Meeting:** STAFFING POLICY COMMITTEE  
**Place:** Kennet Room – County Hall, Trowbridge, BA14 8JN  
**Date:** Wednesday 6 January 2016  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## Membership:

Cllr Allison Bucknell  
Cllr John Smale  
Cllr David Pollitt  
Cllr David Jenkins  
Cllr Mike Hewitt

Cllr Baroness Scott of Bybrook OBE  
Cllr Stuart Wheeler  
Cllr Bob Jones MBE  
Cllr Graham Wright

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## Substitutes:

Cllr Mark Packard  
Cllr Tony Trotman  
Cllr Peter Evans  
Cllr Bill Moss  
Cllr Fleur de Rhé-Philippe

Cllr Desna Allen  
Cllr Nick Blakemore  
Cllr Stephen Oldrieve  
Cllr Jeff Osborn  
Cllr Ernie Clark

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## **PART I**

### **Items to be considered while the meeting is open to the public**

1 **Apologies for absence**

2 **Minutes of Previous Meeting** *(Pages 5 - 12)*

To confirm the minutes of the meeting held on 4 November 2015.

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

5 **Public Participation**

The Council welcomes contributions from members of the public.

#### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

#### Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of the agenda (acting on behalf of the Corporate Director) no later than 5pm on **Tuesday 29 December 2015**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Security Vetting Policy** *(Pages 13 - 42)*

A report by the Associate Director, People & Business is attached.

7 **Smoke-free Policy** *(Pages 43 - 54)*

A report by the Associate Director, People & Business is attached.

8 **Pay Policy Statement** *(Pages 55 - 70)*

A report by the Associate Director, People & Business is attached.

9 **Update on Local Government (Green Book) Pay Negotiations 2016/17 and consideration of the payment of the living wage** *(Pages 71 - 78)*

A report by the Associate Director, People & Business is attached.

10 **Equality & Diversity Update** *(Pages 79 - 130)*

A report by the Associate Director, People & Business is attached.

11 **Date of Next Meeting**

To note that the next meeting is scheduled to be held on Wednesday 2 March, 2016, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

12 **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

**PART II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

**None**

## **STAFFING POLICY COMMITTEE**

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### **DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 4 NOVEMBER 2015 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

#### **Present:**

Cllr Allison Bucknell (Chair), Cllr David Pollitt, Cllr David Jenkins, Cllr Tony Trotman (Substitute), Cllr Peter Evans (Substitute), Cllr Mike Hewitt, Cllr Bill Moss (Substitute) and Cllr Bob Jones MBE

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#### **52 Apologies for absence**

Apologies for absence were received from Cllr Baroness Scott of Bybrook OBE (who was substituted by Cllr Tony Trotman), Cllr John Smale (who was substituted by Cllr Peter Evans), Cllr Stuart Wheeler (who was substituted by Cllr Bill Moss) and Cllr Graham Wright.

#### **53 Minutes of Previous Meeting**

##### **Resolved:**

**To confirm and sign the minutes of the previous meeting held on 9 September 2015 as a true record.**

#### **54 Declarations of Interest**

There were no declarations of interest.

#### **55 Chairman's Announcements**

There were no Chairman's announcements.

#### **56 Public Participation**

There were no members of the public present or councillors' questions.

#### **57 New Careers Website**

Consideration was given to a report by the Associate Director, People & Business, which provided:

- Details of the performance of the new careers website which was launched on 11 May 2015.
- An outline of the improvements that would be made as a result of the analysis of the performance.
- Details of initiatives being taken to ensure that Wiltshire Council continued to be an employer of choice.

Members were informed that the vision for the new website was to showcase the Council as an innovative, modern workplace and to improve the candidate experience.

Alongside the development of the website, the use of social media as a promotion and attraction tool to encourage searchers to the careers webpages and specific job adverts had been increased. This was in line with national research that showed that 18 to 34 year old people increasingly used social media as a way of sourcing and applying for job vacancies.

The Committee noted that in September 2015 the Council upgraded its Glassdoor account which was a jobs, recruiting and employer review website. The Council's account page included content from the careers website, live social media feeds and current job listings which provided a further avenue for potential candidates to comment, review and explore the working environment of this Council, in addition to Facebook, Twitter and LinkedIn.

A set of key performance indicators (KPI's) had been developed which would help the Council:

- Understand the customer journey
- Understand conversion rates (clicks through job adverts to apply)
- Monitor the effectiveness and reach of targeted recruitment campaigns (e.g. for social care, procurement/commissioning)

Members were interested to note that the majority of the visits to the website were from people who lived locally with just over 10% from those who lived in London.

During discussion Members enquired how starters made use of the workplace, was the page on the Website accurate in content.

**Resolved:**

**(1) To note the contents of the report.**

**(2) To request a further update on the performance of the website in six months.**

**58 Planned Revisions to the Smoking Policy**

The Committee received a report by the Associate Director, People & Business, which updated Members on the planned revisions to the current smoking policy.

The Committee was informed that the current smoking policy and procedure had been implemented in 2011 as a result of harmonising the County Council and ex-district council policies following the move to one council.

It was noted that the current policy provided smoking areas together with cigarette bins at each of the main hubs and depots. It also allowed managers to use their discretion when permitting smoking breaks outside of lunch times provided the time was made up.

The Public Health team had expressed concerns for some time about allowing staff to smoke on site considering the Council's policy to promote healthy living both across Wiltshire and within the workforce. Subsequently, Public Health had produced a report outlining a policy to implement smoke free sites across Wiltshire Council and this was agreed by the Corporate Leadership Team (CLT) on 24 August 2015. This would mean that all designated smoking areas at the Council's hubs, other sites, depots and campuses would be removed. A new smoke-free policy was being developed which would also include the removal of smoking breaks.

Whilst sympathising with the general principles as set out in the report, Members did consider that there could well be practical problems encountered in implementing the suggested planned revisions to the existing smoking policy as follows:-

- If Council grounds were smoke-free, smokers would most likely adopt the habit of smoking off-site in public places as had previously happened prior to the implementation of the current policy. This had created a negative image of the Council and had resulted in complaints from local residents.
- Enforcement of the new smoke-free arrangements might prove difficult, especially as customers would also be expected to take note of the signage and refrain from smoking on site.
- Removal of the litter bins would likely lead to an increase in litter. There were no plans for the Council's facilities management team to remove cigarette litter and it was expected that the Council's enforcement team would issue fixed penalty notices where possible should littering occur.

- The removal of designated smoking areas and smoking breaks was likely to have a negative impact on morale and motivation of those members of staff affected.
- The Council's partners, such as Police colleagues, would be expected to comply with a new policy and refrain from smoking on site.

**Resolved:**

- (1) To note the contents of the report.**
- (2) To support in principle the development of a new smoking policy that incorporates the changes as outlined in the report but to register some concerns about the practicality of implementing and enforcing the policy especially on shared sites with partners.**
- (3) To support a deferred start by giving three months notice of the intention to introduce a new policy.**
- (4) To note that a further report would be made to the January 2016 meeting of the Committee when the new smoking policy would be presented for formal approval.**

**59 Public Sector Exit Payment Cap - Response to Consultation**

The Committee considered a report by the Associate Director, People & Business which provided an update on the result of the consultation that had recently taken place on the government proposal to place a cap on redundancy or compensation payments to certain public sector employees when their employment ended.

The consultation invited responses to a number of key questions, including whether limiting payments to £95,000 was appropriate, and also what payments should be included in this figure. The government proposed that the following payments should be included: redundancy pay or any other compensation payment as a result of a voluntary exit, any payment in lieu of unworked notice, untaken annual leave or other outstanding allowances and the costs associated with early access to an unreduced pension.

It was noted that the following were excluded from the government's proposal: Ill health payments, compensation payments in respect of death or injury attributable to the employment, and any payments following litigation from unfair dismissal or breach of contract.

The consultation closed on 27 August 2015 during which the government received over 4,000 responses. The government admitted that the proposals did not receive overwhelming support but considered that in the absence of any



more acceptable proposals to limit the six figure pay outs they would be going ahead with the legislation.

The timescale for the introduction of this legislation was currently unclear. However, it was known that the government would take forward these proposals by taking powers in primary legislation as part of the Enterprise Bill.

The Committee was informed that the exit cap would have significant implications for the Council's redundancy pay policy and the current voluntary redundancy procedure would also need to be reviewed. It was also expected that nationally the Local Government Pension Scheme would need to be reviewed and the early retirement regulations amended.

During discussion, Members expressed concern that the service cap would have a detrimental affect mostly on lower graded staff with long service. However, Members were informed that the Council's current cap was 40 weeks for redundancy pay and it was likely that the proposed legislation would have more impact on the top tiers of the organisation.

**Resolved:**

- (1) To note the contents of the report.**
- (2) To express concern at the potential impact of the legislation and cost to the Wiltshire Pension Fund of the proposals and to lobby the Wiltshire MPs if necessary as the Enterprise Bill proceeds.**
- (3) To request that a further report be presented to this Committee once the timescales for the introduction of this legislation and implementation procedures were confirmed.**

60 **Delivering the Business Plan - September 2015**

The Committee received a quarterly workforce report, excluding fire, police and school staff, for the quarter ended 30 September 2015, concerning:-

Staffing levels  
Sickness absence  
New health and safety RIDDOR related injuries  
New disciplinary, grievance and absence cases  
Voluntary staff turnover  
Employee costs  
Additional financial information  
Employee diversity

**Resolved:**

To note the contents of the report.

61 **Date of Next Meeting**

**Resolved:**

To note that the next meeting of the Committee would be held on Wednesday 6 January 2016, in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

62 **Urgent Items**

There were no items of urgent business.

63 **Exclusion of the Press and Public**

**Resolved:**

To agree that in accordance with section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No. 64 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

64 **Local Government Pension Scheme (LGPS) Employment Discretions - Payment of Deferred Benefits**

Consideration was given to a confidential report from the Associate Director, People & Business in which the Committee was asked to consider a request from a former employee for release of deferred pension benefits held in the Local Government Pension Scheme and waiving the actuarial reduction.

After discussion,

**Resolved:**

To not agree to the early release of the former employee's deferred pension benefits waiving the actuarial reduction, as set out in the report, as the Committee felt the evidence provided insufficient grounds for hardship and compassionate considerations noting that the applicant was now in employment.

(Duration of meeting: 10.30 am - 12.15 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

6 January 2016

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### Security Vetting Policy

#### Purpose of Report

1. The purpose of this report is to present the new security vetting policy.

#### Background

2. Security vetting applies when specialised security checks are required for certain specified roles that include access to particularly sensitive or secure data.
3. As Wiltshire Council now works in partnership with Wiltshire Police, some employees working in roles that work closely with them require non police personnel vetting (NPPV) to reduce the risks of unauthorised disclosure or loss of sensitive police information.
4. A baseline personnel security standard (BPSS) check may be required if an employee has access to certain sensitive information via the public services network (PSN) in the course of their employment with the council.

#### Main considerations

##### **NPPV:**

5. NPPV provides assurance that employees other than police officers and police staff who have physical or remote access to police premises, information, intelligence, financial or operational assets, have been assessed in terms of their reliability and integrity.
6. The NPPV will typically apply to the council's IT staff as they access police systems due to their joint working programme. However, corporate directors, the programme office, community and transformation, facilities management and MASH team members, due to their close working relationship with the police, may also be required to have NPPV level 2/3, depending on the nature of the role.
7. The personnel security vetting unit within the police carries out all security clearances, and deals with the candidate or employee directly. It aims to complete clearances within 30 working days from receipt of the completed forms, however where further investigation is required it may take longer, and it could be up to 8 weeks.

8. The vetting unit will contact the vetting subject directly if they are refused NPPV clearance, giving them the opportunity to discuss issues with the recruitment team or their manager before the police formally make a disclosure to the recruitment team/manager.

#### **BPSS:**

9. The council is bound by the terms of the PSN code of connection, which requires anyone working on the public services network (PSN) to have a BPSS check.
10. Having a DBS check does not preclude the need for a BPSS check, as BPSS checks involve checking different/additional elements about the employee/candidate.

#### **Vetting outcomes:**

17. If there is NPPV refusal or failure of a BPSS check, the recruitment process will be stopped, and the recruiting manager/current manager will review, with the police security vetting unit or with the BPSS check provider, the reasons for it (if these may be disclosed). This may result in the job offer being withdrawn.
18. Where NPPV or a BPPS check is essential for a role, refusal or failure means that an applicant cannot be recruited.
19. If a current role requires a security check and the role holder requires an NPPV /BPPS check but they are refused clearance, they may no longer be able to perform their role. The employee will be placed in the redeployment pool for a period of 12 weeks during which time every effort will be made to find them alternative employment. Termination of a contract of employment will be a last resort.

#### **Financial implications:**

20. There are no costs associated with NPPV checks as the checks are carried out by the police.
21. There is a cost associated with obtaining a BPSS check which is £33.16 per individual. There will be a number of checks required in 2016 and work is currently underway to identify the individuals who will need the checks.

#### **Consultation**

24. The policy was approved and ratified by JCC on 7th December 2015 following consultation with facilities management, HR, the legal team, union representatives and other key stakeholders.

#### **Environmental Impact of the Proposal**

25. None

### **Equalities Impact of the Proposal**

26. None

### **Risk Assessment**

27. This policy has been produced following advice and guidance from the council's legal team and Wiltshire Police.

28. It is important that these checks are carried out in order to comply with the terms of the PSN, and to comply with agreements in place regarding partnership working with Wiltshire Police.

### **Recommendation**

29. It is recommended that Staffing Policy Committee approve the security vetting policy.

**Barry Pirie**  
**Associate Director**  
**People & Business**

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Report Authors: Rebecca Williams & Mel Lyng, HR Policy & Reward

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

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## Wiltshire Council human resources

### Security vetting policy and procedure

This policy can be made available in other languages and formats such as large print and audio on [request](#).

#### What is it?

There are two types of security vetting checks which are undertaken for the following employees:

##### Non-Police Personnel Vetting (NPPV)

- NPPV will be required for Employees employed in roles which work closely with Wiltshire Police. NPPV is necessary to reduce the risks of unauthorised disclosure or loss of sensitive police information including (but not limited to) the unauthorised disclosure of information which could disrupt the prevention and detection of crime.
- Employees who have access to certain sensitive information via the public services network (PSN) who will require a baseline personnel security standard (BPSS) check.

This policy should be read in conjunction with the [recruitment policy](#) and the employee pre-employment checks policy.

#### Go straight to the section:

1. [What is it?](#)
2. [Who does it apply to?](#)
3. [When does it apply?](#)
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6. [What is security vetting?](#)
7. [Non Police Personnel Vetting \(NPPV\):](#)
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  - [NPPV process – current employees](#)

- [Obtaining the NPPV check](#)
  - [NPPV clearance – secondments](#)
  - [NPPV results](#)
  - [NPPV - confirmation of successful clearance](#)
  - [NPPV - security clearance failures](#)
  - [NPPV – DBS checks](#)
  - [NPPV appeals process in the case of security clearance failure](#)
  - [The role of the council in appeals](#)
  - [Failure of the NPPV check - current employees](#)
  - [Suspension or withdrawal of existing NPPV clearance](#)
  - [Retrospective NPPV checks](#)
8. [Baseline personnel security standard checks \(BPSS\)](#)
- [Who needs a BPSS check?](#)
  - [BPSS vetting process – applicants](#)
    - [BPSS clearance - temporary staff including contractors](#)
    - [BPSS clearance – the Wiltshire Temporary Bank](#)
    - [BPSS and DBS](#)
    - [Process for obtaining the BPSS check](#)
    - [BPSS results](#)
    - [BPSS - confirmation of successful clearance](#)
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9. [Data protection](#)
10. [Roles and responsibilities](#)
11. [Frequently asked questions](#)
12. [Definitions](#)
13. [Equal Opportunities](#)
14. [Legislation](#)
15. [Advice and guidance](#)
16. [Further information](#)

**Who does it apply to?**

This policy applies to all Wiltshire Council employees and teaching and non-teaching staff employed in maintained schools or academies. It also applies to temporary staff, contractors, Tupe staff, volunteers and agency staff.

### **When does it apply?**

It applies when certain security checks are required for specified roles having access to particular sensitive or secure data.

### **When does it not apply?**

Other checks apply during the recruitment process. Further information can be found in the [recruitment policy](#) and the [employee checks policy](#).

### **What are the main points?**

#### **What is security vetting?:**

1. Vetting is intended to assure government bodies that you have not been involved in espionage, terrorism, sabotage or actions intended to overthrow or undermine parliamentary democracy by political, industrial, violent or other means. It also assures government bodies that you have not been a member of, or associated with, any organisation which has advocated such activities or has demonstrated a lack of reliability through dishonesty, lack of integrity or behaviour. Finally the process assures that you will not be subject to pressure or improper influence through past behaviour or personal circumstances.
2. Two types of security vetting checks may apply to you if you are carrying out certain roles at the council. These are:  
  
NPPV – non police personnel vetting;  
BPSS – baseline personnel security standard checks.
3. In all cases, the requirement for a check, together with the type and level, will be confirmed on your job description/role profile. Your manager is responsible for agreeing the type and level of check with the recruitment team and police vetting unit and, depending on the check required, with IT.

#### **Non Police Personnel Vetting (NPPV):**

4. As Wiltshire council now works in partnership with Wiltshire Police, some employees working in roles that work closely with the police will require NPPV clearance to reduce the risk of unauthorised disclosure or loss of sensitive police information

5. The purpose of this is to provide a means of ensuring that people other than police officers and police staff who have physical or remote access to police premises, information, intelligence, financial or operational assets, have been assessed in terms of their reliability and integrity.
6. There are 3 levels of NPPV which are based on access to premises, data, systems and sensitive information, with level 1 being the lowest level and 3 being the highest level of clearance.
7. The level of NPPV is determined by the police, in agreement with the manager or recruiting manager, in accordance with police policies and guidance. You may need to be re-vetted if your access requirements change, e.g. a level 3 check is required instead of level 2. At Wiltshire council we do not carry out level 1 NPPV.
8. NPPV Level 2 is required you if you have access to police premises and access to police information, intelligence and financial or operational assets. This allows regular access to 'confidential' police assets and occasional access to those deemed 'secret'.
9. A level 3 NPPV applies if you have regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access. This clearance allows regular, uncontrolled access to police systems which may contain protectively marked assets up to 'secret' level. Checks will be carried out on you, your spouse/partner, co-residents, and all family members.
10. A level 3 clearance will only be applied where it is necessary in order to safeguard employee personal welfare/safety and organisational security of Wiltshire Council and Wiltshire Police.
11. NPPV level 2 clearance will be valid for up to 3 years and a level 3 for a period of 5 years. Both levels will be renewed after the relevant time. Your manager will ensure that they manage the renewal process and do not allow clearances to lapse.
12. In line with the required vetting levels the following systems and checks may be carried out:

## Level 2

13. For a level 2 check this will include:
  - Confirmation of entitlement to reside and work in the UK .
  - Your identity as well as your spouse, partner and co-habitee/ co-residents.
  - Known associates living at the same address
  - Police National Computer
  - Police National Database
  - Internal and external criminal intelligence

- Violent and Sex Offenders Register (ViSOR)
- Professional Standards Check
- Special Branch (local police checks)
- Financial check.
- Counter Terrorist Check may be applied where appropriate

### **Level 3**

14. For a level 3 check, this will include:

- Confirmation of entitlement to reside and work in the UK.
- Your identity as well as your spouse, partner, co-habitee/ co-residents, parents, brothers, sisters and/or step-relatives
- Known associates living at the same address
- Police national computer
- Police national database
- Internal and external criminal intelligence
- Violent and sex offenders register (ViSOR)
- Professional standards check
- Special Branch (local police checks)
- Financial check
- Counter terrorist check (CTC) or security check (SC) may be applied where appropriate

15. Refer to NPPV flowchart for the security vetting process.

### **Who needs an NPPV check?**

16. Wiltshire Council, in partnership with Wiltshire Police has clear business objectives for requesting NPPV. This includes an analysis of the role and whether NPPV is necessary to perform the role.
17. In order to work alongside the police, either in the same premises and/or on their IT systems remotely, you will be asked to undertake an NPPV Level 2 or 3 to obtain suitable clearance.
18. Corporate Directors, IT, the Programme Office, Community and Organisational Transformation, FM and MASH team members, due to their close working relationship with the police, may also require NPPV level 2/3, depending on the nature of their role.
19. New roles or significant variations to existing roles, where an NPPV may be required, must be reviewed by the Wiltshire Police vetting officer together with the recruiting manager.

### **NPPV process - applicants:**

20. For the purposes of the recruitment process, any roles requiring NPPV must have this clearly stated on the role description, including the level required and the requirement for NPPV will be incorporated as an express term within the contract of employment.
21. This requirement must also be clearly stated on any adverts for the role, and should be made clear at the application and interview stage of the recruitment process. Any job offer made in relation to a role requiring NPPV will be expressed as being conditional upon satisfactory vetting clearance as well as satisfactory references and any other checks required.
22. Applicants for NPPV vetting clearance should understand and consent to the process taking place. Consent is given by you completing and signing the declaration on the vetting forms. You are advised that it is your responsibility to inform every person whose details you include on the vetting form that you have done so.
23. If you are an overseas applicant, when applying for posts that require NPPV, you are normally required to demonstrate that you have resided in the U.K for the past three years prior to your application date. Exceptions may be made for members of HM Forces who have been posted overseas.
24. You will not be permitted to commence employment without vetting clearance if it is a role where it is required.

#### **NPPV clearance - temporary staff including contractors**

25. Temporary staff will also be required to be security vetted. Managers must ensure that the employing agency has security checked a candidate before they start work.

#### **NPPV clearance – the Wiltshire Temporary Bank**

26. If you are to be employed through the WTB into a role requiring a security vetting check you cannot start work until security clearance has been received by the recruitment team.

#### **Obtaining the NPPV check – applicants:**

27. Once you have been selected as a preferred candidate and been sent a preferred candidate letter, the recruitment team will contact the police vetting unit with details of the request. The appropriate forms will be sent directly to you by the police.
28. Any forms not filled out completely will lead to a delay in the recruitment process.

29. Completed forms should be emailed to:

[forcevetting@wiltshire.pnn.police.uk](mailto:forcevetting@wiltshire.pnn.police.uk)

30. The personnel security vetting unit within the police carries out all security clearances. They aim to complete clearances within 30 working days from receipt of the completed forms, however where further investigation is required it may take longer, and it could be up to 8 weeks. The vetting unit may contact you to discuss your vetting which will remain confidential between the vetting unit and you.

**NPPV results – applicants:**

31. Security clearances are granted refused, limited or withdrawn. Once the vetting has been completed, the vetting unit will contact you directly in the first instance, followed by the recruitment team, via email to confirm clearance.

**NPPV - confirmation of successful clearance – applicants:**

32. Where you are successfully cleared, this will be confirmed by the police vetting unit to the council's recruitment team who will in turn confirm this to the manager. The police vetting unit will confirm clearance to you at the same time, in writing.

33. A copy of confirmation of the clearance will be held on your HR record by the recruitment team.

34. Successful clearance, alongside other checks, means the recruiting manager will confirm a start date with you.

**NPPV - security clearance failures – applicants:**

35. In all cases, vetting decisions resulting in a failure and the reasons behind them (prevailing legislation and best practice guidelines permitting) will be communicated directly and, whenever practicable, in person to you by the police vetting unit.

36. In all cases of refusal / limitation, Wiltshire Police will invite you to a 'subject interview' so that you can be notified of the reason(s) behind the decision.

37. This process allows you the opportunity of discussing the vetting failure with the police vetting unit and then with the Wiltshire Council recruitment team/manager before the Wiltshire Police vetting unit formally does so via a formal disclosure.



38. Once you have been informed, after an agreed timescale, the police vetting unit will inform the recruitment team of the decision, along with the rationale and legal basis behind it (unless to do so might compromise a police operation or investigation.)
39. You will be contacted by the recruitment team and the relevant manager to discuss the implications of the decision regarding your suitability for appointment / employment in the post.
40. Where NPPV clearance is mandatory (for example, for roles with access to Wiltshire Police systems), failure of vetting will lead to a review of your suitability for employment in the role. This may lead to a retraction of the conditional offer of employment.

**NPPV process – current employees:**

41. Any roles requiring NPPV must have this clearly stated on the role description, including the level required, and the requirement for NPPV will be incorporated as an express term within your contract of employment.
42. If you are in a role that currently does not need an NPPV check, but moving to a role where vetting does apply, you will need to firstly be vetted.
43. If you are applying for NPPV vetting clearance you should understand and consent to the process taking place. Consent is given by you completing and signing the declaration on the vetting forms. You are advised that it is your responsibility to inform every person whose details you include on the vetting form that you have done so.
44. You will not be permitted to carry out your role without vetting clearance if it is a role where it is required.

**Obtaining the NPPV check – current employees:**

45. Your manager will contact the recruitment team if NPPV clearance is required who will in turn contact the police vetting unit with details of the request. The appropriate forms will be sent directly to you by the police.
46. Completed forms should be emailed to:  
  
[forcevetting@wiltshire.pnn.police.uk](mailto:forcevetting@wiltshire.pnn.police.uk)
47. The personnel security vetting unit within the police carries out all security clearances. They aim to complete clearances within 30 working days from receipt of the completed forms, however where further



investigation is required it may take longer, and it could be up to 8 weeks. The vetting unit may contact you to discuss your vetting which will remain confidential between the vetting unit and you.

48. Where a change in role or restructure within the council requires you to undertake NPPV for the first time, your manager will contact the recruitment team via email with the details of the request. The recruitment team will liaise with the vetting unit as above.

**NPPV clearance – secondments:**

49. If you are temporarily seconded into a role requiring an NPPV you will not be able to start work in the role until security clearance has been received by the recruitment team.

**NPPV results – current employees:**

50. Security clearances are granted refused, limited or withdrawn. Once the vetting has been completed, the vetting unit will contact you directly in the first instance, followed by the recruitment team, via email to confirm clearance.

**NPPV - confirmation of successful clearance – current employees:**

51. Where you are successfully cleared, this will be confirmed by the police vetting unit to the recruitment team who will in turn confirm this to your manager. The police vetting unit will confirm clearance to you at the same time, in writing.
52. A copy of confirmation of the clearance will be held on your HR record by the recruitment team.

**NPPV - security clearance failures – current employees:**

53. In all cases, vetting decisions resulting in a failure and the reasons behind them (prevailing legislation and best practice guidelines permitting) will be communicated directly and, whenever practicable, in person to you by the police vetting unit.
54. In all cases of refusal / limitation, Wiltshire Police will invite you to a 'subject interview' so that you can be notified of the reason(s) behind the decision.
55. This process allows you the opportunity of discussing the vetting failure with the police vetting unit and then with the Wiltshire Council recruitment team/manager before the Wiltshire Police vetting unit formally does so via a formal disclosure.

56. Once you have been informed, after an agreed timescale, the police vetting unit will inform the recruitment team of the decision, along with the rationale and legal basis behind it (unless to do so might compromise a police operation or investigation.)
57. You will be contacted by your manager to discuss the implications of the decision regarding your continued employment in your post or the retraction of an internal job offer.

**NPPV checks – DBS (disclosure and barring service) checks:**

58. If the role requires a DBS check as well as an NPPV check, you will be required to have both checks done. One does not take priority over the other.

**NPPV appeals process in the case of security clearance failure – current employees:**

59. Requests for an appeal must be made by you (or an individual representing you, with your written permission) and must take the form of a written letter detailing the grounds for appeal to the security vetting appeals panel and the Deputy Chief Constable of Wiltshire Police. The appeal letter should be sent to the force vetting mailbox ([forcevetting@wiltshire.pnn.police.uk](mailto:forcevetting@wiltshire.pnn.police.uk)) if submitted electronically, or by post to:

Standards & Protective Security Manager  
Business & People Development Command  
Police Headquarters  
London Road,  
Devizes  
SN10 2DN

60. The recruitment team and your current manager should be informed if you wish to lodge an appeal.

**The role of the council in appeals – current employees:**

61. Wiltshire Council will play no part in the police appeal process, regarding the vetting process or result.

**Failure of the NPPV check - current employees:**

62. If you fail the NPPV check and your appeal to the police is unsuccessful, the council will then consider:
  - (a) allowing you to continue in your current role, with certain restrictions

in place meaning you cannot have access to secure systems or police sites; or

(b) redeployment into another role within the same team or service area; or

(c) redeployment into another role within the council; or

(d) termination of your contract of employment.

63. You will remain in the redeployment pool for a period of 12 weeks during which time every effort will be made to find you alternative employment. Termination of your contract will therefore be the last resort.

**Suspension or withdrawal of existing NPPV clearance - current employees:**

64. In all cases and before dismissal is considered, the council will firstly consider:

(a) allowing you to continue in your current role, with certain restrictions in place meaning you cannot have access to secure systems or premises; or

(b) redeploying into another role within the same team or service area; or

(c) considering redeployment into another role within the council.

65. You may currently have security vetting clearance but this may be withdrawn or suspended due to misconduct or other circumstances:

**a) Misconduct:**

- The council will notify the police if there is an act or allegation of misconduct/gross misconduct that is relevant to the vetting status.
- The police may also notify the council of a change in your vetting status brought about by an act of misconduct carried out in your own time.
- Should you notify the council of a new caution, reprimand, warning or conviction relating to you, it will be necessary for the council to notify the police to ascertain whether your security vetting status is affected. You are reminded that you are required under the terms of your contract to notify your manager of a new warning, caution, reprimand or conviction.
- It is likely that the council's disciplinary procedure will be invoked to investigate any allegations of misconduct which may affect

your vetting status. Refer to disciplinary procedure.

**(b) Other circumstances**

- The council or Police may receive information about actions, events or allegations related to a third party that may affect your own vetting status (but not carried out by you) e.g. known criminal associates residing at the same address. An investigation will be carried out under the council's SOSR policy.
66. Under both these circumstances your vetting status may be suspended whilst an investigation takes place. Where vetting is temporarily suspended the following options are available to managers:
- Your manager will endeavor to seek temporary alternative duties which do not require vetting clearance and which you have the skills to perform. This may be within a different team, location or service area within Wiltshire Council.
  - If alternative duties are not available, you may be sent home on paid leave. During this period, you will be paid in full and retain full employment rights, but will not be required to attend work. The paid leave will not be taken from your leave allowance, however, if alternative duties are found in the meantime, you will be asked to report to work for the temporary duties.
67. Where a situation arises which leads to the withdrawal of vetting clearance, you will no longer be able to meet the terms and conditions of being employed in your role. This, depending upon the reason for the vetting failure, could result in disciplinary proceedings (if the reason is your misconduct). You will remain in the redeployment pool for a period of 12 weeks during which time every effort will be made to find you alternative employment. Termination of your contract will therefore be a last resort.

**Retrospective NPPV checks – current employees:**

68. Where there is a business case to do so, it may be necessary for the council to change the vetting requirements of a post as a result of a change to the post's level of access to police premises, information, IT services and/or assets. In such cases, you may find that you become subject to NPPV where this has not previously been necessary.
69. Where this occurs, the manager will meet with you to discuss the change before it is made to advise you that you will be required to

apply for vetting and your agreement will be sought.

70. If you are refused NPPV or fail clearance or if you refuse to participate in the vetting process, and where this is now a mandatory requirement for your role, there may be implications for your continued employment in your role.
71. In all cases and before dismissal is considered, the council would firstly consider:
  - (a) allowing you to continue in your current role, with certain restrictions in place meaning you cannot have access to secure systems or police sites; or
  - (b) redeploying into another role within the same team or service area; or
  - (c) redeployment into another role within the council; or
  - (d) termination of your contract of employment.
72. You will remain in the redeployment pool for a period of 12 weeks during which time every effort will be made to find you alternative employment. Termination of your contract will therefore be the last resort.
73. This would not constitute a redundancy situation, as the post will continue to exist.
74. You are free to disclose any element of your vetting process with your line manager; however the police vetting unit will only disclose details of the vetting process with the council where this is necessary, and only with the permission of the applicant.

**Baseline personnel security standard checks (BPSS):**

75. BPSS is the minimum standard required to ensure the identity and integrity of an employee with access to sensitive information. It is a valuable information assurance (IA) control in determining if employees are suitable for accessing certain information assets. It involves four main elements:
  - an appropriate identity check
  - confirmation of nationality & immigration status
  - employment history (for the past 3 years)
  - third-party verification of unspent convictions.
76. The council is bound by the terms of the PSN [code of connection](#) and if you are bound by this code and working on the public services network (PSN) you will require a BPSS check.

### **Who needs a BPSS check?**

77. You will need a BPSS check if you have access to the PSN which is the government's wide area network (WAN). It is a government requirement that employees of the council who are in roles with access to the PSN must have a BPSS check before being given access to the PSN. It also applies to temporary staff, contractors, volunteers or agency staff working on the PSN on behalf of the council.

### **BPSS vetting process – applicants**

78. The recruiting manager will specify whether a BPSS check is required on the role description. New roles or significant variations to existing roles must be reviewed by your manager. Any roles requiring a BPSS check must have this clearly stated on the job description/role profile.
79. The job advert and contract of employment will confirm that a BPSS check will be required.
80. You must understand and consent to the vetting process taking place. Consent is given by you when you complete the online vetting application form. You are advised that it is your responsibility to inform every person whose details you include on the vetting application, that you have done so and that they are subject to vetting as part of your own BPSS vetting.

### **BPSS clearance - temporary staff including contractors:**

81. Temporary staff will also be required to be security vetted. Managers must ensure that the employing agency has security checked a candidate before they start work.

### **BPSS clearance – the Wiltshire Temporary Bank:**

82. If you are to be employed through the WTB into a role requiring a security vetting check you cannot start work until security clearance has been received by the recruitment team.

### **BPSS checks – disclosure and barring service (DBS) checks:**

83. If you are subject to a DBS check as part of your role, you may not also need a BPSS check.

### **Process for obtaining the BPSS check – applicants:**

84. Once you have been selected as a preferred candidate and have received a preferred candidate letter, the recruitment team will liaise with you in order for you to complete a BPSS application. The BPSS vetting

application will be sent to Atlantic Data, once you have completed it. You will be required to provide certain original documents in order for the BPSS application to be completed.

85. Atlantic Data process BPSS checks and aim to complete clearances within X number of working days. However where further investigation is required this may take longer and may result in a delay in the recruitment process
86. You will not be issued with a contract of employment, until vetting clearance has been confirmed. Any job offer will be made conditional upon receiving a satisfactory BPSS clearance as well as satisfactory references and any other checks required.
87. Refer to BPSS process flowchart.

**BPSS results – applicants:**

88. Once the vetting has been completed, Atlantic Data will contact you directly to confirm that your BPSS check has been cleared or refused. Neither the recruitment team nor your manager will see this clearance. The recruitment team will, however, be able to check the BPSS online system which will confirm whether positive data has been confirmed, but they will not be able to see what this is.

**BPSS - confirmation of successful clearance – applicants:**

89. Where you are successfully cleared, this will be confirmed by Atlantic Data directly to you. You will need to provide a copy of your clearance to the recruitment team.
90. A copy of confirmation of the clearance will be held on your HR record by the recruitment team.

**BPSS security clearance failures – applicants:**

91. If a BPSS clearance fails, or there are limitations placed on granting it, the recruitment team will contact you to ask you to come to a meeting and will ask you to bring your BPSS failure with you. However in certain circumstances it may not be possible to share such information as this could compromise national security, the public interest or third party confidentiality.
92. If your BPSS check has failed, it may not be possible to continue to the confirmation of employment stage with you. In this case, your conditional offer of employment may be withdrawn.



93. The recruitment team will arrange a meeting with you so that you can be notified of the reason(s) behind the decision, and provided with the opportunity to discuss, comment and challenge the reason(s), and its implications prior to the withdrawal of any offer of employment. This will not affect your right to apply for and be interviewed for employment elsewhere within the council.

**Appeals against failure – BPSS checks – applicants:**

94. If you fail a BPSS check, there is no right of appeal.

**BPSS process – current employees:**

95. Your manager will specify whether a BPSS check is required on the role description. New roles or significant variations to existing roles must be reviewed by your manager. Any roles requiring a BPSS check must have this clearly stated on the job description/role profile .
96. The job advert and contract of employment will confirm that a BPSS check will be required.
97. If you are subject to a DBS check as part of your role, you may not also need a BPSS check.
98. If you are in a role that currently does not need a BPSS check, but moving to a role where vetting does apply, you will need to firstly be vetted.
99. You must understand and consent to the vetting process taking place. Consent is given by you when you complete the online vetting application. You are advised that it is your responsibility to inform every person whose details you include on the vetting form, that you have done so and that they are subject to vetting as part of your own BPSS vetting.
100. Where a change in role or restructure requires you to undertake a BPSS check, the new manager will contact the recruitment team via email with the details of the request.

**BPSS clearance – secondments:**

101. If you are temporarily seconded into a role requiring an BPSS you will not be able to start work in the role until security clearance has been received by the recruitment team.

**BPSS checks – disclosure and barring service (DBS) checks:**



102. If you are subject to a DBS check as part of your role, you may not also need a BPSS check. Refer to the recruitment team for advice.

**Process for obtaining the BPSS check – current employees:**

103. If a BPSS check is required in your current role, your manager will email the recruitment team with details of the application. The recruitment team will liaise with you in order for you to complete a BPSS application. The BPSS vetting application will be sent to Atlantic Data, once you have completed it. You will be required to provide certain original documents in order for the BPSS application to be completed.

104. Atlantic Data process BPSS checks and aim to complete clearances within X number of working days. However where further investigation is required this may take longer and may result in a delay.

105. Refer to BPSS process flowchart.

**BPSS results – current employees:**

106. Once the vetting has been completed, Atlantic Data will contact you directly to confirm that your BPSS check has been cleared or refused. Neither the recruitment team nor your manager will see this clearance. The recruitment team will, however, be able to check the BPSS online system which will confirm whether positive data has been confirmed, but they will not be able to see what this is.

**BPSS - confirmation of successful clearance – current employees:**

107. Where you are successfully cleared, this will be confirmed by Atlantic Data directly to you. You will need to provide a copy of your clearance to the recruitment team.
108. A copy of confirmation of the clearance will be held on your HR record by the recruitment team.

**BPSS security clearance failures – current employees:**

109. If a BPSS clearance fails, or there are limitations placed on granting it, the recruitment team will contact you to ask you to come to a meeting and will ask you to bring your BPSS failure with you. However in certain circumstances it may not be possible to share such information as this could compromise national security, the public interest or third party confidentiality.

**Appeals against failure – BPSS checks – current employees:**

110. If you fail a BPSS check, there is no right of appeal.

**Failure of the BPSS check - current employees:**

111. If you fail the BPSS check the council will consider:

- (a) allowing you to continue in your current role, with certain restrictions in place meaning you cannot have access to secure systems; or
- (b) redeployment into another role within the same team or service area; or
- (c) redeployment into another role within the council; or
- (d) termination of your contract of employment.

112. You will remain in the redeployment pool for a period of 12 weeks during which time every effort will be made to find you alternative employment. Termination of your contract will therefore be the last resort.

**Suspension or withdrawal of BPSS clearance - current employees:**

113. During the security vetting process involving current employees, there may be circumstances where there is security vetting refusal or suspension.

114. You may currently have security vetting clearance but this may subsequently be withdrawn or suspended due to misconduct:

- The council will notify the police if there is an act or allegation of misconduct/gross misconduct that is relevant to your vetting status.
- The police may also notify the council of a change in your vetting status brought about by an act of misconduct carried out in your own time.
- Should you notify the council of a new caution, reprimand, warning or conviction relating to you, it will be necessary for the council to notify the police to ascertain whether your security vetting status is affected. You are reminded that you are required under the terms of your contract to notify your manager of a new warning, caution, reprimand or conviction.
- It is likely that the council's disciplinary procedure will be invoked to investigate any allegations of misconduct which may affect your vetting status. Refer to disciplinary procedure.

115. Under both these circumstances your vetting status may be suspended whilst an investigation takes place. Where vetting is temporarily suspended the following options are available to managers:
- Your manager will endeavor to seek temporary alternative duties which do not require vetting clearance and which you have the skills to perform. This may be within a different team, location or service area within Wiltshire Council.
  - If alternative duties are not available, you may be sent home on paid leave. During this period, you will be paid in full and retain full employment rights, but will not be required to attend work. The paid leave will not be taken from your leave allowance, however, if alternative duties are found in the meantime, you will be asked to report to work for the temporary duties.
116. Where a situation arises which leads to the withdrawal of vetting clearance, you will no longer be able to meet the terms and conditions of being employed in your role. This, depending upon the reason for the vetting failure, could result in disciplinary proceedings or you being placed in the redeployment pool. You will remain in the redeployment pool for a period of 12 weeks during which time every effort will be made to find you alternative employment. Termination of your contract will therefore be the last resort.
117. In all cases and before dismissal is considered, the council will firstly consider:
- (a) allowing you to continue in your current role, with certain restrictions in place meaning you cannot have access to secure systems; or
  - (b) redeploying into another role within the same team or service area; or
  - (c) considering redeployment into another role within the council.

**Retrospective BPSS checks – current employees:**

118. Where there is a business case to do so, it may be necessary for the council to change the vetting requirements of a post as a result of a change to the post's level of access to secure data. In such cases, you may find that you become subject to BPSS where this has not previously been necessary.
119. Where this occurs, the manager will meet with you to discuss the change before it is made to advise you that you will be required to apply for vetting and your agreement will be sought.
120. If you are refused BPSS clearance or if you refuse to participate in the

vetting process, and where this is now a mandatory requirement for your role, there may be implications for your continued employment in your role.

121. In all cases and before dismissal is considered, the council would firstly consider:
- (a) allowing you to continue in your current role, with certain restrictions in place meaning you cannot have access to secure systems or police sites; or
  - (b) redeploying into another role within the same team or service area; or
  - (c) redeployment into another role within the council;
  - (d) termination of your contract of employment.
122. You will remain in the redeployment pool for a period of 12 weeks during which time every effort will be made to find you alternative employment. Termination of your contract will therefore be the last resort.<sup>123</sup> If you refuse to apply for vetting, this will not be considered a disciplinary matter, but will result in you being unsuitable for that post. In most cases, you will be placed in the redeployment pool (although individual circumstances of each case will be taken into consideration). This could potentially result in termination of employment should no suitable alternative role be available under SOSR (some other substantial reason).
124. This would not constitute a redundancy situation, as the post will continue to exist.
125. You are free to disclose any element of your vetting process with your line manager; however the police vetting unit will only disclose details of the vetting process with the council where this is necessary, and only with the permission of the applicant.

### **Data protection**

126. The council will keep the results of any security vetting clearance or failure, confidential. The results of your security vetting check will be treated in accordance with the Data Protection Act.

### **Roles and responsibilities**

#### **Employee/candidate responsibilities**

127. To comply with all security vetting check procedures.
128. To notify your manager if you have a new warning, reprimand, warning or conviction which may affect your vetting check, either a new check or a current one.

### **Line manager responsibilities**

- 129. To ensure relevant recruitment paperwork such as job description, role profile, etc, is updated to reflect the relevant type of check required for the role.
- 130. To liaise with the recruitment team to ensure security vetting is carried out prior to the candidate starting work.
- 131. To clarify any questions candidates may have about their security vetting check and the council's policy.
- 132. To work with the recruitment team in order to withdraw a conditional offer of employment should a vetting check be failed.
- 133. To keep up to date records for team members requiring vetting checks, ensuring that the required security vetting is in date and current. When renewals are required make sure the processing time is factored in.

### **Recruitment team responsibilities**

- 134. The recruitment team will carry out BPSS checks in liaison with our external supplier, Atlantic Data.

### **Police vetting:**

- 135. To carry out NPPV
- 136. To notify the results of a refused NPPV to the vetting subject.
- 137. To notify the results of an NPPV to the recruitment team.

### **HR responsibilities**

- 138. To provide guidance on this policy.
- 139. To provide guidance and support to the manager should a conditional offer of employment have to be withdrawn.

### **Frequently asked questions**

- 140. I have been in my current role for a few years and am now required to have NPPV. I am worried about this as I had a caution for a minor offence a couple of years back. What should I do?**

The police will decide, via NPPV, whether the caution you had affects a role you are doing now. If you are refused clearance, then next steps will be discussed with you.

**141. I feel that carrying out security checks into my background and that of my family and associates is an infringement of my privacy. Why is this necessary?**

If the role you are in means you are in contact with sensitive police or government data, it will be a requirement of your role that you have an NPPV or BPSS check. These checks are necessary to the carrying out of the legitimate aims of seeking to prevent disorder and crime and to the detection of crime. You will not be able to carry out your role without a check having been completed and a satisfactory response received. We would hope for your understanding in this matter.

**142. I do not wish to submit to a security check. What should I do? Can I continue in my current role?**

No, if your current role requires a check is carried out, you will not be able to carry on in your role if you refuse to have a check done. In some cases, managers may allow you to continue you working in your role but may change your job role such that you do not have access to sensitive police or government data. It may be necessary to move you to another role.

**143. Does an NPPV or BPSS check cost me anything?**

No, the cost is borne by your service area.

**144. Who will be checked for level 3 NPPV and what will be checked?**

This will depend on your level of access to police systems. This will be discussed with you in advance. NPPV is a full check into your background.

**145. How long will a security check take?**

NPPV may take up to 8 weeks. BPSS – tbc.

**146. How long is a security check valid for?**

Level 2 NPPV is valid for 2-3 years; a level 3 NPPV for 5 years.

There is no time period that a BPSS check is valid for. Your manager may require you to be rechecked after three years.

**147. Can I take on the security clearance of another employee as I am transferring into their role and they are moving to another role?**

No, you must have your own security clearance carried out as the check looks at the background of the person carrying out the role.

**148. Can I start work in the role before security clearance is confirmed?**

No, the security check must have been confirmed as cleared before you may start work.

**149. I am a contractor/agency staff. Do I need security clearance?**

If you are working in a role that requires NPPV or a BPSS check, then yes, you will require clearance before you may start work with the council.

**150. Will clearance be refused if I have a spent conviction?**

Not necessarily. It depends whether the check reveals information about you which is relevant to the secure role you are carrying out now.

**151. I already have an NPPV check and the new role requires a DBS check. Do I still have to have the DBS check?**

Yes, you do still have to have the DBS check if required for the role. The checks assess similar aspects but not exactly the same. Also for those working with children or vulnerable adults, the council must assure itself of suitability to perform the role through the DBS. We would therefore always require a DBS check too, where required for the role.

**152. I have a considerable student loan. Will this go against me when my finances are checked?**

No. The financial checks are credit reference checks looking at whether you have defaulted on any loans, registered as bankrupt or find yourself in a vulnerable position financially. One of the reasons for this is to calculate the risk of employing you in a position where you have access to sensitive information which may be of financial value to others.

**153. I have significant mental health issues and was charged for committing a crime whilst I was not of sound mind. Will this be taken into account in the NPPV process?**

The vetting unit visit each application on a case by case basis, using the information provided. To this end it is essential that you provide as much detail as possible when completing the form. If there is any doubt the application may be referred to their medical officer to consider.



**154. I have been refused NPPV and have not had found a job in the redeployment pool. I need to apply for some external jobs but I am not sure what to put as my reason for leaving and what my reference will say.**

If you find a new job before the council has exhausted its attempts to redeploy you, you are able to resign and your resignation will show on your employment record as your reason for leaving. Alternatively a reason for leaving will be agreed with you.

If it is not possible to redeploy you following a period of 12 weeks in the redeployment pool, your contract will be terminated. Your individual circumstances will be taken into account, including previous conduct and length of service, and this will be reflected in your reference.

**155. I have been told I will go into the redeployment pool. How does it work?**

The redeployment pool is a 'virtual pool' of employees who are facing risk of termination of employment. This enables you to be given prior consideration to be matched to suitable alternative employment. You will be in the recruitment pool for up to 12 weeks.

Suitable employment opportunities will be based on the following criteria:

- job duties and responsibilities
- knowledge, skills and experience
- same job grade one grade above or one grade below (for ex-district council employees it is the Wiltshire grade for your post that will be used)
- working hours and time
- location

The recruitment team match vacancies to those in the redeployment pool. You should also check via the [wiltshire council recruitment website](#).

## **Definitions**

NPPV: Non police personnel vetting – required for anyone working directly with the police.

BPSS: Baseline personnel security standard. Required for anyone working on the government's PSN.



DBS: Disclosure and Barring Service.

### **Equal Opportunities**

This policy has been Equality Impact Assessed (link to EIA for policy) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

#### *If appropriate:*

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in (link to equal opps guidance)

### **Legislation**

- [PSN code of connection](#)
- Data Protection Act
- Freedom of Information Act
- The vetting code of practice as part of the police code of ethics.

This policy has been reviewed by an external legal organisation to ensure compliance with (the above legislation and) our statutory duties.

### **Advice and guidance**

If you require help in accessing or understanding this policy [or completing any of the associated forms] you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See :

- [guidance for managers – giving advice on policies.](#)

### **Further information**

There are a number of related policies and procedures that you should be aware of including:

- Disciplinary policy and procedure
- SOSR policy and procedure
- Recruitment Policy
- Employee Checks Policy (new)
- DBS Policy

There is also a toolkit including manager guidance and supporting documents to use when following this policy and procedure.

- Flowcharts

For further information please speak to your supervisor, manager, service director or contact your HR case adviser.

Policy author	HR Policy and Reward Team – (ML&RW)
Policy implemented	DD-MM-YYYY
Policy last updated	DD-MM-YYYY

DRAFT

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

6 January 2016

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### Smoke-free Policy

#### Purpose of Report

1. The purpose of this report is to present a new smoke-free policy to replace the current smoking policy and procedure. This new policy outlines the move to a smoke-free working environment in order to provide a healthy workplace for our employees.

#### Background

2. The current smoking policy and procedure was implemented in 2011 as a result of harmonising the county council and ex-district policies following the move to one council.
3. The current policy provides smoking areas along with cigarette bins at each of the main hubs and depots. It also allows managers to use their discretion when permitting smoking breaks outside of the lunch hour, as long as the time is made up.
4. The public health team have expressed concerns about allowing our staff to smoke on site considering the council's priority to promote healthy living both across Wiltshire and within the workforce.
5. As a consequence of this view the decision to implement smoke-free sites across Wiltshire Council was agreed at CLT on 24th August 2015 and by SPC on 4th November 2015, and it was agreed that a new smoke-free policy would be developed.
6. The new policy will provide a 3 month lead in time to ensure arrangements are in place and to provide sufficient time for employees wishing to stop smoking to gain support.

#### Main Considerations for the Council

7. The main points of the new smoke-free policy include:
  - Detail of the support available to employees should they wish to stop smoking by accessing the Wiltshire stop smoking service or the occupational health service.

- All Wiltshire Council sites will be smoke-free and any smoking on the grounds and in the car parks will be prohibited.
- The designated smoking areas at all Wiltshire Council workplaces will be removed.
- Smoke-free signage will be placed at entrances to Wiltshire Council buildings and grounds, and at staff and visitor car parks.
- Cigarette bins at all sites will be removed.
- Arrangements for smoking breaks in addition to the normal authorised rest breaks (lunchtime or shift breaks) will be removed from the policy and smoking breaks prohibited.
- The policy will apply to both tobacco cigarettes and e-cigarettes as the public health view is that there is still no regulation for e-cigarettes, and that encouraging use of e-cigarettes does not promote giving up smoking.

### **Consultation**

8. The new smoke-free policy was agreed at JCC on 8th December 2015.

### **Environmental Impact of the Proposal**

9. There should be reduced smoking debris (cigarette butts) onsite due to the removal of designated smoking areas and cigarette bins. However, moving smoking off Wiltshire Council grounds may increase smoking debris at the entrances and public areas.

### **Equalities Impact of the Proposal**

10. None

### **Risk Assessment**

11. There is a risk that complaints from the public will escalate if staff smoke visibly on the pavements outside of their work base. There is also the risk that our partners and / or organisations who lease our buildings do not comply with the policy.
12. Furthermore there is the risk of a decrease in staff morale and motivation by those employees affected by this policy.
13. Enforcement of the policy will be challenging as there will be no dedicated resource from the enforcement team and facilities management available.

### **Financial Implications**

14. The facilities management team are currently investigating the costs for the removal of all cigarette bins and the placing of signage at entrances to all Wiltshire Council buildings and sites.
15. The promotion of a smoke-free environment may increase the number of employees wishing to stop smoking, therefore increasing the demand on the stop smoking service and the funding available for stop smoking treatment.

### **Options considered**

16. None

### **Recommendation**

17. That Staffing Policy Committee approve the new smoke-free policy.

**Barry Pirie**  
**Associate Director – People & Business**

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Report Author: Laura Butcher, Human Resources Policy & Reward team

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

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## **Wiltshire Council Human Resources**

### **Smoke-free Policy and Procedure**

This policy can be made available in other languages and formats such as large print and audio on [request](#).

#### **What is it?**

This policy and procedure details the arrangements to provide a smoke-free environment at work in order to reduce the health risks associated with smoking and provide a health working environment for our employees.

It also provides information and support for individuals who wish to stop smoking.

#### **Go straight to the section:**

- [Smoke-free sites](#)
- [Electronic cigarettes](#)
- [Customer facing roles](#)
- [Council owned vehicles \(commercial fleet\)](#)
- [Pool vehicles](#)
- [Privately owned vehicles](#)
- [Salary sacrifice vehicles](#)
- [Visitors to Wiltshire Council sites](#)
- [Support to stop smoking](#)
- [Roles and responsibilities](#)
- [Frequently asked questions](#)

#### **Who does it apply to?**

This policy applies to all Wiltshire Council employees, with the exception of teaching and non-teaching staff employed in maintained schools or academies.

This policy also applies to councillors, temporary employees, casuals, contractors, sub-contractors, consultants, agency workers, staff seconded from other organisations, volunteers, visitors and members of the public.

This policy also applies to employees of other organisations sharing a Wiltshire Council site.

### **When does it apply?**

This policy applies to all Wiltshire Council premises, grounds and vehicles.

### **What are the main points?**

#### Smoke-free sites

1. Wiltshire Council is committed to providing a smoke-free environment for employees and the public, and therefore all the council's premises and grounds are smoke-free.
2. You are not permitted to smoke during paid working time. If you wish to smoke, this should be during your normal authorised rest breaks (e.g. lunchtime)
3. If you wish to smoke during authorised rest breaks, you must smoke away from Wiltshire Council grounds and entrances and ensure that you are not exposing any other individual to second-hand smoke, such as making sure that you are away from windows and entrances to any other buildings and grounds.

#### Electronic cigarettes

4. This policy also applies to the use of electronic cigarettes (e-cigarettes) and use of these is not permitted on Wiltshire premises, grounds and in Wiltshire Council vehicles.
5. Electronic cigarettes should not be used during your working hours.

#### Customer facing roles

6. If you work in a customer facing role that involves visiting members of the public in their own homes or similar establishments, you must not smoke during these visits whilst on work duties.
7. If a member of the public is known to be a smoker, your manager will carry out a risk assessment (as required for all customer facing roles) of all of the significant risks that you may face with carrying out your work duties and will make arrangements to avoid these risks.

#### Council owned vehicles (council commercial fleet)



8. Is it illegal to smoke in a work vehicle. All council owned vehicles are smoke-free and should display the appropriate signage showing that smoking is prohibited
9. Your manager has the right to inspect council owned vehicles to ensure that they remain smoke-free.

#### Pool vehicles

10. All pool vehicles are smoke-free and should display the appropriate signage showing that smoking is prohibited.
11. Fleet services will be responsible for checking that the pool cars remain smoke-free.

#### Privately owned vehicles

12. If you use your own private vehicle for work purposes and are carrying colleagues on work duties on an ad-hoc basis you are requested to refrain from smoking.
13. If you use your own private vehicle for work purposes and are required to transport colleagues, clients or service users regularly, you are not permitted to smoke whilst on these duties.
14. You are not permitted to smoke in privately owned vehicles parked within Wiltshire Council grounds.

#### Salary sacrifice vehicles

15. All vehicles through the salary sacrifice scheme are smoke-free and should display the appropriate signage.
16. If you are found to have been smoking in the vehicle, on its return to the provider you may incur a penalty charge to cover the costs of cleaning the vehicle.

#### Visitors to Wiltshire Council sites

17. Visitors to council premises will be required to follow this policy and procedure.

18. You should advise any visitors of the smoking policy and request that they refrain from smoking. You should direct them away from Wiltshire Council premises and grounds.

#### Support to stop smoking

19. If you wish to stop smoking, support is available from occupational health or Wiltshire Stop Smoking Service. Support includes (but is not limited to):
  - Access to a smoking cessation advisor. Specialist stop smoking advisors are based at each of the council hubs, however there is also the option to be seen at another venue. Both of these are by appointment only. Please contact the stop smoking team to arrange an appointment and to discuss your support options. Further information is available via the [Wiltshire Stop Smoking Service](#) website .
  - Local support groups or 1-2-1 sessions. Further information is available via the [Wiltshire Stop Smoking Service](#).
  - Time off (with the agreement of your manager) to attend a stop-smoking programme.
  - Funding for one 12 week course of Nicotine Replacement Therapy or Champix (with the agreement of your manager and based on the NHS prescription charge to include a maximum of 6 prescription charges).
  - Health Trainers. If you do not want to stop smoking completely but would like to cut down, Health Trainers can support you. Further information is available via the [Health Trainers](#) pages on the Wire.
20. You should wherever possible arrange to attend stop smoking support sessions out of working time. Where this is not possible, paid time off may be authorised. This is subject to a limit of one session per week for 6 weeks (or equivalent) and once claimed may not be claimed for any future programmes unless in exceptional circumstances.

#### **Roles and responsibilities**

##### Employee responsibilities

21. To comply with the arrangements set out in this policy. Failure to do so will be treated in accordance with the [disciplinary policy and procedure](#).
22. To ensure that Wiltshire Council premises and grounds remain smoke-free and that any other party complies with the arrangements set out in the policy.

#### Line manager responsibilities

23. To ensure that employees comply with the smoke-free policy.
24. To ensure that Wiltshire Council premises and grounds remain smoke-free and that any other party complies with the arrangements set out in the policy.
25. To check any council owned vehicle (council commercial fleet) used by your employees to ensure that it remains smoke-free.

#### HR responsibilities

26. To provide advice and guidance on this policy and procedure and to support the line manager where appropriate.

#### Public health and occupational health responsibilities

27. To provide signposting to stop-smoking programmes and support for employees wishing to stop smoking.

#### Facilities management responsibilities

28. To provide appropriate smoke-free signage.

#### **Frequently asked questions**

29. What support is available to me if I want to stop smoking?

If you wish to stop smoking, support is available from Wiltshire Stop Smoking Service. The service can be contacted on the following:

[www.wiltshirestopsmoking.co.uk](http://www.wiltshirestopsmoking.co.uk)

[www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts/stopsmoking-service.htm](http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts/stopsmoking-service.htm)

by email [wiltstopsmoking@nhs.net](mailto:wiltstopsmoking@nhs.net)

or by phone 0300 003 4562

30. My work is particularly stressful at the moment and I need to smoke during my working day. Am I able to do so?

Smoking during paid working time is not permitted. You should discuss this with your manager who will look at ways to help reduce and manage the sources of your concerns.

31. I have a salary sacrifice car through the green car scheme. Am I allowed to smoke in the car?

No. You are not permitted to smoke in your salary sacrifice car. However, you are permitted to use an electronic cigarette as this is outside of the smoke-free regulations.

32. I am car sharing on work duties with a colleague who smokes in their own car. Will I be expected to car share with them if they smoke?

If the employee as the owner of the vehicle is a smoker and you do not wish to travel in the vehicle you should raise this with your manager who will consider arrangements for alternative transport for work duties.

33. Can I use an electronic cigarette whilst undertaking work duties?

No, you may not use an electronic cigarette during work duties. If you wish to use an electronic cigarette, this should be during your normal authorised rest breaks (e.g. lunchtime).

### **Equal Opportunities**

This policy has been [Equality Impact Assessed](#) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

### **Legislation**

Health Act 2006

The Smoke-free (Premises and Enforcement) Regulations 2006

The Smoke-free (Exemptions and Vehicles) Regulations 2007

The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007

This policy has been reviewed by an external legal organisation to ensure compliance with (the above legislation and) our statutory duties.

### **Advice and guidance**

If you require help in accessing or understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See [guidance for managers – giving advice on policies](#).

### **Further information**

Related information is also available at the following:

[www.wiltshirestopsmoking.co.uk](http://www.wiltshirestopsmoking.co.uk)

[www.gosmokefree.nhs.uk](http://www.gosmokefree.nhs.uk)

[www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)

[www.wiltshireccg.nhs.uk/your-health/help-to-stop-smoking](http://www.wiltshireccg.nhs.uk/your-health/help-to-stop-smoking)

[www.smokefreesouthwest.org.uk](http://www.smokefreesouthwest.org.uk)

[www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts/healthtrainers](http://www.wiltshire.gov.uk/healthandsocialcare/publichealthwilts/healthtrainers)

There is also a manager guidance to use when following this policy and procedure.

For further information please speak to your supervisor, manager, associate director or contact your [HR advisor](#).

Policy author	HR Policy and Reward Team – LB
Policy implemented	23-11-2011
Policy last updated	27-11-2015

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## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

6 January 2016

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### Pay Policy Statement

#### Purpose of Report

1. This report presents an updated pay policy statement for the financial year 2016/2017 for approval by Staffing Policy Committee prior to agreement by Council and publication on the website.

#### Background

2. Under chapter 8 of the Localism Act 2011 every local authority must prepare a pay policy statement for the financial year 2012/13 and each subsequent financial year.
3. Wiltshire Council originally published its pay policy statement in February 2012 and the updated policy is now required to be published on the website by 1<sup>st</sup> April 2016.

#### Main Considerations for the Council

4. The policy has been updated to include:
  - A revised introduction stating the forthcoming legislation that will impact on the council's pay arrangements. This includes the new National Living Wage, gender pay gap reporting, and the public sector exit payment cap.
  - The ability to pay at a rate higher than the median pay rate for posts where there are skills shortages as stated in the Council's market supplement policy.
  - Information relating to the publication of trade union facility time as required by the Local Government Transparency Code 2015.
  - An updated total number of council employees and the latest pay ratios.
5. The budget figure highlighted within the introduction of the policy will be updated once a final figure is confirmed by the finance team.

#### Consultation

6. The policy will require full council approval prior to publication.

**Environmental Impact of the Proposal**

7. None

**Equalities Impact of the Proposal**

8. None

**Risk Assessment**

9. None

**Financial Implications**

10. None

**Options considered**

11. None

**Recommendation**

12. That Staffing Policy Committee approve the draft policy to go to full council on 23 February 2016 on the understanding that the budget figure will be reviewed and updated prior to full council approval.

**Barry Pirie**  
**Associate Director – People & Business**

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Report Author: Laura Butcher, Human Resources Policy & Reward team

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



## **Wiltshire Council Human Resources**

### **Pay Policy Statement**

This policy can be made available in other languages and formats such as large print and audio on [request](#).

#### **What is it?**

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2016-2017.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy is applicable to council staff and does not include schools support staff or teachers.

The pay policy statement sets out the authority's policies for council staff for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

Remuneration for the purposes of this statement includes three elements:

- basic salary
- pension
- any other allowances arising from employment

The term "chief officer" in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

Corporate Director  
Associate Director  
Head of Service  
Some specialist roles

The term "lowest paid employees" refers to those employees on the lowest spinal column point (scp) of our grading system. This is scp 6 of grade A, which is currently £13,614 per annum.

**Go straight to the section:**

- [Introduction](#)
- [Who does it apply to?](#)
- [When does it apply?](#)
- [What are the main points?](#)
- [The level and elements of remuneration for employees](#)
- [Remuneration on recruitment](#)
- [Increases and additions to remuneration](#)
- [The use of performance-related pay](#)
- [The use of bonuses](#)
- [The approach to the payment of employees on their ceasing to be employed by the authority](#)
- [The pension scheme](#)
- [Any other allowances arising from employment](#)
- [Governance arrangements](#)
- [The publication of and access to information relating to remuneration of chief officers](#)
- [The relationship between the remuneration of chief officers and employees who are not chief officers.](#)

**Introduction**

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with an annual budget of around £xx (to follow) (2016/17).

In order to deliver these services around 11,521 people work for the council, 4,840 of whom work in the council (non-schools), in a variety of diverse roles such as corporate director, social worker, public protection officer and general cleaner.

The council published the Business Plan 2013 – 2017 in September 2013. At the heart of the business plan is the vision to create stronger and more resilient communities, and the four year plan sets out the key actions that will be taken to deliver this. The key priorities are to continue to protect the vulnerable in our communities, boost the local economy and encourage communities to come together and provide support so they can do more for themselves.

This is set against a background of continuing budget cuts from central government whilst there is an increasing service delivery expectation. In order to help meet this expectation, the job family approach is currently being implemented across the council with the expectation that all employees will be moved into role profiles which describe different levels of work during 2016. The job family approach will allow greater clarity of career paths for individuals and will provide greater flexibility of staff which is key to effective service delivery when resources are limited.

The coming year will be challenging with the council having to find innovative ways to deliver services within strict cost parameters. It is now more important than ever to ensure the council has the right people in the right place at the right time to deliver services, and the focus will be on developing our future leaders in order to drive efficiencies and excellence. An annual review of market pay for senior roles will ensure the council is able to compete in the jobs market to recruit and retain the right people in these senior roles.

The forthcoming legislation and government initiatives planned for 2016/2017 will have an impact on pay arrangements. The new National Living Wage (NLW) will be introduced from 1<sup>st</sup> April 2016 with a new hourly rate of £7.20 and increasing to over £9.00 by April 2020. From April 2016, it will result in the bottom 3 spinal points of Wiltshire Council's pay range being below the new NLW rate of £7.20, and action will need to be taken to rectify this. The government has also indicated there will be a 1% cap on public sector pay awards for the next 4 years from 2016/17.

The government has also announced that Gender Pay Gap legislation for organisations to provide gender pay gap information will be extended to include the public sector. Regulations on when and where the data should be published will be set out in due course. In addition, the government has proposed a cap on public sector total exit payments at £95,000. As well as redundancy pay this payment will include any compensation payment as a result of a voluntary exit, any payment in lieu of notice, and the costs associated with early access to an unreduced pension. The exit payment cap will have implications for the Wiltshire Council's redundancy pay policy and the current voluntary redundancy procedure. There is also an expectation that nationally the LGPS will need to be reviewed and the early retirement regulations amended as a result.

### **Who does it apply to?**

This pay policy statement applies to all non- schools employees of Wiltshire Council with the exception of Centrally Employed Teachers who fall under the Teacher's Pay Policy.

### **When does it apply?**

This pay policy statement was originally published in February 2012 and has been updated for the financial year 2016/2017. It will be reviewed and updated on an annual basis.

### **What are the main points?**

1. This pay policy statement sets out the pay policies which apply to both the lowest paid and highest paid employees within the council.

2. In many cases the pay policies are the same for all employees. Where there are differences, these have been clearly outlined below.

### **The level and elements of remuneration for employees**

3. In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.
4. A small number of jobs i.e. Youth and Community workers, centrally employed teachers and Soulbury staff are subject to national salary scales which determine the pay for each job, and therefore the evaluation schemes do not apply.
5. The council uses two job evaluation schemes in order to rank jobs.

### **Hay job evaluation scheme:**

6. The Hay job evaluation scheme is used to evaluate senior manager jobs within the council (currently 112 employees), which include the following roles:
  - Corporate Director
  - Associate Director
  - Head of Service
  - Strategic and technical specialists
7. Each job is assessed by a panel of three Hay trained evaluators. The evaluators consider the job against each Hay element and sub-element and apply the description and points that best fit the job being evaluated. The values awarded are subsequently added together to give a total job score.
8. The Hay Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
9. The job score determines the grade for the job. There are 6 Hay grades each containing a salary range over 4 spinal column points.
10. See the [Hay job evaluation scheme](#), the [points to grades](#) and [salary bands](#) for further details.
11. The council's policy is to pay the median market rate for the jobs evaluated using the Hay job evaluation scheme, and aims to ensure that the pay scales for Hay graded posts are sensitive to labour market pressures. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for Hay grades are determined using the Hay pay

databank for the public and not for profit sector and are reviewed on an annual basis and realigned should a pay drift be identified.

**Greater London Provincial Council job evaluation (GLPC) scheme:**

12. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council (currently 4,570 employees).
13. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a suite of agreed role profiles that set out the level of work required of the grade within the relevant job family.
14. There are 8 job families each containing a set of role profiles stating the requirements at each grade.
15. There are 15 grades, each grade containing between 3 and 4 increments except for the lowest grade which has just one salary point. The GLPC pay grades were first implemented and agreed with the unions as part of the Pay Reform agreement in 2007.
16. See the [GLPC evaluation scheme](#), [the points to grades](#) and [salary bands](#) for further details.
17. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process and a sample of the scores are checked externally by job evaluation specialists in the South West Councils organisation.
18. For jobs evaluated using the GLPC job evaluation scheme the national pay spine determined by the National Joint Council (NJC) for Local Government Services applies and changes to the national pay spine are subject to annual pay negotiations.

**Remuneration on recruitment**

19. The same recruitment policies apply to all employees who take up a new appointment with the council, regardless of grade.
20. The council advertises all posts through the careers website, and may also employ a recruitment agency to provide a shortlist of candidates for senior manager jobs.
21. Candidates are normally appointed on the minimum spinal column point of the grade for the post.
22. If a candidate is currently being paid above the minimum point of the post they are applying for, the appointment may in some circumstances be on the next increment above their current salary, subject to the maximum of the

grade.

23. The recruitment procedure for Corporate and Associate Director posts are undertaken by the Officer Appointments Committee. This committee represents Council for all Corporate and Associate Director appointments. Once an appointment is proposed by the committee, cabinet is required to ratify the decision and salary level within the band before the appointment is confirmed.
24. In line with the requirements of the Localism Act 2011, all chief and senior officer jobs, including those paid over £100,000 per year, are assessed by applying the Hay job evaluation scheme. The job is then allocated the appropriate existing Hay grade and pay band, and a salary offer will only be made within that pay band.
25. Where it is necessary for any newly appointed employee to relocate more than 15 miles in order to take up an appointment the council may make a contribution towards relocation expenses.

### **Market supplements**

26. The council has a [market supplement policy](#) which stipulates that if there are recruitment difficulties for a particular post and it is shown that the council are paying below the market rate for the job, a market supplement may be paid.
27. Market supplements are only payable to a small number of jobs which are evaluated using the GLPC or HAY schemes. See the list of [market supplements](#) for current details.
28. Where skills shortages exist in specific areas, or where despite paying at the median market rate for the role the pay rate for the role is still not sufficient to recruit and retain the skills required, a rate higher than the market median may be paid. This requires the authorisation of the corporate directors.
29. The level of market supplement applied to GLPC posts is determined by analysing market data from an external source e.g. Croner Solutions. The data used for assessing market supplements for Hay graded posts is the Hay pay databank for the public and not for profit sector. The Hay databank provides the market median, upper quartile and upper decile pay range for each Hay pay grade.

### **Increases and additions to remuneration**

30. The council's policy is to apply the nationally negotiated NJC pay award for GLPC graded employees which takes effect from 1<sup>st</sup> April each year and which applies to the national pay spine.

31. Most NJC employees received a pay award of 2.2% in January 2015 along with a non-consolidated variable payment, paid in December 2014, whilst those on the lower spinal points received a higher percentage increase. It has been agreed that the 2.2% pay award will apply until March 2016 as part of a pay deal for financial years 2014/15 and 2015/16.
32. For 2016/2017 the pay award is yet to be agreed. However, in his July 2015 budget, the Chancellor announced a new National Living Wage of £7.20 from 1<sup>st</sup> April 2016 and a cap on public sector pay awards of 1% for 4 years from 2016/2017 onwards.
33. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy. Increments are paid on the 1<sup>st</sup> April each year, or six months after the start date (if the starting date is between October and April). There is no provision for the payment of an increment at any other time.
34. The council's policy for Hay graded employees is to review salaries on an annual basis using the Hay pay databank and realign these should a pay drift be identified. As a result the JNC pay award is not applied to Hay graded employees.
35. For Hay graded employees incremental progression through the grade is based on satisfactory performance measured over a 12 month period. Increments are paid on 1<sup>st</sup> April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time.
36. The council also employs a small number of specialist employees covered by either Youth and Community, Teachers or Soulbury salary scales which are also negotiated nationally.
37. The council currently employs a number of public health and police staff who have TUPE'd from other organisations. These staff are subject to protected terms and conditions from their previous employers until a harmonisation exercise takes place.

#### **The use of performance-related pay**

38. It is the council's policy that Hay graded employees are subject to a performance appraisal each year. If the performance is measured as satisfactory, an increment may be awarded. If the performance does not meet the required standard an increment may be withheld.
39. For GLPC graded employees, increments are awarded automatically to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy.



### **The use of bonuses**

40. The council does not offer a bonus or honorarium scheme to any employee.

### **The approach to the payment of employees on their ceasing to be employed by the authority**

41. Employees who leave the council's employment are entitled to payment of their contractual notice, along with any outstanding holiday pay.

42. The council does not make any additional payments to employees whose employment ceases, except in the case of redundancy.

43. All employees, including chief and senior officers, are subject to the same redundancy payments policy which has been agreed by Staffing Policy Committee.

44. There is no discretion to make redundancy payments which do not comply with the policy.

45. If employees choose to volunteer and are accepted for redundancy they are entitled to a payment calculated as follows:

Statutory weeks x normal weekly pay x 2.5, capped at 40 weeks, with a minimum payment of £3000 (pro rata for part time staff).

46. If employees choose not to volunteer for redundancy, and cannot be redeployed, they will leave on compulsory grounds. The payment is calculated as follows:

Statutory weeks x weekly salary (capped at £475), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).

47. If employees are aged 55 or over, and have been a member of the pension scheme for at least 3 months, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.

48. No augmentation to pension will apply for any employee.

49. If employees are dismissed on redundancy grounds, and receive a voluntary (enhanced) redundancy payment, they may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:

- The post did not exist or was not foreseeable at the time of the dismissal.



- The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
- The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
- The appointment has corporate director approval.

50. These conditions apply for 12 months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

### **The pension scheme**

51. All employees are entitled to join the Local Government Pension Scheme (LGPS).

52. The LGPS changed in 2014 and the benefits structure has moved from a Final Salary basis to a Career Average Revaluation Earnings (CARE) approach for benefits accruing after this date. Employee contribution bandings have also changed and the new regulations have introduced 9 bandings with rates varying between 5.5 – 12.5% according to the employee's salary.

53. The benefits of the scheme for all members include:

- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
- Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
- The right to voluntarily retire from age 55 (on an actuarially reduced pension), even though the Scheme's normal pension age is 65.
- Flexible retirement from age 55 if employees reduce their hours, or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.

54. Further information about the pension scheme can be found on the [pensions website](#).

### **Any other allowances arising from employment**

#### **Payment for acting up or additional duties**

55. This policy applies only to all employees who, on a temporary basis:

- act up – carrying out the full responsibilities and duties of a higher graded post either for some or all of their working hours; or
- carry out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or
- take on additional duties within their role.

56. The policy allows for employees to receive the salary difference between the lower and higher graded job, calculated on a percentage basis if the additional duties are taken on for only part of the working week.

#### **Unsocial hours allowances**

57. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings/early mornings/nights/Sundays. These payments are graduated according to the degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.

58. Unsocial hours allowances are only payable for GLPC graded jobs, and are not available for senior managers.

#### **Overtime allowances**

59. The council has an overtime policy where all employees are entitled to receive additional payment for hours worked in excess of 37 hours. GLPC graded employees are able to claim overtime hours at their normal hourly rate x1.5 for hours worked on a Monday to Saturday, and x 2 for working a Sunday. Hay graded staff are able to claim overtime hours but only in exceptional circumstances and payment is based on the highest spinal point (point 49) of the GLPC pay scale.

#### **Standby and callout allowances**

60. The council has a standby and callout policy where all employees receive an allowance should they be on standby out of normal office hours. If employees are called out whilst on standby additional hours or overtime will be paid in accordance with the overtime policy.

#### **Local election duties – Acting Returning Officer**

61. The role of Acting Returning Officer is currently being carried out by a nominated corporate director. Fees are paid in line with the guidance stipulated from the Elections and Democracy Division for the relevant elections.

#### **Governance arrangements**

62. The council's policy is to apply the nationally negotiated NJC pay award to the pay scales for jobs evaluated using the GLPC job evaluation scheme.
63. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.
64. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.
65. For these local conditions of employment, the council consults and negotiates with the relevant trade unions in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.
66. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's staff. This includes the power to deal with all matters relating to staff terms and conditions.
67. The full remit of the council's Staffing Policy Committee is contained within the constitution.

**The publication of and access to information relating to remuneration of chief officers**

68. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to senior employees via the council's website:
- Senior employees salaries which are £50,000 and above
  - A list of their responsibilities
  - An organisational chart of the staff structure for the top three tiers of the local authority to include each individual's job title, contact details, grade, salary in a £5,000 bracket, grade maximum and whether each individual is a permanent or temporary employee.

69. This information is updated on a monthly basis.

**The publication of and access to information relating to trade union facility time**

70. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to trade union facility time as a percentage of the Council's total wage bill via the council's website:

- Basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary)
- Basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full-time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary divided by the total paybill).

**The relationship between the remuneration of chief officers and employees who are not chief officers.**

71. In terms of overall remuneration packages the council’s policy is to set different levels of basic pay to reflect the different sizes of jobs, but not to differentiate on other allowances, benefits and payments it makes.

72. The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of the highest remunerated post compared with the lowest remunerated post of 1:20

70. The table below shows the relationship between the basic pay of the highest and lowest paid employees in the council, excluding pensions and allowances. The figures include all staff in the council (non schools) and are based on annual full time equivalent salaries.

	Annual FTE Salary	Ratio
Highest Paid	£148,271	
Lowest paid	£13,614	10.9
Mean Salary	£25,236	5.9
Median Salary	£23,698	6.3

71. The council would therefore not expect the remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees. The current ratio is well within the Hutton review guidelines at 1:10.9.

**Definitions**

**NJC** – National Joint Council

**JNC** – Joint Negotiating Committee

**GLPC** – Greater London Provincial Council

**SOULBURY** staff - Educational improvement professionals. These staff are drawn from different sources, including senior members of the teaching profession. Their role is to advise local authorities and educational institutions on a wide range of professional, organisational, management, curriculum and related children’s services issues, with the overall aim of enhancing the quality of education and related services.

## Equal Opportunities

This policy has been Equality Impact Assessed (link to EIA for policy) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

## Legislation

*Localism Act 2011*  
*Equality Act 2010*

This policy has been reviewed by the legal team to ensure compliance with the above legislation and our statutory duties.

## Further information

There are a number of related policies and procedures that you should be aware of including:

Hay job evaluation policy and procedure  
GLPC job evaluation policy and procedure  
Market supplements policy and procedure  
Moving home policy and procedure  
Redundancy payments policy  
Overtime policy  
Unsocial hours guidance  
Standby and callout policy  
Starting salaries and incremental progression policy and procedure  
Acting up and additional duties policy and procedure  
The Transparency Code 2015  
Trade Union Recognition Agreement  
The policies not published with this report are available from the HR department at Wiltshire Council on request.

Policy author	HR Policy and Reward Team – AG
Policy implemented	28 February 2012
Policy last updated	01 December 2015

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## WILTSHIRE COUNCIL STAFFING POLICY COMMITTEE

6 January 2015

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### Update on Local Government (Green Book) Pay Negotiations 2016/17 and consideration of the payment of the living wage

#### Purpose of the report

1. The purpose of this report is to provide an update to Staffing Policy Committee on the national pay negotiations that are taking place, and to outline CLT's decision not to support the adoption of the Living Wage Foundation's Living Wage in light of the government's new initiative to increase pay at the lower end of the scale by committing to a new National Living Wage from April 2020.

#### Background

##### Pay Negotiations

2. The National Joint Council (NJC) trade union side submitted a pay claim to the National Employers on 3 June 2015 which contained the following points:
  - Deletion of NJC and all local pay points which fall below the level of the UK Living Wage (according to the Living Wage Foundation) and a flat rate increase of £1 per hour on all other pay points;
  - Retention and protection of Green Book Part 2 terms and conditions
  - Fair treatment for school support staff through a joint review of term time working
3. Although this claim was submitted prior to the budget in July 2015 where the National Living Wage (NLW) rate was announced, the NJC trade union side have confirmed that their pay claim remains in place.
4. Work has been undertaken in councils to establish how much this claim would cost to implement and if the trade unions' pay claim was successful it would cost Wiltshire Council approximately £6.5m to implement per year.
5. The National Employers met with the unions on 3 December 2015 and again on 9 December 2015 in order to commence negotiation on the NJC pay deal for 2016/17.

##### Living Wage

6. The Living Wage is reviewed by the Living Wage Foundation each November and has just increased to £8.25 per hour outside of London, having risen from £7.85 in 2014/15 (a rise of 5.1%).
7. Unlike the national minimum wage (£6.70 per hour), or the government's new **National Living Wage**, (£7.20 per hour from April 2016), the Living Wage is not a statutory requirement but a voluntary undertaking.
8. Wiltshire Council has been considering the merits of implementing the Living Wage for some time, particularly in response to a request from Cllrs Terry Chivers and Jeff Osborn.

9. At the meeting on 8 January 2014, Staffing Policy Committee agreed that the council would review the pay and grading structure on the introduction of the job family approach, and at that point would consider if it is appropriate to implement the Living Wage, taking into account the cost pressures.
10. The job family approach is now being rolled out across the organisation and therefore this report outlines the key points to consider should the council decide to adopt the Living Wage.
11. However, it is worth noting that when Staffing Policy Committee agreed to consider implementing the Living Wage this was prior to the government's announcement earlier this year that from April 2016 they would be introducing the National Living Wage (NLW), currently £7.20 per hour.
12. The implementation of the NLW over the coming years will mean that the bottom pay point will need to increase by potentially 32% to achieve the Government's target of 60% of median earnings (currently forecast to be around £9.35 per hour) in 2020. This will require that subsequent pay points are increased in order to maintain differentials. The National Employers have asked to work with the unions as part of pay negotiations over the coming months to find a way that fairly and affordably meets this objective and the pay offer outlined in paragraph 6 was therefore constructed in a way that supported this longer term target of restructuring the national pay spine.
13. Whilst this NLW rate is unlikely to be as high as the Living Wage, the implementation of the NLW next year, along with the commitment of annual increases until 2020, does significantly increase pay at the lower end of the pay scale, and poses the question whether it remains necessary to consider implementing the alternative higher Living Wage.

## **Main considerations**

### Pay Negotiations

14. The National Employers' have made a final offer (Appendix 1) to the unions which was constructed in such a way as to clearly reflect the views expressed by attendees at each of the regional pay consultation briefings that were held during September. There was overwhelming support among councils for the National Employers to seek a two-year agreement with a headline of one per cent in 2016/17 and in 2017/18 in addition to increasing the bottom pay points to take account of the new NLW (£7.20 per hour).
15. The National Employers were clear with the unions from the outset that they wished to reach a final position that both sides would wish to see as the basis for an agreement. Therefore the National Employers have formally asked that the unions consult their members on this final offer and the unions have agreed that they will spend the next few days considering this request.
16. The total increase to the national paybill resulting from this offer is 2.4% over two years (covering the period 1 April 2016 to 31 March 2018) and approximately 0.4% of this figure is designed to meet the immediate obligations under the NLW. The National Employers have stated that this final offer is at the limit of affordability for councils.
17. If the unions agreed this pay offer the increase to the paybill for Wiltshire Council would be 2.41% overall (2.2% for the council and 3.03% for schools). This equate to £2.6m for Wiltshire Council and £1.2m for schools. These figures are in respect of staff on Green Book terms and condition only and do not include staff subject to other terms and conditions that will be subject to different pay negotiations.



18. The National Employers have also offered to meet a non-pay element of the unions' claim, subject to agreeing terms of reference, which sought a joint review of term-time working and an NJC approach to deliver fair, consistent and transparent contracts for school support staff.
19. The National Employers have been very clear in numerous meetings and conversations over many months that the room for manoeuvre in negotiations was very limited. They have also reiterated that for the NJC to retain credibility it was incumbent on both sides to quickly provide advice and a way ahead to 2020 to meet the huge challenge faced from the impact of the NLW. It is therefore hoped that the trade unions will act swiftly and begin the consultation process with their members on the National Employer's pay offer.

#### Living Wage

20. Implementation of the Living Wage would initially involve the removal of the 7 lowest spinal points of our pay ranges, but as the Living Wage rises it is likely that further spinal points would be need to be removed, causing the pay bill to rise. Recruitment at the lower end of the pay scale currently poses no significant issues so the additional cost would be hard to justify.
21. There are currently low numbers of staff earning below the Living Wage in the non-schools teams, and the natural changes in the shape of the organisation has meant that fewer staff are now in the lower grades than in previous years. However, there still remains a significant number of staff paid below the Living Wage in Wiltshire Council maintained schools.
22. The tables in Appendix 2 below show the approximate costs of implementing the government's new NLW from April 2016. Assumptions have been made on increases to the National Living Wage over the coming years based on reaching £9 per hour by 2020.
23. The cost of introducing the NLW is significant especially in the later years, so the council already has to fund this commitment. As can be seen the cost of implementing the Living Wage in addition to the NLW is an ongoing total of around £500K per year for the whole council.
24. If the council decided to implement the Living Wage it would not be possible to implement the Living Wage for non-schools only, as there would be an immediate equal pay risk.
25. Academies, Foundation and Voluntary Aided schools could decide not to implement the Living Wage as the Council is not the employer. However, the majority of these schools have implemented the Council's pay and grading system, and so it is possible they would also decide to follow the Council's policy if the Living Wage was implemented - especially as they would be less competitive in the market place if other local schools have implemented.
26. It is therefore important to consider the significant cost implications on education budgets of the implementation of the Living Wage. The total Dedicated Schools Grant is allocated to its schools by the Local Authority (LA) via the 'local funding formula' which is agreed by the Local Authority in consultation with the Schools Forum. Funding is not specifically allocated for staffing - it is predominantly pupil-led in line with Department of Education grant conditions.
27. Any decision to introduce a Living Wage would need to include consultation with the schools and the Schools Forum. Individual schools would have to meet the cost of the Living Wage from their existing budget allocation which could pose unwelcome cost pressures, especially in small schools.
28. It is also important to consider that the implementation of the Living Wage means that the Council would be agreeing to unknown future cost pressures, as the increase to the Living Wage is agreed nationally and has been rising annually around 3% over the last few years, with this year being a significant increase of 5.1%.

29. In order to overcome this pressure, some other local authorities have implemented the principles of the Living Wage hourly rate for their staff, rather than become an *accredited* Living Wage employer. They have therefore paid a non-consolidated “top up” to the hourly rate to meet the current Living Wage, which then allows them to review on a yearly basis whether they continue to apply the Living Wage.
30. In order to be an accredited Living Wage employer, organisations must agree to implement the Living Wage year on year, and also review all their contracts to ensure on renewal each contractor pays the Living Wage. This would have a significant impact on the cost of our social care contracts.

### **Risks**

31. There are risks associated with the implementation of the Living Wage. The costs outlined above would cause a significant risk to the council as further savings would be required to be made in 2016/17 and beyond. It is hard to justify this additional cost as the benefit to the council would be limited. It would be risky to become an accredited living wage employer due to the unknown rise each year and the consequent increase in cost of our contracts.
32. If the council does not become an accredited living wage employer but instead “tops up” the lower spinal points instead of consolidating that payment then there would be no advantage of the accredited “label” and therefore the positive message would be diluted.
33. Furthermore there are no recruitment issues at the lower part of the pay spine so the additional cost is hard to justify.

### **Finance Comments**

#### Pay Negotiations

34. Assuming the 2.2% is spread across two years this is broadly in line with current assumptions in the 2016/17 financial plan and longer term MTFs. As this is negotiated at a national level there is very little room for option regarding implementation. Going forward these costs can be built into the MTFs and will become part of the pressures to fund. The issue of how to plan for this better needs to be seen in the wider context of the overall growing pressures on the council’s pay bill from government changes to national insurance and the NLW, to pension pressures and negotiated settlements. As such the potential impact could be more or managed. This must be linked to the Workforce Strategy in relation to future needs, succession and retention plans. As such this will remain a key assumption in setting the MTFs and will be clearly flagged in reports updating the MTFs to CLT and informal Cabinet

#### Living Wage

35. The NLW assumptions built into the Financial Plan are along these lines, with additional for the potential impact on service contracts – mainly care related. There is also an expectation that any NLW costs associated with care will be funded (in part) from the option to levy a charge for Social Care of up to 2% when setting the Council Tax. No option at this stage exists for schools and we await the new funding announcement on schools in 2016 to see if this issue is addressed and will lobby on this if not.
36. Overall therefore in 2016/17 this would not add any significant pressure on the council above that already projected. Going forward these costs can be built into the MTFs and will become part of the pressures to fund. The issue of how to address this needs to be seen in the wider context therefore of overall growing pressures on the council’s paybill from government

changes to national insurance and the NLW, to pension pressures and negotiated settlements. As such the potential impact could be more or less managed. This must be linked to the Workforce Strategy in relation to future needs, succession and retention plans. As such this will remain a key assumption in setting the MTFS and will be clearly flagged in reports updating the MTFS to CLT and informal Cabinet.

37. As such either option can be supported, with the option as set out in paragraph 29 above regarding an hourly rate being the most pragmatic decision for now.

### **Conclusion**

38. At its meeting on 14 December 2015 CLT considered whether the council should adopt the Living Wage and agreed that they could not support the adoption of the Living Wage for the foreseeable future in light of the ongoing budget pressures for both the schools and non-schools teams, and with the reasoning that the new NLW will be introduced from 2016 which will have a significant impact on lower paid staff.

### **Recommendation**

39. It is recommended that Staffing Policy Committee:

- a. Note the update on pay negotiations and that further updates will be provided when more information becomes available.
- b. Agree the CLT decision not to support the adoption of the Living Wage in light of current budget pressures and the introduction of the new NLW which will have a significant impact on lower paid staff and which will be introduced in April 2016.

Barry Pirie  
Associate Director People and Business

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Report author: Amanda George, HR Policy and Reward Manager

National Employers made the following final offer to the unions:

From 1 April 2016:

- On SCP 6, £900 (equivalent to 6.6%)
- On SCP 7, £900 (equivalent to 6.6%)
- On SCP 8, £900 (equivalent to 6.5%)
- On SCP 9, £900 (equivalent to 6.4%)
- On SCP 10, £900 (equivalent to 6.3%)
- On SCP 11, £300 (equivalent to 2.0%)
- On SCP 12, £300 (equivalent to 2.0%)
- On SCP 13, £250 (equivalent to 1.6%)
- On SCP 14, £250 (equivalent to 1.5%)
- On SCP 15, £200 (equivalent to 1.2%)
- On SCP 16, £200 (equivalent to 1.2%)
- On SCP 17, £175 (equivalent to 1.01%)
- On SCPs 18 and above, 1.0%

and

From 1 April 2017:

- SCP 6, £500 (equivalent to 3.4%)
- SCP 7, £500 (equivalent to 3.4%)
- SCP 8, £475 (equivalent to 3.2%)
- SCP 9, £400 (equivalent to 2.6%)
- SCP 10, £375 (equivalent to 2.5%)
- SCP 11, £300 (equivalent to 1.9%)
- SCP 12, £300 (equivalent to 1.9%)
- SCP 13, £300 (equivalent to 1.9%)
- SCP 14, £300 (equivalent to 1.8%)
- SCP 15, £300 (equivalent to 1.8%)
- SCP 16, £250 (equivalent to 1.5%)
- SCP 17, £225 (equivalent to 1.3%)
- SCPs 18 and above, 1.0%

**a) Costs for introduction of National Living Wage (£7.20 from 01/04/2016)**

	Sum of NLW Cost Y1	Sum of NLW Cost Y2	Sum of NLW Cost Y3	Sum of NLW Cost Y4	Sum of NLW Cost Y5
SCHOOLS	£3,246	£108,240	£263,231	£408,949	£595,453
WILTS	£4,917	£50,564	£150,818	£285,340	£527,157
<b>Grand Total</b>	<b>£8,163</b>	<b>£158,804</b>	<b>£414,049</b>	<b>£694,289</b>	<b>£1,122,610</b>

**b) Additional Costs for introduction of Living Wage on top of NLW (from 01/04/2016) - £8.25 p**

	Sum of Additional LW Cost Y1	Sum of Additional LW Cost Y2	Sum of Additional LW Cost Y3	Sum of Additional LW Cost Y4	Sum of Additional LW Cost Y5
SCHOOLS	£364,724	£344,166	£282,590	£243,619	£189,998
WILTS	£196,447	£245,215	£313,740	£352,556	£264,488
<b>Grand Total</b>	<b>£561,171</b>	<b>£589,381</b>	<b>£596,330</b>	<b>£596,175</b>	<b>£454,486</b>

\*This second table details the cost of the Living Wage if it was introduced in addition to the NLW.

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## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

6 January 2016

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### Equality and Diversity update

#### Purpose of Report

1. To present the updated annual equality and diversity employment monitoring report. The council is required to produce this information annually as part of the Public Sector Equality Duty (PSED) in line with the Equality Act 2010. This is the first report to be based on a new reporting date of 1 October (previously 1 April each year). The reporting date has been changed to move it closer to the statutory publishing date.

#### Background

2. In January 2015 Wiltshire Council published its [equality and diversity employment monitoring report 2013/14](#) on the Wiltshire Council website.
3. The council is required to publish the updated equality and diversity employment monitoring report 2014/2015 by the 31 January 2016.
4. Historically the head count figures in this report have been based on workforce data on the 1 April each year and this year work has been undertaken to move the reporting date to 1 October each year, to bring the date nearer to the January publishing date. Moving the date to October will ensure that the figures are as up to date as possible
5. In order to make the change to the new reporting date and cover the gap created by the change, an interim report was produced and was sent to this committee in September this year.
6. This report also contains headcount information from an equalities monitoring exercise which was carried out this year (detailed below). However, as this information is new it is not yet reflected in sections of the report which contain information collected over the previous year as it was not available at this time (recruitment, leavers etc).
7. As part of the PSED the council is also required to publish data on people affected by its policies and practices (for example, service users) and this information will continue to be collected by the Equality and Inclusion Lead.

#### Data Monitoring

8. Historically the council has collected, monitored and published data on sex, disability, ethnicity and age in relation to our current workforce, leavers and applicants for employment.
9. This year, work has taken place to extend the data collected on the protected characteristics on SAP to include: religion and belief, sexual orientation, marriage and civil partnerships, gender reassignment and caring responsibilities. Members of staff were asked to complete an equalities monitoring questionnaire to provide this additional information and update the information currently held. Collecting this

additional information should make our data more accurate and robust in terms of meeting the requirements of the PSED and help to inform the work on the council's people strategy. Improved data will also assist the council in assessing the impact of its policies and practices on different groups within the workforce and enable the council to identify and take positive steps to address gaps. The improvement of this data forms part of the council's equality objectives.

10. The staff survey in 2014 also asked staff for anonymous data on the extended range of protected characteristics. The results are included in this report in Appendix A and provide a useful additional source of statistical information on the council's workforce.
11. This year the report includes an executive summary at the beginning of the report which sets out the main data findings for ease. In general the data contained in the report shows some fluctuations which reflect the new additional data collected from the equalities monitoring questionnaire, including an increase in the percentage of disabled staff and a slight increase in the figures for BME staff. There were also a few areas where decreases were indicated, which the council will continue to keep under review. This includes a slight decrease in the percentages of under 25's compared to the previous year, a slight dip in the percentages for BME recruitment and percentages for females in the top salary band. As outlined in the report a number of initiatives have been put in place in relation to the under 25's and recruitment figures that a higher level of appointments are been made within this group.
12. The report also contains gender pay gap information for the first time. The government is currently considering whether to make it a statutory requirement for organisations with over 250 employees to publish gender pay gap information.
13. The council continues to focus on continuing the development of the positive action listed in the monitoring report including the continued development of the three staff forums.

### **Publishing equality objectives**

14. In 2013 a number of further measures were identified for consideration/action from the workforce data analysis and these subsequently became part of the council's published equality objectives and include:
  - Improve the rate of unknown's for all categories – including consideration of further data cleanse exercises or targeting particular areas where information is low i.e. paper based checks for those who do not have a pc etc.
  - Measures to increase the percentages of under 25 year olds in the council workforce.
  - Reduce the percentage of disabled staff who respond to the staff survey that they have experienced bullying and harassment
  - Increase the range of protected characteristics captured about the workforce via SAP.
15. An additional HR equality objective was later added relating to implementing improvements identified as part of the Stonewall workplace equality index results.
16. This year further public consultations were held on the equality objectives which has provided feedback on areas for development in this area. The HR equality objectives remain broadly similar.



17. This report provides some updated information on the HR related equality objective's which are due to be considered by the council's equality and diversity steering group shortly.
18. Full details of the Council's equality objectives and how these link to the Wiltshire Council business plan are set out on the [Wiltshire Council website](#).

#### **Environmental Impact of the Proposal**

19. None.

#### **Equalities Impact of the Proposal**

20. As set out in the report.

#### **Risk Assessment**

21. Statutory requirement to comply with the PSED.

#### **Options Considered**

22. None.

#### **Recommendation**

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

**Barry Pirie**  
**Associate Director,**  
**People and Business**

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Report Author: Catherine Coombs, Human Resources Policy & Reward team

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

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**Wiltshire Council**

**Equality and Diversity 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 2015

This is the first report to commence the new 1 October reporting cycle. Previous reports were based on workforce data for 1 April each year, however this year the reporting date has been moved to ensure that data is as up to date as possible on the publishing date of 31 January each year. An interim report was produced this year to cover the gap created by the move.

This year the report includes new data collected from employees via an equalities questionnaire which was sent out during the year. 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 4845. This has reduced from 5030 in April 2015 and 4913 in April 2014.

The percentage of staff who identified themselves as BME has increased to 2.31%. This was an increase from 2.16% in 2014.

The percentage of staff who identified themselves as having a disability rose to 4.97% compared to 2.65% in 2014.

70.07% of staff are female and 29.93% are male. These figures remain similar to previous years. 50.93% of women work part-time and 22.62% of men work part-time.

The largest group within the workforce are in the age range 45 – 55, which is 28.85%. Under 25's make up 7.00% of the workforce. This represents a slight decrease from 2014. However the recruitment figures for the under 25's indicated that they were the highest category for the percentage of those appointed (of those who applied) increasing to 18.33% in 2015 from 12.55% in 2014.

This year, for the first time, data was also collected on an extended range of protected characteristics. This included:

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

The results are set out in this report except where low figures may have an impact on employee confidentiality. The data shows a spread of representation in the workforce across all the categories data was requested on. Although there was a relatively high response rate to the employee questionnaire (40%), it is noted that there was generally a high level of unstated in all the new categories and the council will continue to work towards improving staff confidence in providing this data.

There were 4 dignity at work cases, 110 disciplinaries, 19 grievances, 13 formal flexible working requests in the monitoring period. There was a decrease in dignity at work cases compared to the previous year. 90 employees returned from maternity leave whilst 4 people on maternity leave left the council due to voluntary redundancy.

There were 5545 attendances at learning and development sessions compared to 5919 last year. There was a broad spectrum of attendance across the protected characteristics monitored, although the figures were slightly lower for males and the over 65's.

The council appointed 908 external applicants to post in the council and there were 192 internal promotions. There was an increase in the number of BME applicants, however there was a decrease in the percentage of BME appointments to 2.43% compared to 3.76% in 2014. There was also a decrease in the percentage of BME internal promotions. This will be reviewed further.

In terms of remuneration, the percentage of male staff has risen in the higher salary bands of £30,000 per annum and above. The percentage of females has decreased in the highest salary band.

The overall gender pay gap within the council is 11.86% this is lower than the national average of 19.1% and the national average for local government of 19.89%.

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

## Introduction

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

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

In line with the requirements of this duty the report is published on the council website on the 31 January each year. This year the council is moving the date that the head count figures are based on from the 1 April each year to the 1 October each year, to bring the workforce figures closer to the publishing date, to ensure that they are as up to date as possible. This is the first report for the new October reporting cycle. An interim report based on figures for 1 April 2015 was produced to cover the gap created by the change of reporting date and can also be found on the council website.

2. 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.
3. This report sets out data based on the key employment areas which the council currently monitors in relation to workforce data. Where possible it also identifies key issues which have been highlighted when reviewing the workforce data and draws comparisons and additional information from other external sources. This information has also been used to form part of the Council's equality objectives. The Council is legally required to set and review equality objectives under specific duties set out under the PSED.
4. The data contained in this report has been based on either headcount data as at 1 October 2015 or where monitoring information is reviewed over a year, the reference period which has been for the year 2014/2015

## Who is included in the report and data gaps?

5. The council currently collects and monitors equality data relating to the protected characteristics of race, disability, sex and age. This year we have increased the range of equality data collected and staff have been asked for information relating to all the protected characteristics including religion and belief, sexual orientation, marriage and civil partnerships, gender reassignment in addition to the characteristics previously monitored. Staff have also been asked for information on unpaid caring responsibilities. The work to increase the quality and range of information collected formed one of the Council's equality objectives.
6. As this is the first year we have collected information on some of the protected characteristics it is noted that there is a high percentage level of unstated for some of the protected characteristics. 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 new 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 have also been able to include information from the 2014 staff survey ([Appendix A](#)).
7. Further information about data gaps can be found under the specific monitoring areas below.
8. This report does not include figures relating to staff employed in schools as schools are now responsible for producing their own equality and diversity information. They also have responsibility for agreeing their own workforce policies and procedures.

## Workforce headcount

9. The non-schools workforce headcount figure on 01.10.2015 was 4845 compared with 4913 on 1.4.2014.

## How we collect equality information

10. The monitoring information set out in this report has mainly been collected from the council's management information system (SAP) and from monitoring information collected by staff in HR.
11. The data collected in SAP is based on information provided by staff during recruitment and throughout their employment. This year the council has sent out an equality monitoring questionnaire to ask staff to update their equality and diversity information. It also requested new information on the protected characteristics which the council has not previously monitored for the purposes of this report before, including: religion and belief, sexual orientation, marriage and civil partnerships, gender reassignment and by caring responsibilities.
12. The equalities monitoring questionnaire was sent out to all staff and was supported with clear information about why we were collecting the information and how it would be used. Staff were encouraged to complete as much of the questionnaire as possible but could opt to state 'unstated' if they did not feel comfortable filling in certain sections. If 'unstated' was selected staff were encouraged to explain why they had selected this option to enable us to learn from the comments and take action to reduce any barriers where possible.

13. Last year the council also used the staff survey to collect additional anonymous information on the equality and diversity of staff. –This report contains some of this information in the appendix A.

### **Employee engagement and consultation**

14. The council continues to experience a period of considerable change and employee engagement is a key priority.
15. 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'.

16. Employee engagement also takes place through:

[Staff Equality Forums](#) - the council previously had four staff forums which have been reorganised this year into three forums which staff can choose to join. The forums offer mutual support, raise awareness and give advice on specific equality issues and act as a consultative voice to the council.

17. The staff forums include:

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

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

- The council's promotion of Black History Month 2014 (BME staff forum) and LGBT History month (LGBT forum) 2014 and 2015. The raising of the LGBT flag at county hall for the first time to mark this.
- Working group to look at improving the evacuation and fire procedures for disabled staff (staff disability forum).
- The council's involvement in and promotion of its (fostering and adoption) services for Swindon and Wiltshire Pride 2014 and 2015 (LGBT staff forum).
- The involvement of the staff carer's forum in Carers Week 2014 and in the proposed new engagement arrangements for consulting carers across Wiltshire through the Carers Representative Group.
- A joint working initiative between all the forums (BME, Carers & Disability and LGBT) to build relationships between forum members and tackle joint issues.
- The co-development of a reasonable adjustments survey which has helped identify areas for improvement (Carers and disability staff forum).
- Development of a staff role model booklet (to highlight each of the forums and to make them more accessible through personalisation).
- Empowerment of staff forums by provision of tools for self-ownership (including development of forum action plans for change).

19. **Manager Stakeholder panel** – this panel is made up of managers from across service areas and the Wiltshire geographical area. Manager consultation and feedback is



sought on all significant changes to HR policies and HR projects via this panel, including on equality and diversity issues.

20. **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.
21. **Staff survey** - to increase staff engagement the council set up a bi-annual staff survey in 2011 to collect information from staff on their views and opinions and take suitable action on staff feedback. The most recent survey took place in September 2014 and had a 60% response rate. It indicated the employee engagement index (national benchmarking standard used by BIS) has risen to 56%.

### **Corporate Equality and Diversity steering group**

22. Last year a corporate equality and diversity steering group was set up. The group is made up of representatives from services across the council and is chaired by the councillor equality champion. The aim of the steering group is to support the council with its commitment to integrate equality and diversity throughout its services and to help secure its vision of creating stronger, more resilient communities (Business Plan 2013-2017). This includes amongst other things: steering the delivery of the council's aspirations and obligations in relation to equality and diversity; facilitating communication, debate and dialogue at a strategic and service level relating to equality and diversity issues and identifying improvements and monitoring progress made.

The council also has a corporate director equality champion to support work on equality and diversity issues at the most senior level.

### **Human Resource and policy review – HR direct – updates**

23. 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.

24. Policies include:

- Equality and diversity policy and procedure
- Disability support in the workplace policy and procedure
- Religion and belief in the workplace policy and procedure
- Dignity at work policy and procedure
- Grievance policy and procedure
- Disciplinary
- Code of Conduct
- Behaviours Framework policy and procedure
- Appraisals
- Flexible working policies
- Career break schemes

25. All these policies have been updated in line with the Equality Act 2010 and have been widely consulted on (including trade unions, manager stakeholder panel) and

assessed by an equality analysis panel. Staff are encouraged to give feedback on policies to HR via HR direct. An ongoing programme of HR policy review continues to take place including work on family friendly policies, dignity at work, standby and callout arrangements, overtime arrangements, monitoring of staff and flexible working.

### **Due regard/ Equality Analysis panels**

26. 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.
27. In relation to workforce employment policies and projects regular panels are set up to consider the impact of new and significantly changed policies and projects in relation to equality and diversity and the three general equality duties. External equality partners and staff from our staff forums are also invited to attend to ensure a breadth of perspective.
28. Equality analysis information can be viewed on our [web page](#).

### **Benchmarking and sharing good practice**

29. 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.
30. The council also joined the Equality networking group set up with Gloucestershire County Council in November 2012. This network was set up for HR colleagues in the public sector in surrounding areas to build and share knowledge. The terms of reference for the network include – sharing good practice in promoting equality and diversity in the workplace, encouraging collaborative working and facilitating good communications around equality and diversity, working with forums to develop synergies to help widen influence and consolidate equality outcomes.
31. The council are members of the Business Disability Forum and joined the Stonewall Diversity Champions Programme in 2013. Membership of Stonewall has now unfortunately come to an end due to financial pressures but the council has taken part in the Stonewall Workplace Equality Index.

## Workforce data and findings

32. 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 2015.
33. This year we have streamlined the report by representing data primarily in percentages, however, it is recognised that when reporting on small groups this can make the percentages appear disproportionately high compared to actual figures.
34. 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	4845	3694	2057	42.46%	2788	57.54%

## Ethnicity

### See below for a breakdown of workforce figures for ethnicity

35. The figures from the Wiltshire census 2011 indicate that 3.56 % of the working population in Wiltshire have a BME background. It has to be noted that when comparing Wiltshire Council's percentage of BME staff with the BME working population found in Wiltshire that there is a strong military presence in Wiltshire with a high percentage of BME serving personnel. This reflects in the overall working age BME percentages for Wiltshire (derived from the Census 2011).
36. Our non-schools workforce data indicates that:
- 2.31% of the non-schools workforce has a BME background compared to 2.16% in 2014. Within the group of staff who have declared that they have a BME background, 62.50% are female compared with 37.50% who are male. This is representative of the higher number of females employed by the council.
  - A slightly higher percentage of BME staff, 72.32% work full-time compared to 57.54% of the total workforce work full-time.
  - BME staff are represented in all the ranges for length of service and age. The percentage of BME staff with over 2 years' service is 78.57% compared to 82.00% for all other staff.
  - The total 'unstated' figure (those staff not declaring) shows that 11.15% have not disclosed their ethnicity; this has decreased from last year's figure of 15.43%. The council will continue to encourage staff to disclose this.

**Ethnicity – Headcount figures**

Non-schools	Number	% of total
Asian	35	0.72%
Black	34	0.70%
Mixed Race	34	0.70%
Other BME	9	0.19%
<b>BME Combined Total</b>	112	2.31%
White British	4060	83.80%
White Other	133	2.75%
Unstated	540	11.15%
<b>Total</b>	<b>4845</b>	<b>100.00%</b>

**Ethnicity % headcount**

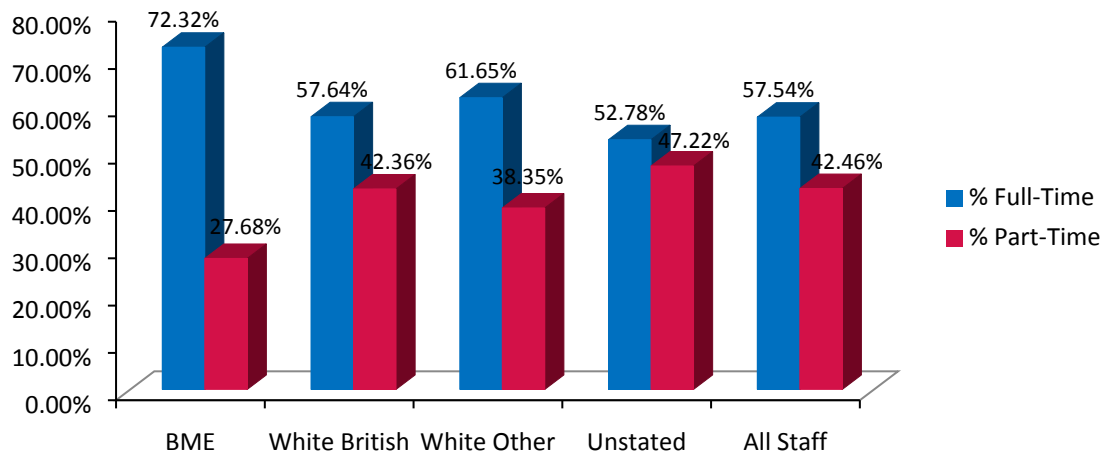


- Asian
- Black
- Mixed Race
- Other BME
- BME Combined Total
- White British
- White Other
- Unstated

### Ethnicity by gender

Non-schools	Head Count	Female	% Female	Male	% Male
BME	112	70	62.50%	42	37.50%
White British	4060	2872	70.74%	1188	29.26%
White Other	133	99	74.44%	34	25.56%
Unstated	540	354	65.56%	186	34.44%
All Staff	4845	3395	70.07%	1450	29.93%

### Ethnicity by full-time / part-time



### Ethnicity by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
BME	112	5.36%	31.25%	25.89%	25.89%	10.71%	0.89%
White British	4060	6.72%	19.75%	20.42%	28.89%	20.79%	3.42%
White Other	133	1.50%	12.78%	30.08%	29.32%	22.56%	3.76%
Unstated	540	10.74%	18.89%	18.89%	29.07%	17.78%	4.63%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

## Ethnicity by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
BME	112	21.43%	26.79%	23.21%	21.43%	7.14%
White British	4060	18.03%	17.24%	23.52%	28.08%	13.13%
White Other	133	18.80%	14.29%	33.83%	24.81%	8.27%
Unstated	540	16.85%	8.89%	30.74%	31.67%	11.85%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

## Disability

### See below for a breakdown of workforce figures for disability

37. 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. A survey of people in Wiltshire claiming either Disability Living Allowance or Attendance Allowance (February 2010) gave a figure of 6.5%. Although these are useful figure for comparison it is noted that they do not provide a consistent figure. Staff and applicants are encouraged to consider whether they declare a disability against the definition of disability in the Equality Act which is again 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'.

38. Our non-schools workforce data indicates:

- 4.97% of the non-schools workforce has declared a disability compared to 2.65% in 2014. Of those who declared that they had a disability, 70.95% were female and 29.05% were male. This is reflective of the higher percentage of female staff across the council.
- A slightly higher percentage of disabled staff, 61.00% work full-time compared to 57.56% of the total workforce work full-time.
- Disabled staff are represented in all the ranges for length of service and ages.
- 21.59% of staff have not disclosed whether they have a disability, this has reduced from 27.09% since our last survey. Although we have seen an improvement in disclosure rates the council will continue to encourage staff to disclose this information.
- A broad range of impairments have been declared by staff with a disability. Long standing illness made up 27.80% of all impairments followed by physical or mobility impairment at 24.39%. This is the first time this information has been collected for the purpose of this report and therefore no comparisons are available.
- It is noted that of our staff that have declared a disability some have indicated they have more than conditions.

39. The council already takes a range of steps to encourage disabled applicants and support disabled staff at work. The council is proud to have been awarded the double tick symbol and offers a guaranteed interview to all applicants who declare that they have a disability and meet the essential criteria for the post as set out in the person specification. The council is committed to enabling disabled staff to remain in their posts and has an occupational health team who work closely with managers and Access to Work to identify and consider reasonable adjustments where these are required. A reasonable adjustment budget is available to support adjustments. Support is available to staff through the Carers and disability staff forum. The council is a member of the Business Disability Forum.

### Disability by headcount

Non-schools	Number	% of total
Disabled	241	4.97%
Not Disabled	3558	73.44%
Unstated	1046	21.59%
Total	4845	100.00%

### Disability % by headcount



■ Disabled
 ■ Not Disabled
 ■ Unstated

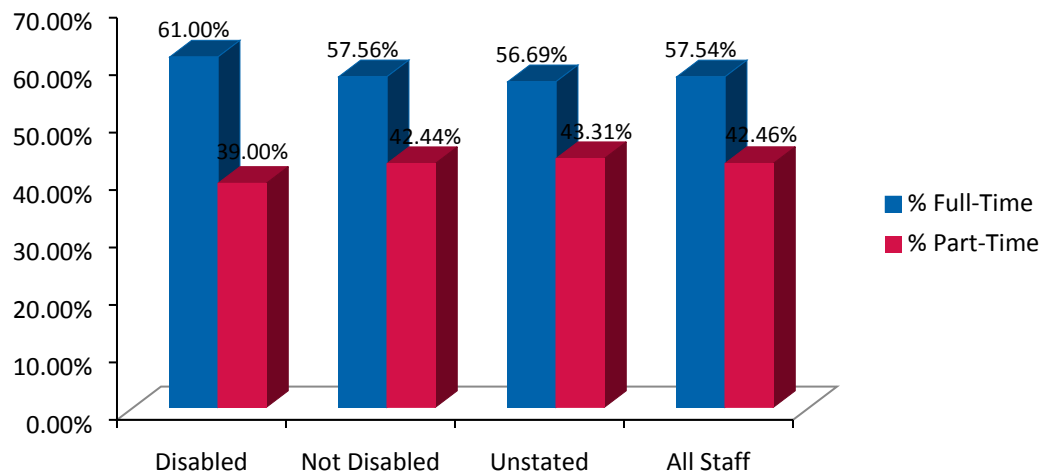
### Disability by impairment

Describe your impairment	Impairment by percentage
Learning disability / difficulty	7.32%
Long standing illness or health condition (e.g. cancer, HIV, diabetes)	27.80%
Mental health condition	8.78%
Other condition	22.44%
Physical or mobility impairment	24.39%
Sensory Impairment	9.27%
Grand Total	100.00%

### Disability by gender

Non-schools	Head Count	Female	% Female	Male	% Male
Disabled	241	171	70.95%	70	29.05%
Not Disabled	3558	2565	72.09%	993	27.91%
Unstated	1046	659	63.00%	387	37.00%
All Staff	4845	3395	70.07%	1450	29.93%

### Disability – full time /part time





### Disability by age

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Disabled	241	2.90%	14.11%	19.09%	35.27%	25.31%	3.32%
Not Disabled	3558	6.55%	19.45%	21.11%	28.67%	20.77%	3.46%
Unstated	1046	9.46%	21.99%	19.41%	28.01%	17.40%	3.73%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

### Disability by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Disabled	241	11.62%	15.35%	31.12%	29.46%	12.45%
Not Disabled	3558	16.81%	18.63%	23.92%	27.63%	13.01%
Unstated	1046	23.52%	9.27%	25.43%	30.02%	11.76%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

### Sex (male/female)

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

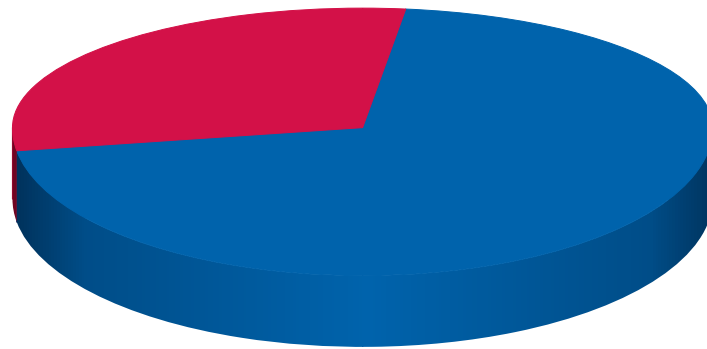
40. Our workforce data for non-schools indicates:

- The percentage of females is 70.07% and males 29.93% and these remain similar to the figures for 2014 which were female 69.31% and male 30.69%.
- 50.93% of women work part-time and 22.62% of men work part-time. A wide range of flexible working options including job sharing, term time only and annualised hours options are available to all staff in the council.
- The percentage of men in the workforce tends to be slightly higher than females in the under 34 age bands. The percentage of female staff is highest in the 45 – 54 age bands.

### Gender – headcount

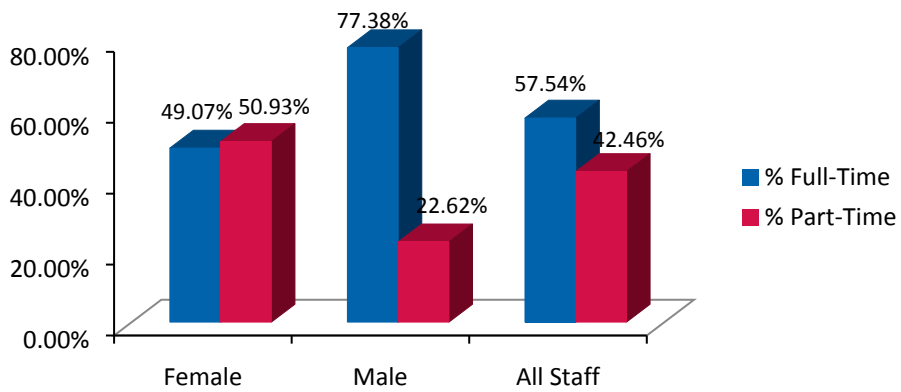
Non-schools	Number	% of total
Female	3395	70.07%
Male	1450	29.93%
Total	4845	100.00%

**Gender % by headcount**



■ Female ■ Male

**Gender – full-time/part-time**



**Gender by age**

Non-schools	Head Count	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Female	3395	5.57%	18.65%	20.74%	31.08%	20.50%	3.48%
Male	1450	10.34%	22.28%	20.41%	23.66%	19.72%	3.59%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

### Gender by length of service

Non-schools	Head Count	% Under 2 years	% 2-5 years	% 5-10 years	% 10-20 years	% 20 years+
Female	3395	18.06%	14.93%	24.89%	29.40%	12.72%
Male	1450	17.86%	20.00%	23.93%	25.52%	12.69%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

### Age

See below for a breakdown of workforce figures for age.

41. Our workforce data for non-schools indicates:

- The largest group within the workforce are in the age range 45 – 55, 28.85%.
- Under 25's make up 7.00% of the workforce (a slight decrease from 7.61% in 2014) and this compares to 16.39% in the working population of Wiltshire ([Source: ONS Mid Year Estimates 2014](#)). Measures to look at under representation within this group are currently being explored and initiatives developed including working on our employee brand to help attract this age group, offering more apprenticeships & traineeships and creating other lower level entry roles and increasing engagement through clear progression schemes & development.
- The proportion of part-timers is higher than full-timers for the age ranges, under 25's and over 65's. A high proportion of under 25's on part time contracts work in leisure where part-time contracts are more commonly in use.

### Age headcount

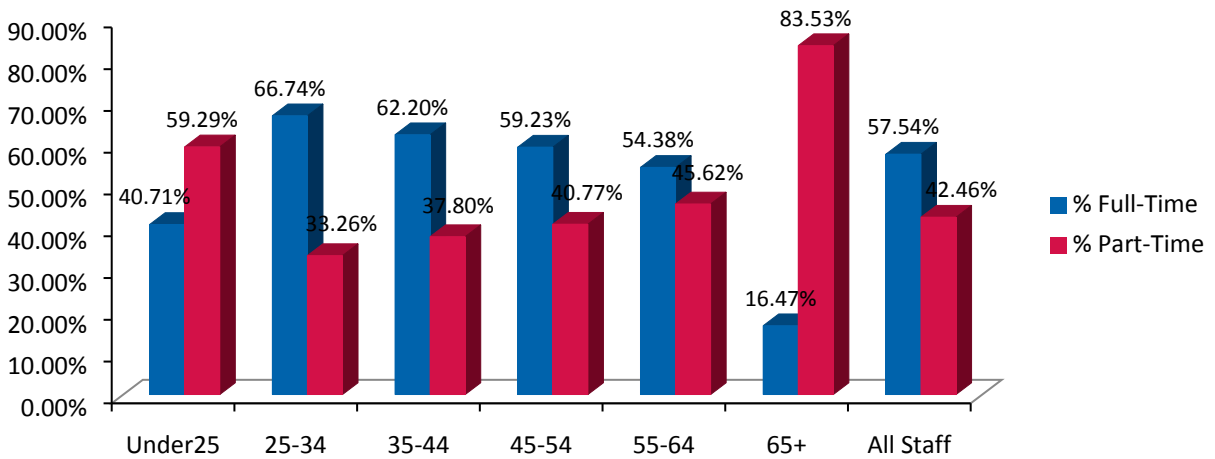
Non-schools	Number	% of total
Under25	339	7.00%
25-34	956	19.73%
35-44	1000	20.64%
45-54	1398	28.85%
55-64	982	20.27%
65+	170	3.51%
Total	4845	100.00%

### Age % by headcount



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

### Age - 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	339	50.74%	35.10%	14.16%	0.00%	0.00%
25-34	956	24.79%	25.73%	32.53%	16.95%	0.00%
35-44	1000	16.50%	13.70%	27.60%	36.70%	5.50%
45-54	1398	13.73%	12.16%	23.46%	32.26%	18.38%
55-64	982	9.98%	11.51%	19.04%	32.28%	27.19%
65+	170	4.71%	7.06%	24.71%	41.76%	21.76%
All Staff	4845	18.00%	16.45%	24.60%	28.24%	12.71%

## Religious Belief

See below for a breakdown of workforce figures for religious beliefs.

### 42. Our workforce data for non-schools indicates:

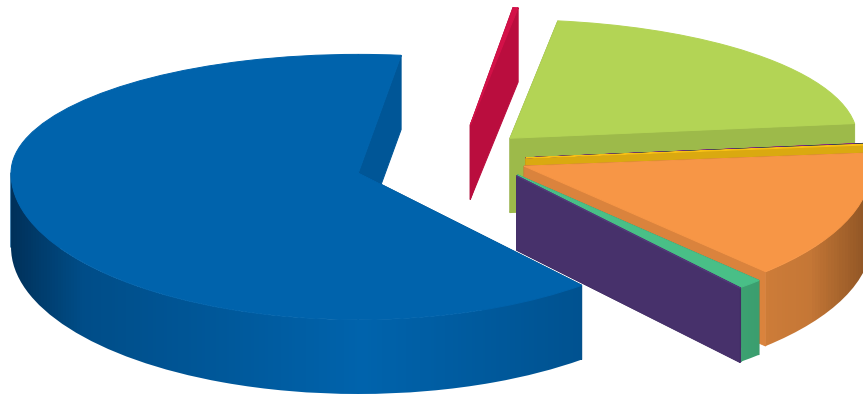
- This is the first time the council has included the protected characteristic of religion and belief in the information collected from staff for this monitoring report.
- 63.55% of employees chose not to state their religious beliefs. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- We have included the Wiltshire census 2011 data for further information. Our data indicates that we have lower percentages in comparison to census data. This difference varies across beliefs except in relation to Buddhist being 0.29% compared to 0.3% nationally. This disparity 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.

### Religious Belief – headcount

Non-schools	Number	% of total	Census data %
Buddhist	14	0.29%	0.3%
Christian	1002	20.68%	64%
Hindu	*	*	0.3%
Jewish	*	*	0.1%
Muslim	*	*	0.4%
No religion	688	14.20%	26.5%
Other religion or belief	52	1.07%	0.5%
Sikh	*	*	0.1%
Unstated	3079	63.55%	7.7%
Total	4845	100.00%	100.00%

Source: Wiltshire census 2011

### Religious Belief % by headcount



■ Buddhist ■ Christian ■ Hindu ■ Jewish ■ Muslim ■ No religion ■ Other religion or belief  
■ Sikh ■ Unstated

### Sexual Orientation

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

#### 43. Our workforce data for non-schools indicates:

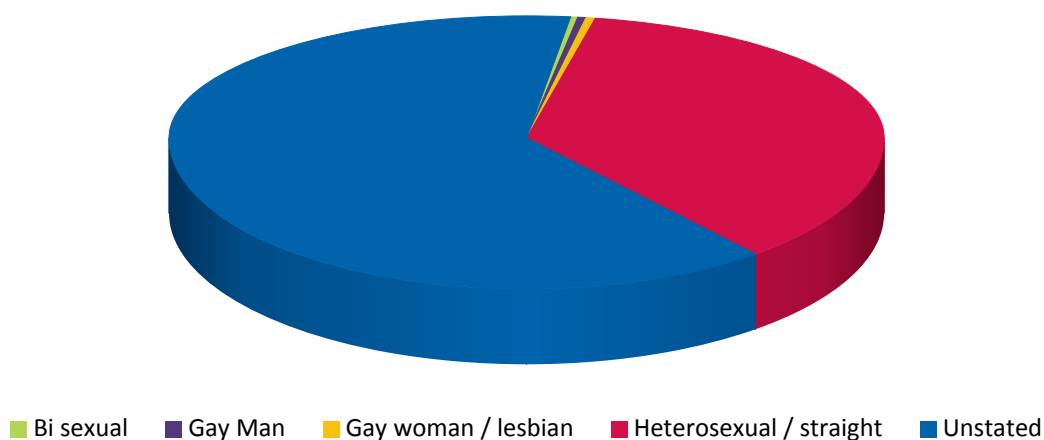
- This is the first time the council has included the protected characteristic of sexual orientation in the information collected from staff for this monitoring report.
- 63.55% of employees chose not to state their sexual orientation. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- We have included national data for further information. Our information indicates that a number of our percentages are below the national data. Heterosexual (attracted to the opposite sex) sexual orientation in our workforce is 35.15% in comparison to 92.8% nationally. This disparity may be related to our high unstated figure.
- It is noted that our workforce figures for gay man/ woman (lesbian) is reasonably in line with national data being 1.1% compared to 0.97% of our workforce.

### Sexual Orientation – headcount

Non-schools	Number	% of total	National %
Bi sexual	19	0.39%	0.5%
Gay Man	22	0.45%	1.1%
Gay woman / lesbian	25	0.52%	
Heterosexual	1703	35.15%	92.8%
Unstated	3076	63.49%	5.3%
Total	4845	100.00%	

Source: [Key Findings from the Integrated Household Survey: January 2014 to December 2014 \(Experimental Statistics\) - ONS](#)

### Sexual Orientation % by headcount



### Caring Responsibilities

See below for a breakdown of workforce figures for caring responsibilities.

- The definition of unpaid caring responsibilities is giving help or support to family members, friends, neighbours or others because of a long term physical or mental health or disability, or problems relating to old age

#### 43. Our workforce data for non-schools indicates:

- This is the first time the council has included the characteristic of caring in the information collected from staff for this monitoring report.

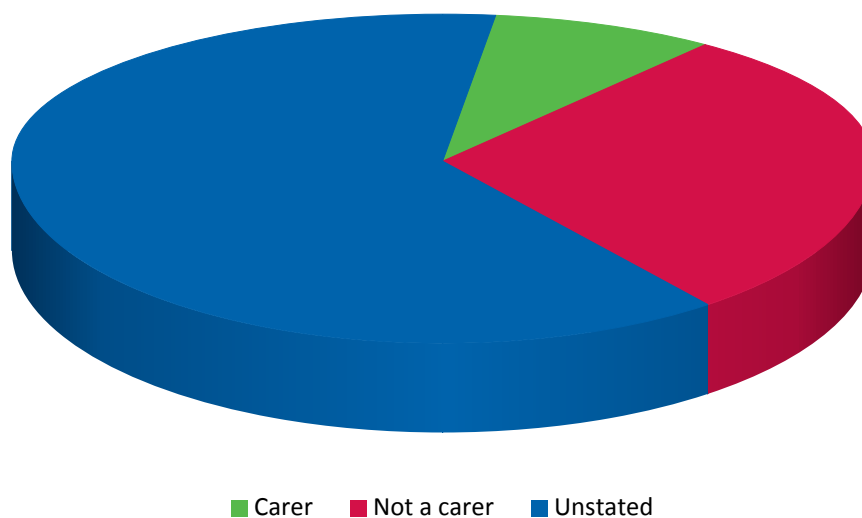
- 9.68% of the workforce indicated that they had unpaid caring responsibilities and this compares with 10.1% of the Wiltshire population in the 2011 census. Additionally 25.43% of employees indicated unpaid caring responsibilities in the 2014 staff survey which was anonymous.
- 27.33% indicated that they had no unpaid caring responsibilities compared to 89.9% of the Wiltshire population in the 2011 census.
- 62.99% of employees chose not to state their caring responsibilities. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.

### Caring Responsibilities – headcount

Non-schools	Number	% of total	Census data 2011
Carer	469	9.68%	10.1%
Not a carer	1324	27.33%	89.9%
Unstated	3052	62.99%	
Total	4845	100.00%	

Source: Wiltshire Census 2011

### Caring Responsibilities % by headcount





### Carers – Hours per week

Non-schools	Number	% of total
1-19 hours	361	76.97%
20-49 hours	34	7.25%
50 or more hours	35	7.46%
Hours Unstated	39	8.32%
Total	469	100.00%

### Gender Identity

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

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

- This is the first time information has been specifically collected for the purposes of this report in relation to gender identity. Due to the low numbers we are unable to include specific figures for this protected characteristic to ensure that we protect employee confidentiality.
- GIRES - the gender identity research and education society estimate that 1% of the UK population has experienced some degree of gender non-conformity. Most of them are as yet invisible. Anonymous figures from our staff survey in 2014 indicate that in terms of the staff who responded to the survey, the percentage of staff whose gender identity is not the same as at birth is 0.75%.
- The council has an LGBT forum and will continue to engage with staff through this forum to understand the needs of our transgender staff. Through consultation with forum we are aware that further guidance to managers and staff related to this protected characteristic would be helpful.

## Marital Status

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

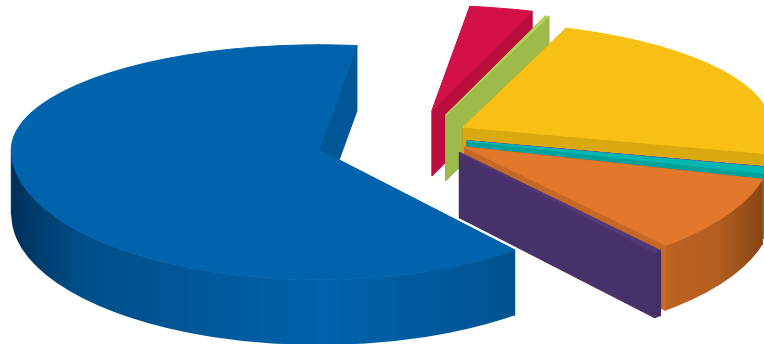
- This is the first time the council has included the protected characteristic of marital status in the information collected from staff for this monitoring report.
- 63.41% of employees chose not to state their marital status. This might reflect the sensitive nature of this data and the fact that some staff might not have felt comfortable providing this data. We will continue to work to build staff confidence in providing data for this purpose and decreasing the unstated figure.
- Our data indicates percentages below the percentages for the Wiltshire census data but this is likely to link to our high unstated figure.
- Low figures in a number of categories have meant we are not able to include all data due to confidentiality reasons and therefore we have included national data for further information.

### Marital Status – headcount

Non-schools	Number	% of total	Census data 2011
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	193	3.98%	7.7%
In a registered same-sex civil partnership	10	0.21%	0.1%
Married	1048	21.63%	43.2%
Other	1	0.02%	
Separated (but still legally married or still legally in a same-sex civil partnership)	36	0.74%	1.9%
Single (never married or never registered a same-sex civil partnership)	467	9.64%	22.1%
Widowed or surviving partner from a same-sex civil partnership	18	0.37%	5.6%
Unstated	3072	63.41%	
Total	4845	100.00%	

Source: Wiltshire census 2011

### Marital Status % by headcount



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

### Recruitment monitoring

45. The council monitor the protected characteristics of all applicants who apply for roles through our Talentlink e-recruitment system. 99% of our applicants apply online. The council is currently reviewing how we can include data for the small number of applicants who use paper based application forms. This information excludes schools information as they do not use the e-recruitment system and monitor their own recruitment statistics.
46. 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.
47. Our workforce data for non-schools in the period 1<sup>st</sup> October 2014 – 1<sup>st</sup> October 2015 indicates:
  - This year the council received 4969 applications from external applicants of which 1934 were shortlisted and 908 appointed.
  - 7.04% of all applications, 5.27% of shortlisted applicants and 2.42% of appointments were from people who declared that they were from a BME background. These figures indicate an increase on last year's report from 5.94% of all applications; however, the percentage of all appointments has decreased from 3.76% last year. Additionally, the percentages of applicants of type appointed

as a percentage of those who applied has decreased to 6.29% compared to 9.31% in last year's report for BME staff. This will be reviewed further.

- 5.68% of all applications, 6.00% of those shortlisted and 3.30% of those appointed declared that they had a disability. This was a slight increase from 5.30% applications and a minor decrease from 3.31% appointments in last year's report; along with the percentage of applicants of type appointed as a percentage of those applied (10.64%) increasing from last year's report (9.2%). The council has been awarded the Two Tick symbol and offers a guaranteed interview to disabled applicants who meet the minimum criteria for the post they are applying for. Data on short listing indicates that the percentage of disabled candidates shortlisted was 41.13% compared to 37.46% for non-disabled staff. The equality declaration form is removed prior to the interview so that the recruiting manager is unable to see equality information.
- 59.75% of applications received by the council were from female applicants and 35.04% were from male applicants. 60.13% of posts filled were filled by female applicants, with 27.09% filled by male applicants. This is broadly reflective of the current workforce split which is 70.07% female and 29.93% male.
- The lowest percentage of applicants appointed of type was the over 65's. The percentages of under 25's appointed as a percentage of those who applied has increased significantly making it the highest percentage of applied category increasing from 12.55% in last year's report to 18.33% this year. The council currently has a number of measures in place to support the under 25's (please see section on age above).

### Recruitment by ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	7.04%	5.27%	2.42%	29.14%	21.57%	6.29%
White British	83.40%	83.87%	82.71%	39.14%	46.30%	18.12%
White Irish/Other	4.69%	2.79%	2.42%	23.18%	40.74%	9.44%
Not Declared	4.87%	8.07%	12.44%	64.46%	72.44%	46.69%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

### Recruitment by disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	5.68%	6.00%	3.30%	41.13%	25.86%	10.64%
Not Disabled	89.45%	86.09%	84.36%	37.46%	46.01%	17.23%
Not Declared	4.87%	7.91%	12.33%	63.22%	73.20%	46.28%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

### Recruitment by gender

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	59.75%	61.63%	60.13%	40.15%	45.81%	18.39%
Male	35.04%	29.99%	27.09%	33.31%	42.41%	14.13%
Not Declared	5.21%	8.38%	12.78%	62.55%	71.60%	44.79%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

### 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	21.41%	20.06%	21.48%	36.47%	50.26%	18.33%
25 – 34	26.00%	22.80%	22.80%	34.13%	46.94%	16.02%
35 – 44	19.68%	20.42%	18.50%	40.39%	42.53%	17.18%
45 – 54	20.31%	20.01%	17.73%	38.35%	41.60%	15.96%
55 – 64	7.20%	8.53%	6.94%	46.09%	38.18%	17.60%
65 and over	0.46%	0.26%	0.33%	21.74%	60.00%	13.04%
Not Declared	4.93%	7.91%	12.22%	62.45%	72.55%	45.31%
Grand Total	100.00%	100.00%	100.00%	38.92%	46.95%	18.27%

### Internal promotions

48. The council monitors applications by staff for internal transfers and promotions. All roles (apart from front line positions) are advertised internally prior to any external advert. The information presented is for jobs advertised internally within Wiltshire Council (non-schools) and does not include any internal applicants for jobs advertised externally to the wider public. The information includes all positions regardless of whether that job represents a promotion or a sideways move within the council for the successful applicant.
49. Our workforce data for non-schools in the period 1<sup>st</sup> October 2014 – 1<sup>st</sup> October 2015 indicates:
- This year the council received 567 applications from internal applicants of which 305 were shortlisted and 192 appointed.

- 3.65% of internal applicants appointed declared that they are from BME backgrounds. This was an decrease from 6.15% in last year's report. The percentages of applicants of type appointed indicate that a slightly lower percentage of BME, white Irish and other white applicants were appointed than expected compared to the numbers who applied. This may relate to the 'unstated' return rate.
- The percentage of internal disabled applicants appointed as a percentage of those disabled applicants who applied was 21.21% compared to 33.27% for non-disabled internal applicants.
- The percentage of internal females appointed was 60.94% and the overall workforce is 70.07% female.
- In terms of age, the highest percentage of type appointed as a percentage of those who applied was in the 55-64 age band, this has increased from 29.63% last year to 45.65% this year. The under 25's percentage of type appointed has decreased since last year's report from 33.33% to 26.36% this year. The council has ongoing measures in place to support the employment of under 25's (see information under age).

#### Promotion by Ethnicity

Ethnic Origin	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	5.11%	3.28%	3.65%	34.48%	70.00%	24.14%
White British	87.83%	88.20%	85.94%	54.02%	61.34%	33.13%
White Irish/Other	3.53%	2.62%	2.60%	40.00%	62.50%	25.00%
Not Declared	3.53%	5.90%	7.81%	90.00%	83.33%	75.00%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

#### Promotion by Disability

Disability	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	5.82%	6.23%	3.65%	57.58%	36.84%	21.21%
Not Disabled	90.65%	88.20%	89.06%	52.33%	63.57%	33.27%
Not Declared	3.53%	5.57%	7.29%	85.00%	82.35%	70.00%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

### Promotion by gender

Sex	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	59.08%	61.64%	60.94%	56.12%	62.23%	34.93%
Male	37.21%	32.79%	31.77%	47.39%	61.00%	28.91%
Not Declared	3.70%	5.57%	7.29%	80.95%	82.35%	66.67%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

### 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	19.40%	15.74%	15.10%	43.64%	60.42%	26.36%
25 – 34	27.87%	26.56%	26.56%	51.27%	62.96%	32.28%
35 – 44	20.63%	20.66%	20.83%	53.85%	63.49%	34.19%
45 – 54	20.28%	21.64%	19.27%	57.39%	56.06%	32.17%
55 – 64	8.11%	9.84%	10.94%	65.22%	70.00%	45.65%
65 and over	0.35%	0.00%	0.00%	0.00%	0.00%	0.00%
Not Declared	3.35%	5.57%	7.29%	89.47%	82.35%	73.68%
Grand Total	100.00%	100.00%	100.00%	53.79%	62.95%	33.86%

### Leaver monitoring

50. There were 752 non-school staff who ceased employment in the council between 1<sup>ST</sup> October 2014 and 1<sup>st</sup> October 2015.

51. Our workforce data for non-schools indicates:

- Overall the main reason for people leaving the council was resignation followed by voluntary redundancy. In total there were 752 leavers over the period. This was a decrease from the previous year where there were a higher level of voluntary redundancies and TUPE'd employees,

- 2.26% of leavers had declared that they had a BME background, 66.89% were female and these percentages are roughly in line with the general workforce percentages for these groups.
- Overall 3.06% of leavers had declared that they had a disability, this is below the percentage of disabled employees in the workforce (4.97%).
- The highest age range for voluntary redundancy is 45-54 at 30.15% and generally the percentage of voluntary redundancy is higher in the age groups 35 and over.

### Leavers by Reason

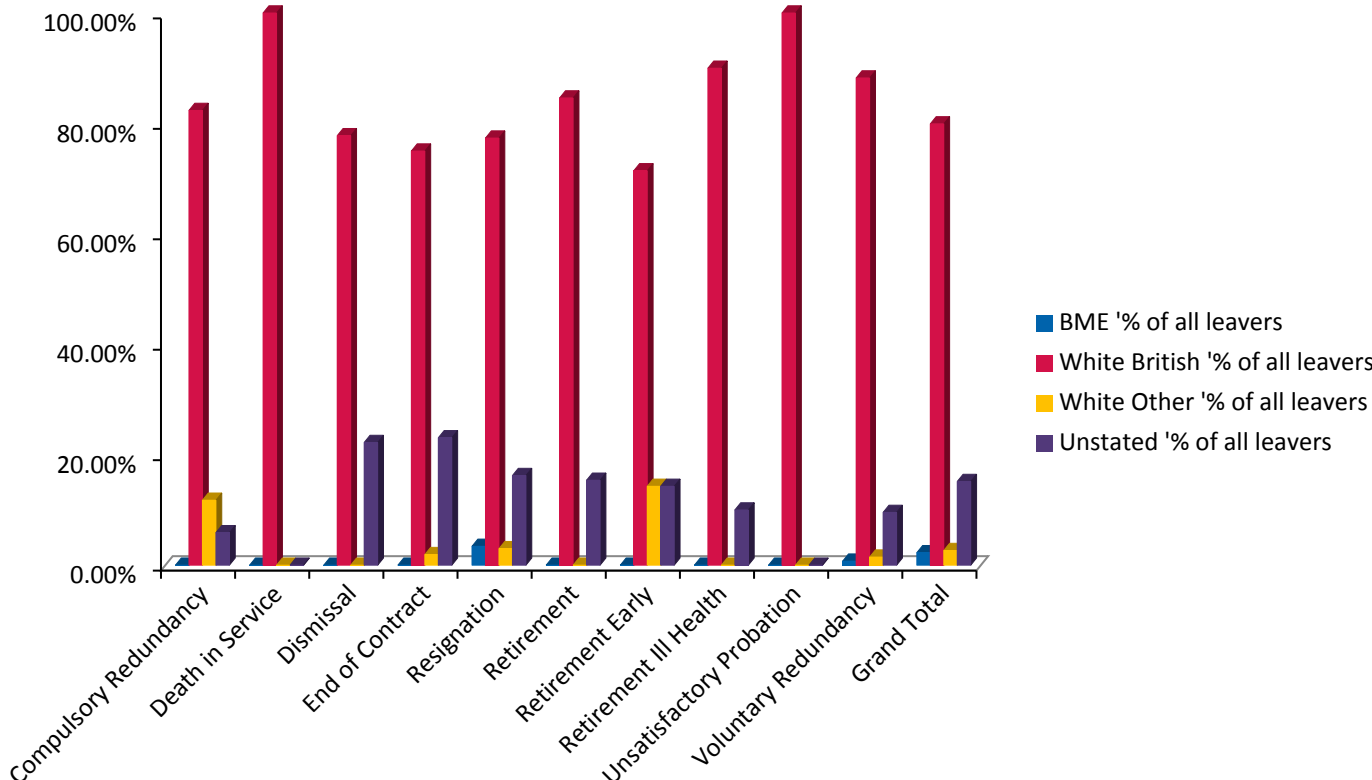
Reason	All Leavers	% of All Leavers
Compulsory Redundancy	17	2.26%
Death in Service	*	*
Dismissal	18	2.39%
End of Contract	52	6.91%
Resignation	468	62.23%
Retirement	39	5.19%
Retirement Early	*	*
Retirement Ill Health	10	1.33%
Unsatisfactory Probation	*	*
Voluntary Redundancy	136	18.09%
Grand Total	752	100.00%



### Leavers by Ethnicity

Reason	BME '% of all leavers	White British '% of all leavers	White Other '% of all leavers	Unstated '% of all leavers
Compulsory Redundancy	0.00%	82.35%	11.76%	5.88%
Death in Service	0.00%	100.00%	0.00%	0.00%
Dismissal	0.00%	77.78%	0.00%	22.22%
End of Contract	0.00%	75.00%	1.92%	23.08%
Resignation	3.42%	77.35%	2.99%	16.24%
Retirement	0.00%	84.62%	0.00%	15.38%
Retirement Early	0.00%	71.43%	14.29%	14.29%
Retirement Ill Health	0.00%	90.00%	0.00%	10.00%
Unsatisfactory Probation	0.00%	100.00%	0.00%	0.00%
Voluntary Redundancy	0.74%	88.24%	1.47%	9.56%
Grand Total	2.26%	79.92%	2.66%	15.16%

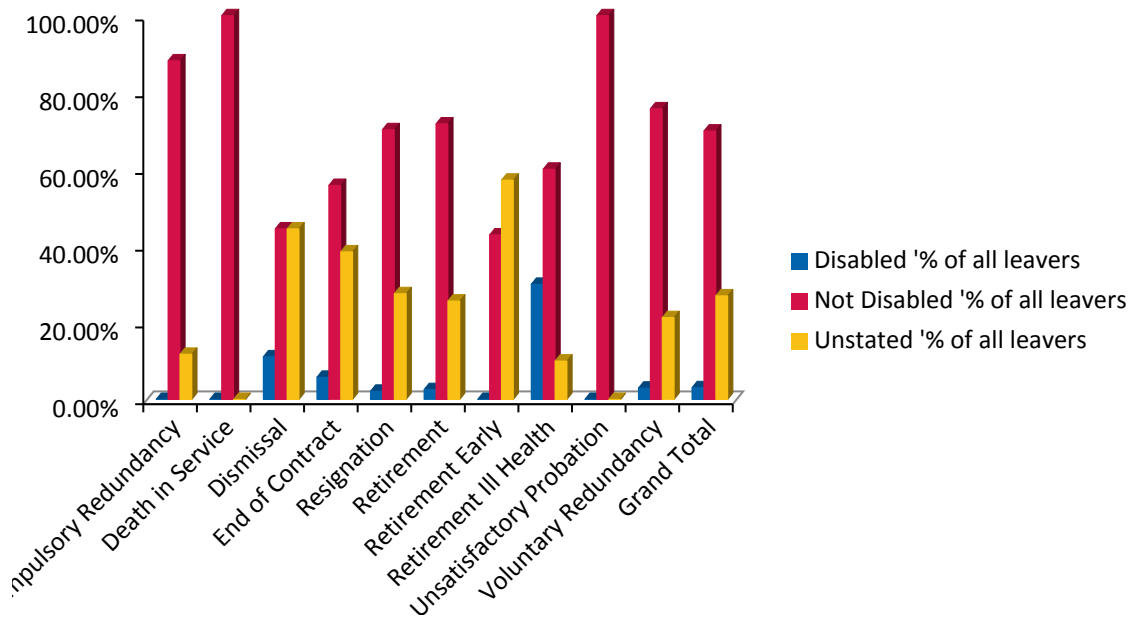
### Leavers by ethnicity % of all leavers



### Leaver by disability

Reason	Disabled '% of all leavers	Not Disabled '% of all leavers	Unstated '% of all leavers
Compulsory Redundancy	0.00%	88.24%	11.76%
Death in Service	0.00%	100.00%	0.00%
Dismissal	11.11%	44.44%	44.44%
End of Contract	5.77%	55.77%	38.46%
Resignation	2.14%	70.30%	27.56%
Retirement	2.56%	71.79%	25.64%
Retirement Early	0.00%	42.86%	57.14%
Retirement Ill Health	30.00%	60.00%	10.00%
Unsatisfactory Probation	0.00%	100.00%	0.00%
Voluntary Redundancy	2.94%	75.74%	21.32%
Grand Total	3.06%	69.95%	26.99%

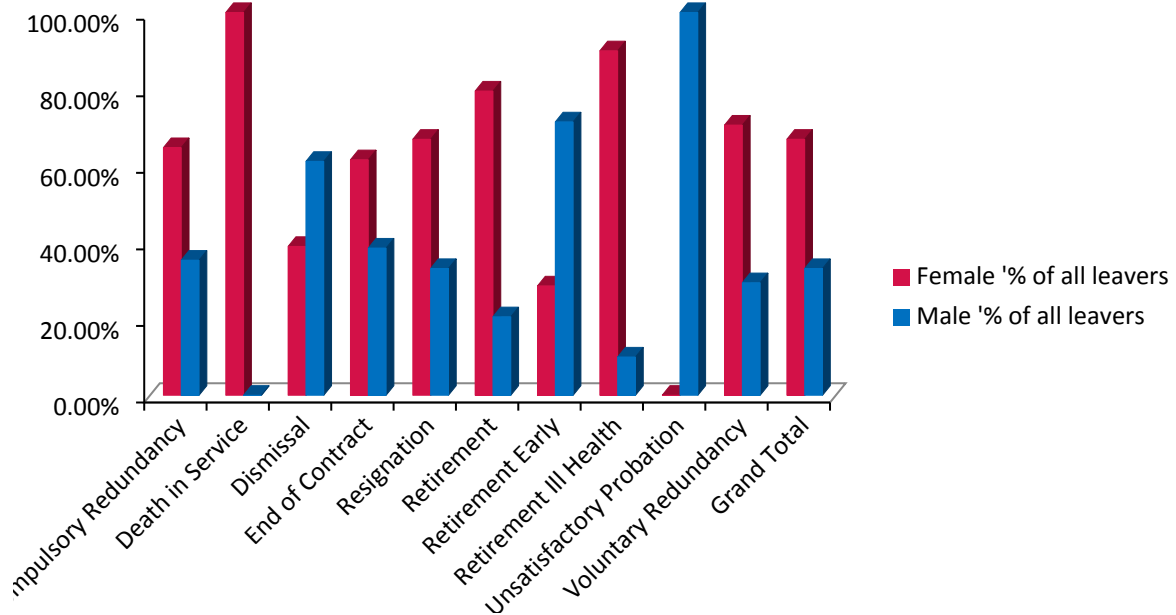
### Leavers by disability % of all leavers



### Leavers by gender

Reason	Female '% of all leavers	Male '% of all leavers
Compulsory Redundancy	64.71%	35.29%
Death in Service	100.00%	0.00%
Dismissal	38.89%	61.11%
End of Contract	61.54%	38.46%
Resignation	66.88%	33.12%
Retirement	79.49%	20.51%
Retirement Early	28.57%	71.43%
Retirement Ill Health	90.00%	10.00%
Unsatisfactory Probation	0.00%	100.00%
Voluntary Redundancy	70.59%	29.41%
Grand Total	66.89%	33.11%

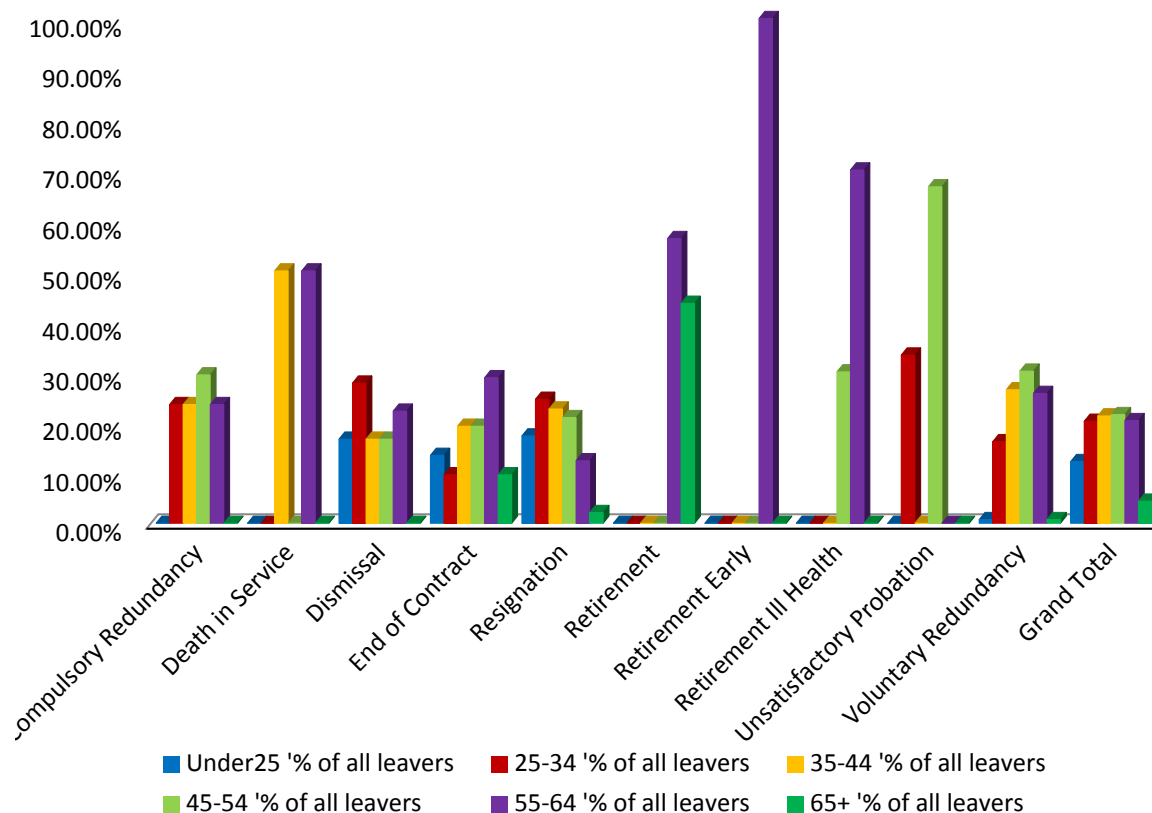
### Leavers by gender % of all leavers



### Leaver by age

Reason	Under25 '% of all leavers	25-34 '% of all leavers	35-44 '% of all leavers	45-54 '% of all leavers	55-64 '% of all leavers	65+ '% of all leavers
Compulsory Redundancy	0.00%	23.53%	23.53%	29.41%	23.53%	0.00%
Death in Service	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%
Dismissal	16.67%	27.78%	16.67%	16.67%	22.22%	0.00%
End of Contract	13.46%	9.62%	19.23%	19.23%	28.85%	9.62%
Resignation	17.31%	24.57%	22.65%	20.94%	12.39%	2.14%
Retirement	0.00%	0.00%	0.00%	0.00%	56.41%	43.59%
Retirement Early	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
Retirement Ill Health	0.00%	0.00%	0.00%	30.00%	70.00%	0.00%
Unsatisfactory Probation	0.00%	33.33%	0.00%	66.67%	0.00%	0.00%
Voluntary Redundancy	0.74%	16.18%	26.47%	30.15%	25.74%	0.74%
Grand Total	12.23%	20.21%	21.28%	21.54%	20.35%	4.39%

### Leavers by Age % of all leavers



## Discipline, Dignity at Work and grievance procedure

52. 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 1<sup>st</sup> October 2014 to 1<sup>st</sup> October 2015.

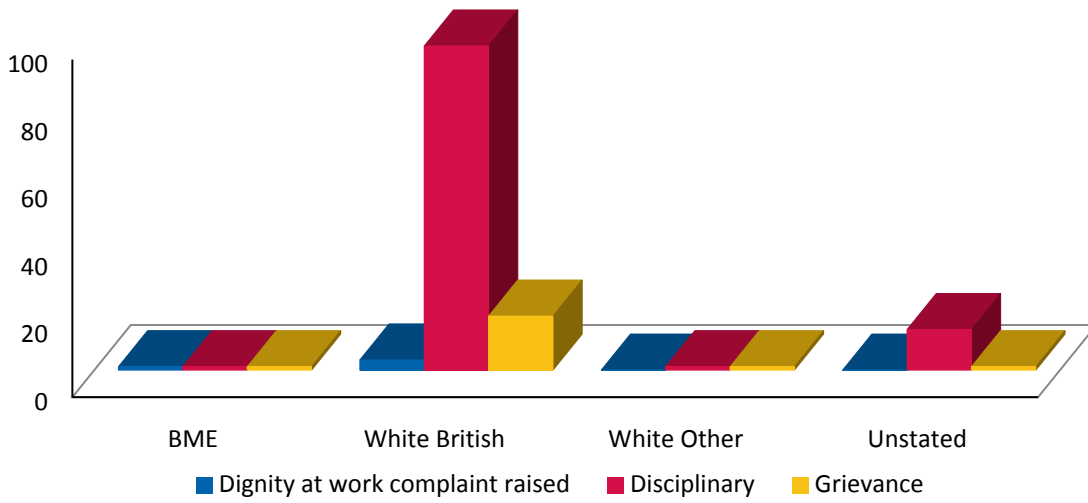
53. Our workforce data for non-schools indicates:

- The highest number of cases (110) relates to use of the disciplinary procedure. This is an increase in comparison to total of 92 disciplinary cases for the whole year in the previous report.
- There were 4 Dignity at Work cases compared to 19 for the whole year in the previous report 2013/14. In previous years the figures have fluctuated between 4 and 11.
- The figures for disability indicate that 7.25% of disabled staff were involved in a disciplinary and 15.79% of disabled staff raised a grievance case. It was noted that this year's figures were higher in comparison to figures in 2013/14 of 3.3% for disciplinary and 0.0% for grievance. There were a broad range of reasons for the cases and we will keep the figures under review.
- There continues to be a higher number of dignity at work complaints raised by female employees, all cases this year were raised by female employees.

### Adviser cases by Ethnicity

Group	Total	BME % of total	White British % of total	White Other % of total	Unstated % of total
Dignity at work complaint raised	4	25.00%	75.00%	0.00%	0.00%
Disciplinary	110	0.91%	87.27%	0.91%	10.91%
Grievance	19	5.26%	84.21%	5.26%	5.26%
Total	133	2.26%	86.47%	1.50%	9.77%

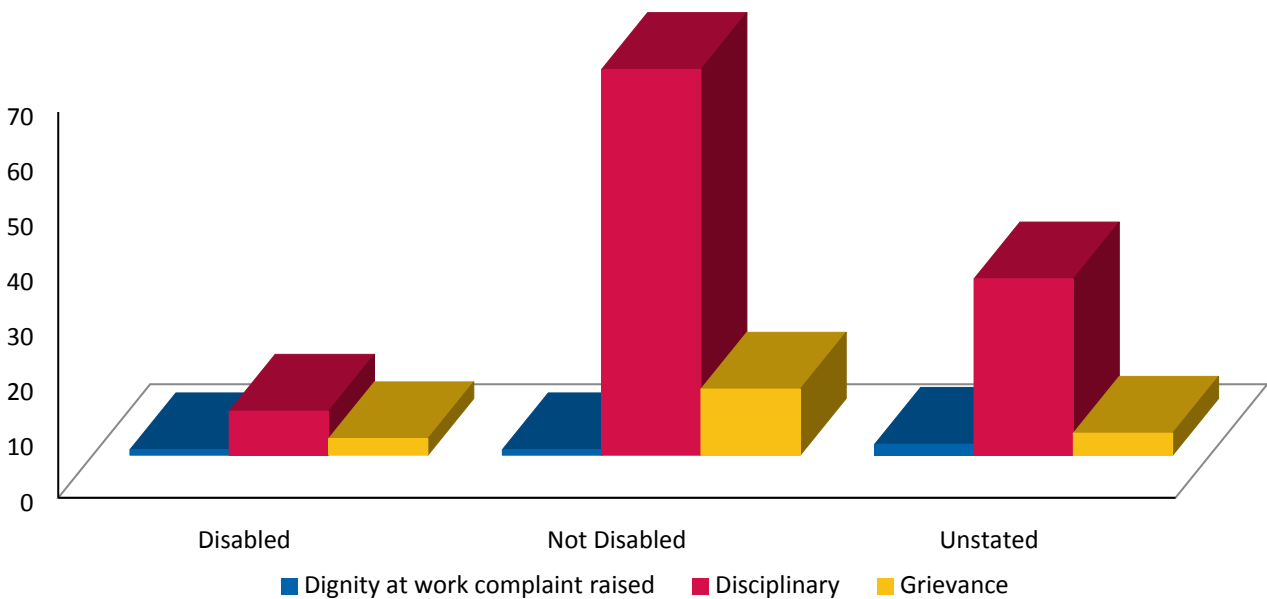
### Adviser cases by Ethnicity



### Adviser cases by Disability

Group	Total	Disabled % of total	Not Disabled % of total	Unstated % of total
Dignity at work complaint raised	4	25.00%	25.00%	50.00%
Disciplinary	110	7.27%	63.64%	29.09%
Grievance	19	15.79%	63.16%	21.05%
Total	133	9.02%	62.41%	28.57%

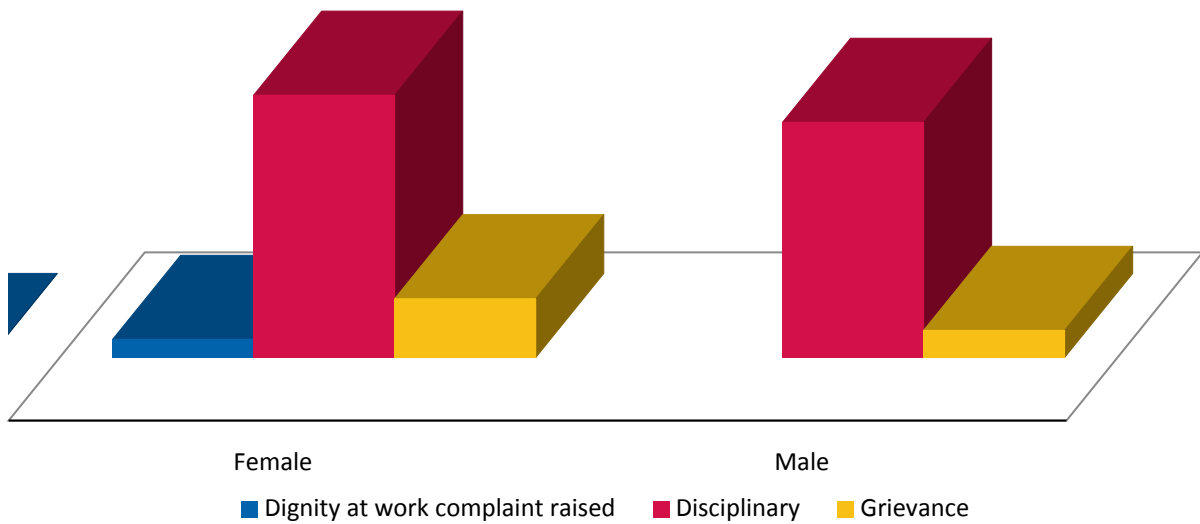
### Adviser cases by Disability



### Adviser cases by gender

Group	Total	Female % of total	Male % of total
Dignity at work complaint raised	4	100.00%	0.00%
Disciplinary	110	52.73%	47.27%
Grievance	19	68.42%	31.58%
Total	133	56.39%	43.61%

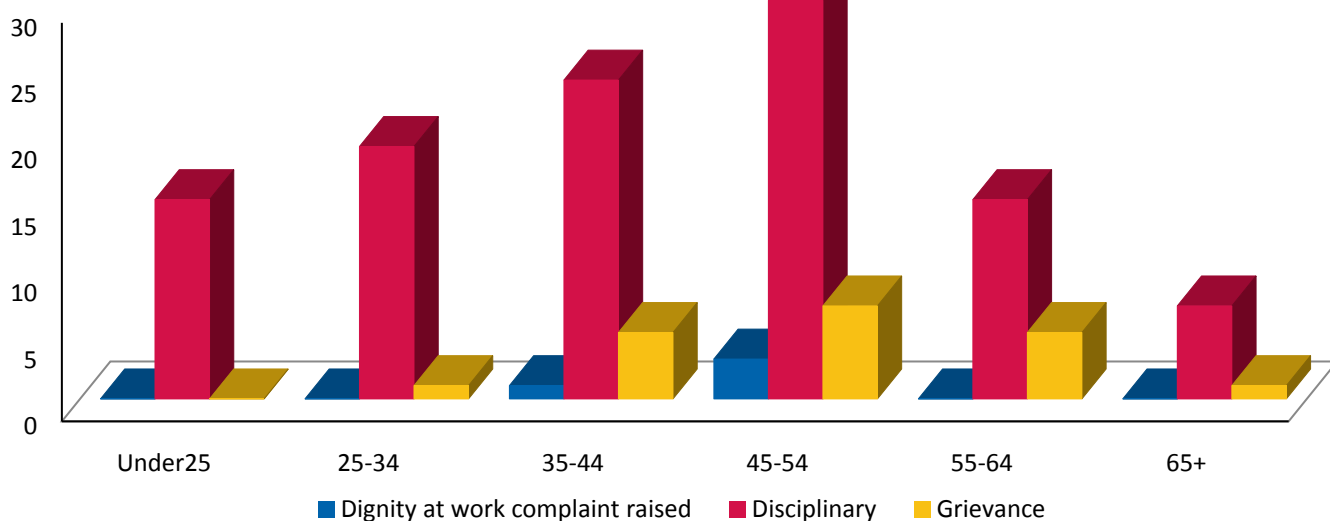
### Adviser cases by gender



### Adviser cases by age

Group	Total	Under25 % of total	25-34 % of total	35-44 % of total	45-54 % of total	55-64 % of total	65+ % of total
Dignity at work complaint raised	4	0.00%	0.00%	25.00%	75.00%	0.00%	0.00%
Disciplinary	110	13.64%	17.27%	21.82%	27.27%	13.64%	6.36%
Grievance	19	0.00%	5.26%	26.32%	36.84%	26.32%	5.26%
Total	133	11.28%	15.04%	22.56%	30.08%	15.04%	6.02%

### Adviser cases by age



### Flexible working requests

54. The figures represent formal requests for flexible working for the period 1<sup>st</sup> October 2014 to 1<sup>st</sup> October 2015. Managers also receive informal requests which are not monitored or included in these figures.

55. Due to the low figures when reporting on flexible working requests the data has not been included due to data protection and the identification of staff members. Although data has not been made available a number of key findings have been indicated below.

56. Our workforce data for non-schools indicates:

- The majority of all requests are agreed.
- There were a higher percentage of formal requests amongst female staff and in the age group 25- 34.

### Maternity – returner rates

57. The council had 90 employees who returned from maternity leave and 4 (redundant during maternity leave) who did not.

### Performance appraisal

58. 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

59. Support and supervision of staff and the appraisal arrangements tend to identify the majority of staff development needs. This year a new learning management system was introduced called grow, and this is utilised to record learning and development along with 121s and the annual appraisal. Staff are able to request attendance at training courses through the grow system. Training not formally recorded through grow includes conferences and professional updates undertaken externally and some service specific qualifications and training such as in the leisure service.
60. The system is not able to identify training requested. The information below represents the number of **attendees not individuals who have attended training**- regardless of the number of training events they have attended.
61. 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 attended training. Please see comments in the following paragraph below.
62. Our workforce data for non-schools for the period 1<sup>st</sup> October 2014 to 1<sup>st</sup> October 2015 indicates:
- Attendance at training sessions by staff declaring a BME background (3.93%) and a disability (5.43%) is representative of these groups within the workforce.
  - Male attendance at training sessions was 22.80% which is below the group representation in the workforce which is 29.93%.
  - Attendance at training sessions was slightly less than the percentage expected for the group 55 and over. The data for the under 25's is likely to reflect the fact that a high percentage of these staff work in the leisure service and training related to specialised leisure activities such as lifeguards and coaches is not currently recorded through the SAP system.

### Training by ethnicity

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
BME	218	3.93%	2.31%
White British	4741	85.50%	83.80%
White Other	153	2.76%	2.75%
Unstated	433	7.81%	11.15%
Grand Total	5545	100.00%	100.00%

### Training by disability

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Disabled	301	5.43%	4.97%
Not Disabled	4235	76.38%	73.44%
Unstated	1009	18.20%	21.59%
Grand Total	5545	100.00%	100.00%

### Training by gender

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Female	4281	77.20%	70.07%
Male	1264	22.80%	29.93%
Grand Total	5545	100.00%	100.00%

### Training by age

	Attendees	% of total attendees	% of group in workforce at 01/10/2015
Under25	441	7.95%	7.00%
25-34	1298	23.41%	19.73%
35-44	1300	23.44%	20.64%
45-54	1533	27.65%	28.85%
55-64	897	16.18%	20.27%
65+	76	1.37%	3.51%
Grand Total	5545	100.00%	100.00%

## Remuneration monitoring

63. 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.

This year, for the first time, we have included information about the gender pay gap. We have based our data on the median figures based on gross hourly rates, excluding overtime in line with the Office of National Statistics (ONS, 2015).

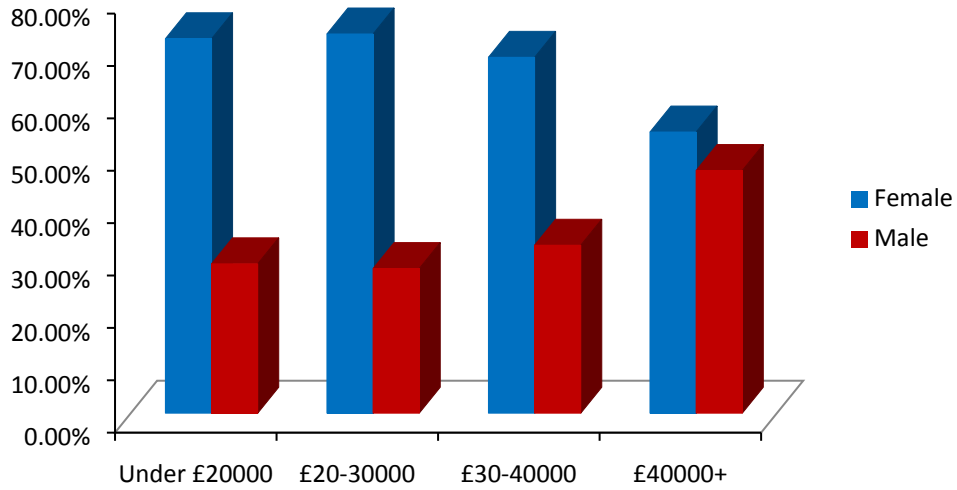
64. Our workforce data for non-schools indicates:

- The figures below reflect the higher number of females employed by the council across all salary bands.
- The percentage of male staff has risen in the higher salary bands of £30,000 per annum and above. The percentage of females decreases in the highest salary band, which means the percentages are lower than the figure for the proportion of females in the workforce.
- Gender pay gap data indicates that there is a zero gender pay gap for part-time staff a negative gender pay gap for full time staff (-7.44%). The overall pay gap within the council is 11.86% this is lower than the national average of 19.1% and the national average for local government of 19.89%.
- A negative gender pay gap percentage indicates that woman working in full time positions (37hrs+) are paid comparatively more than their male counterparts.
- The figures for BME staff decrease slightly in the highest salary band. The percentage of BME staff in the £30-£40,000 have increased this year to 3.48% from 1.89% in 2014.
- In relation to disability, remuneration is fairly evenly spread across all the salary bands and decreases slightly in the highest salary bands.

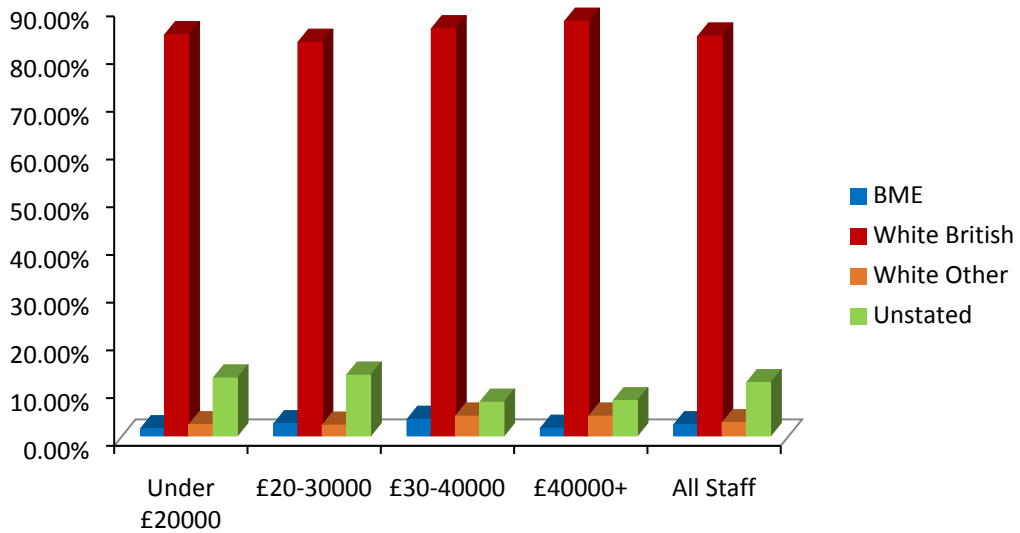
### Remuneration by Sex, Ethnicity and Disability

Salary Band	Number of staff in band	Sex		Ethnicity				Disability		
		Female	Male	BME	White British	White Other	Unstated	Disabled	Not Disabled	Unstated
Under £20000	1550	71.48%	28.52%	1.48%	84.06%	2.32%	12.13%	5.23%	70.52%	24.26%
£20-30000	2090	72.39%	27.61%	2.54%	82.49%	2.25%	12.73%	4.55%	71.48%	23.97%
£30-40000	892	67.94%	32.06%	3.48%	85.31%	4.15%	7.06%	6.05%	79.48%	14.46%
£40000+	313	53.67%	46.33%	1.60%	86.90%	4.15%	7.35%	3.51%	83.71%	12.78%
All Staff	4845	70.07%	29.93%	2.31%	83.80%	2.75%	11.15%	4.97%	73.44%	21.59%

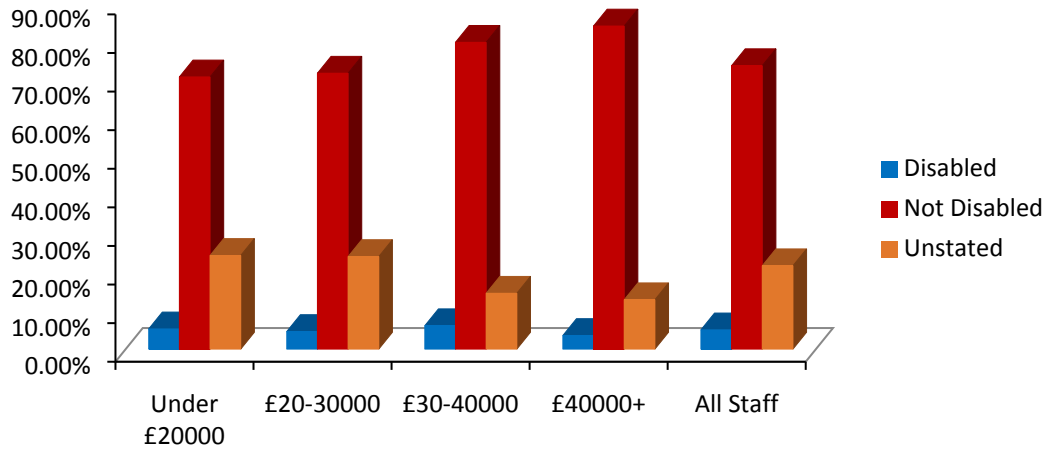
### Remuneration by Gender



### Remuneration by ethnicity



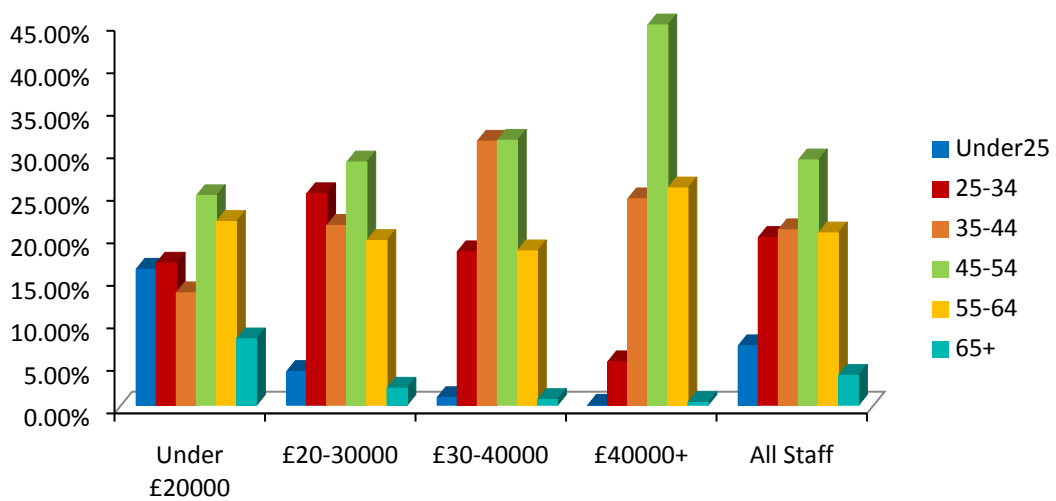
### Remuneration by disability



Remuneration by Age

Salary Band	Number of staff in band	Age					
		Under25	25-34	35-44	45-54	55-64	65+
Under £20000	1550	16.00%	16.71%	13.23%	24.65%	21.61%	7.81%
£20-30000	2090	3.97%	24.88%	21.15%	28.61%	19.38%	2.01%
£30-40000	892	0.90%	18.05%	31.05%	31.17%	18.16%	0.67%
£40000+	313	0.00%	5.11%	24.28%	44.73%	25.56%	0.32%
All Staff	4845	7.00%	19.73%	20.64%	28.85%	20.27%	3.51%

Remuneration by Age



## Gender pay gap

Organisation	Overall	Full time	Part time
ONS	19.1%	9.4%	5.5%
Local Government	19.89%	1.00%	1.54%
Wiltshire Council*	11.86%	-7.44%	0.00%

Source: Office of National Statistics, 2015 and Local Government Association, 2015

\*Please note; the Wiltshire Council figure above includes all employees on Wiltshire Council terms and conditions. This includes employees on a casual contract, schools support staff and centrally employed teachers. It is noted that this is a wider group than the rest of the data utilised in this report which does not include school support staff or casuals but does include centrally employed teachers. The LGA figure excludes casuals and the council overall figure would match this if casuals had also been excluded.

### Positive Actions

65. The council currently takes the following positive actions:

- Support for the three staff forums and inviting members to attend the equality analysis panels for new HR policies and processes.
- Positive about disabled people (Double tick symbol award) – re-awarded 2014
- Membership of Business Disability Forum.
- Reasonable adjustment budget of £10,000 per annum for disabled staff and applicants
- Updated careers website with links to information for disabled applicants
- Updated annual appraisal scheme and one to ones which include facilitated discussions about wellbeing and barriers to work and reasonable adjustments.
- Regular equality and diversity updates to Staffing Policy Committee and Corporate Directors
- Supporting equality events and the disability confident campaign
- Clear policies and procedures on equality and diversity issues for managers and staff.
- Supported internships for disabled young people with learning difficulties/and or disabilities
- Development of an equality steering group to drive forward equality and diversity work in the council in each service area including members from the staff forums.
- Development of specific equality objectives for the council

66. In 2013 a number of further measures were identified for consideration or action from the workforce data analysis and these were taken up by the council as equality objectives, these included:

- Increasing the number of under 25's in the council's workforce.
- Improving the rate of unstated for all categories – including consideration of further data cleanse exercises or targeting particular areas where information is low i.e. paper based checks for those who do not have a pc etc.
- Giving consideration to increasing the number of protected characteristics monitored
- Dignity at work – including dignity at work training in the programme of Manager briefings for 2014.

In addition to the objectives identified above the council also approved service related objectives and an additional HR objective related to implementing improvements recommended by Stonewall in their workplace equality index assessment around sexual orientation in the workplace. Feedback from this year's equality index submission will be used to review this objective.

These objectives have been reviewed this year and this has included a public consultation on the objectives in the spring. As a result the objectives were reconfirmed and some additional service objectives have been included.

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

- The percentages of under 25's who work for the council is 7% of the workforce. This represents a slight decrease from 2014. Although the figures show a slight fluctuation a lot of work has been undertaken to improve the offer on apprenticeships and workplace experience. Last year the council introduced supported internships for young disabled people which it is looking to continue this year. However the recruitment figures for the under 25's indicated that they were the highest category for the percentage of those appointed (of those who applied) increasing to 18.33% from 12.55% in 2014.
- The rate of unstated has fluctuated very slightly over the last couple of years and it is one of the council's equality objectives to try and lower this figure where possible. Work to bring the rates down further was linked to increasing the range of data collected on the protected characteristics and an equalities questionnaire was sent out to all staff this year to collect information to cover both aims. In particular the objective relating to reducing the rates of unstated was linked to the data we have historically collected on ethnicity and disability. This year the unstated rate for ethnicity reduced to 11.15% from 15.43% and for disability reduced to 21.59% from 27.09% in 2014. The council will continue to work towards increasing confidence in this area and encouraging staff to contribute to the monitoring data.
- The staff survey in 2012 raised concern that the percentage of staff with a disability who considered that they had experienced bullying and harassment was much higher than average for the workforce. As a result this was added to the council's equality objectives. Training on the dignity at work policy and procedure was covered in a series of manager briefings last year and the policy is planned to be reviewed next year. The staff survey in 2014 contained the following revised question on bullying and harassment to increase clarity: 'In the last year, I have personally experienced bullying or harassment whilst at work'. The question was revised to include harassment rather than just bullying, clarify that it was bullying

and harassment which had been personally experienced and that it had occurred whilst at work rather than 'whilst working for the organisation' which was felt to be more open to interpretation. The result of the staff survey 2014 were that 100 staff declared that they had a disability and of this group 22% stated that they felt that they had experienced bullying and harassment in the last year. This compared to 16.8% in 2012. 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.

- In the 2014 staff survey 9% of all staff considered that they had experienced bullying. This compares to national data which indicates that 11% of managers reported grievances being raised concerning bullying and harassment (WERS – Workplace Employment Relations Survey 2011). The staff survey in 2014 was expanded to ask for data on additional protected characteristics so it became possible to consider bullying and harassment in respect of other groups. It was found that the percentages for bullying and harassment had increased for those with a disability and that there were some high percentages for some other groups of staff with protected characteristics. Our equality objective has been broadened to recognise this.
- ACAS indicate that the public sector and certain groups with protected characteristics consistently have higher levels of bullying and harassment. The council recognise the impact of bullying and harassment on individuals and will continue to work to reduce the percentages reported. It is recognised that work in this area may take time to reflect in a staff survey and longer timescales are likely to be required to measure any changes. Consultation with the staff forums will form part of any proposed changes.

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

69. Contact details

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**By Telephone:** 01225 716161



## Appendix A

### Staff survey 2014 – Anonymous workforce equality and diversity information

As part of the staff survey staff were asked for the following equality and diversity information. The response rate for the staff survey was 60% (2782 employees).

#### Sex

	Total	%
Female	1681	60.42%
Male	765	27.50%
Rather not say	292	10.50%
Blank	44	1.58%
Grand Total	2782	100.00%

#### Gender identity

Question - Is your gender identity the same as the sex you were assigned at birth?

	Total	%
No	21	0.75%
Yes	2442	87.78%
Rather not say	241	8.66%
Blank	78	2.80%
Grand Total	2782	100.00%

#### Sexual Orientation

	Total	%
Bisexual	22	0.79%
Gay man	28	1.01%
Heterosexual	2312	83.11%
Lesbian/Gay woman	21	0.75%
Prefer not to say	326	11.72%
Blank	73	2.62%
Grand Total	2782	100.00%

## Age

	Total	%
16-19	19	0.68%
20-24	101	3.63%
25-29	212	7.62%
30-34	262	9.42%
35-39	232	8.34%
40-44	339	12.19%
45-49	358	12.87%
50-54	336	12.08%
55-59	300	10.78%
60-64	130	4.67%
65+	41	1.47%
Prefer not to say	403	14.49%
Blank	49	1.76%
Grand Total	2782	100.00%

## Disability

	Type	Total	%
Not Disabled Total		2412	86.70%
Disabled Total		100	3.59%
Prefer not to say Total		221	7.94%
Blank Total		49	1.76%
Grand Total		2782	100.00%

## Caring responsibilities

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

	Total	%
No	1809	66.19%
Yes	695	25.43%
Prefer not to say	229	8.38%
Grand Total	2733	100.00%

## Ethnicity

Ethnicity	Ethnicity Type	Total	%
Asian or Asian British Total		12	0.43%
Black or Black British Total		7	0.25%
Mixed background Total		26	0.93%
Other ethnic group Total		6	0.22%
White Total		2356	84.69%
Blank Total		131	4.71%
Prefer not to say Total		244	8.77%
Grand Total		2782	100.00%