

Wiltshire Council

Equality and Diversity Employment Monitoring Report (Draft)

Introduction	3
Who is included in the report and data gaps	3
Workforce headcount	4
How we collect equality information	4
Employee engagement and consultation	4
Human Resources and policy review.....	6
Due regard/ Equality analysis panels.....	6
Benchmarking and sharing good practice.....	6
Workforce data and findings	7
Ethnicity.....	8
Disability.....	12
Sex	15
Age.....	17
Recruitment monitoring	20
Internal promotions.....	22
Leaver monitoring.....	24
Discipline, dignity at work and grievance procedure	28
Flexible working requests	30
Performance appraisal	31
Training monitoring	31
Remuneration monitoring	33
Positive actions	36
Appendix A	
Religion and belief.....	37
Sexual orientation.....	38
Carers	39

Introduction

1. 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). 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
2. This report forms part of the overall reporting against the Public Sector Equality Duty and sets out our workforce monitoring information for the year 2012/2013.
3. The council has monitored workforce equality and diversity data for a number of years and uses this information to understand diversity in the workforce. The information provides data to enable the council to analyse and assess the impact of policies, practices and decisions on those with protected characteristics in the workforce and to identify where action is required to remedy any negative effect or disadvantage experienced by particular groups and promote equality of opportunity for all.
4. This report sets out data based on the key employment areas which the council currently monitors in relation to workforce data. Where possible it also identifies key issues which have been highlighted when reviewing the workforce data and draws comparisons and additional information from other external sources. It is the intention that the analysis of this data found within the report will contribute to the setting of Wiltshire Council's equality objectives – this is another legal requirement (specific duty) as part of the PSED
5. The data contained in this report has been based on either headcount data as at 1 April 2013 or where monitoring information is reviewed over a year, the reference period which has been for the year 2012/2013.

Who is included in the report and data gaps?

6. The council currently collects and monitors equality data relating to the protected characteristics of race, disability, sex and age. We currently do not monitor information relating to religion and belief, sexual orientation, marriage and civil partnerships or gender reassignment or by caring status. Where we have gaps in workforce information we have used external statistics based on the Wiltshire population to provide data on the likely representation on sexual orientation, carer status and religion and belief (see Appendix A).
7. We are currently taking steps to review the information gaps of the wider protected characteristic groups and the policies and practices currently not monitored. Further information about data gaps can be found under specific monitoring areas below.
8. This report also includes figures of the total number of staff employed in schools for information. The data relating to schools has not been analysed in further detail as schools are responsible for producing their own equality and diversity information and agreeing their own workforce policies and procedures.

Workforce headcount

9. The non schools workforce headcount figure on 1.4.2013 was 5273 compared with 5314 on 1.4.2012. This shows a slight decrease in the overall workforce figures which are linked to budget cuts and restructures. The council's business aims and objectives are set out in its [Business Plan](#) and the council continues to need to make substantial savings on staff costs to maintain service delivery. Since April 2013 the council has taken a number of steps to reduce the number of overall posts and achieve savings.
10. This has included:
 - Inviting staff to apply for voluntary redundancy
 - Restructure and reduction in the number of senior management posts
 - Ensuring that only essential vacancies are filled giving priority to staff in the redeployment pool
 - Continuing to offer flexible working options
11. An organisational design toolkit has been designed to provide guidance and support for managers involved in restructuring their teams.

How we collect equality information

12. 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.
13. The data collected in SAP is based on information provided by staff during recruitment and throughout their employment and staff are also encouraged to check and update their personal information by using the SAP self service facility. This year a data cleanse exercise took place in May and staff were encouraged to update key personal information held in SAP including information on the currently monitored protected characteristics. This did result in a number of changes to equality self-declarations.
14. It is recognised that there are still some staff that do not have access to SAP and the self service facility and data collection for these staff is an area for review. As in previous years, there are also staff that has not provided equality information which has resulted in some high percentages of unknowns in the report and we continue to look for ways to build confidence about declaring and decreasing these numbers.

Employee engagement and consultation

15. The council continues to experience a period of considerable change and employee engagement is a key priority.
16. 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'.
17. Employee engagement also takes place through:

Staff Equality Forums - the council has four staff 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.

18. The staff forums include:
- Staff disability forum
 - Black and minority ethnic (BME) staff forum
 - Carers 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).
19. Some examples of proactive engagement with the forums have been:
- The council's promotion of Black History Month (BME staff forum)
 - 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 2013 (LGBT staff forum)
 - The involvement of the staff carers forum in Carers Week 2013 (and for 2014) and in the proposed new engagement arrangements for consulting carers across Wiltshire through the Carers Representative Group.
20. **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.
21. **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.
22. **Staff survey** - to increase staff engagement the council set up an annual staff survey in 2011 to collect information from staff on their views and opinions and take suitable action on staff feedback. In 2012 the employee engagement index (national benchmarking standard used by BIS) rose to 51% which was a 19% increase from 2011. The survey had a 60% response rate in 2012 which was an increase from 55% in 2011. Further analysis of the questions covering staff engagement in the survey indicate that responses varied for some staff with protected characteristics and further work with the staff forums may assist with this.
23. The four key priorities for engagement arising from the staff survey are:
1. Wiltshire Council employees need to receive more consistent and regular information and, in particular, clarity is needed on why changes are being made by our leadership team.
 2. Communication needs to be open and honest in order to give staff confidence in our leaders
 3. The council needs to further develop a culture where respect and recognition is embedded
 4. Wiltshire needs to ensure that it is committed to customer satisfaction and that all our staff are part of this.

Human Resource and policy review – HR direct – updates

24. 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.
25. 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
26. 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 the intranet – HR direct. An ongoing programme of HR policy review continues to take place including work on apprenticeships, employment of under 24's, domestic abuse, volunteers etc

Due regard/ Equality Analysis panels

27. 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.
28. 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 breath of perspective.
29. Equality analysis information can be viewed on our web page.

Benchmarking and sharing good practice

30. 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.
31. 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. The group meet 3 times a year.
32. The council are members of the Business Disability Forum and have joined the Stonewall Diversity Champions Programme in 2013 where an application to the 2013/14 Workplace Equality Index was also made.

Workforce data and findings

33. 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 April 2013 and show totals both including and excluding schools.
34. Please note that where the figures in this report are low we have recognised that it may be possible to identify individuals and have replaced the data with a * in order to comply with data protection.

Staff in post

Numbers	Head count	FTE	PT	%	FT	%
Non-Schools	5273	3982	2302	43.66%	2971	56.34%
Schools	7904	3939	6174	78.11%	1730	21.89%
Total	13177	7921	8476	64.32%	4701	35.68%

Ethnicity

See below for a breakdown of workforce figures for ethnicity

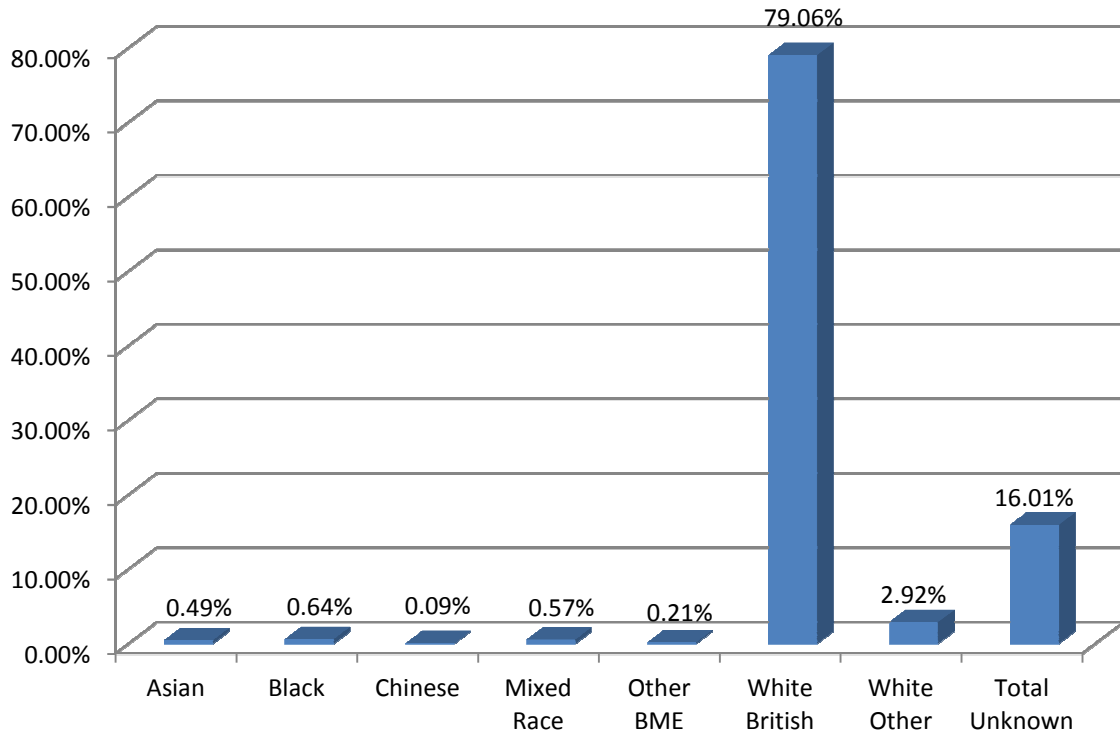
35. The figures from the Wiltshire census 2011 indicate that 3.56 % of the working population in Wiltshire have a BME background. It has to be noted that when comparing Wiltshire Council's percentage of BME staff with the BME working population found in Wiltshire that there is a strong military presence 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:
 - 2.01% of the non-schools workforce has a BME background compared to 1.71% in 2012. Within the group of staff who have declared that they have a BME background, 65.09% are female compared with 34.91 % who are male. This is representative of the higher number of females employed by the council.
 - A slightly higher percentage of BME staff, 64.15% work full-time compared to 56.34% 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 is higher in the younger age ranges and then decreases slightly. This is reflected in data for length of service and may reflect changes in population in Wiltshire (please see comments above).
 - The total 'unknown' figure (those staff not declaring) shows that 16.01% have not disclosed their ethnicity and the council will continue to encourage staff to disclose this information.

Ethnicity – Headcount figures

Numbers	Asian	%	Black	%	Chinese	%	Mixed Race	%	Other BME	%	BME Combined Total	%
Non-Schools	26	0.49%	34	0.64%	5	0.09%	30	0.57%	11	0.21%	106	2.01%
Schools	19	0.24%	18	0.23%	3	0.04%	26	0.33%	4	0.05%	70	0.89%
Total	45	0.34%	52	0.39%	8	0.06%	56	0.42%	15	0.11%	176	1.34%

Numbers	White British	%	White Other	%	Total Known	%	Total Unknown	%	Total
Non-Schools	4169	79.06%	154	2.92%	4429	83.99%	844	16.01%	5273
Schools	5080	64.27%	125	1.58%	5275	66.74%	2629	33.26%	7904
Total	9249	70.19%	279	2.12%	9704	73.64%	3473	26.36%	13177

Non-schools breakdown of ethnicity

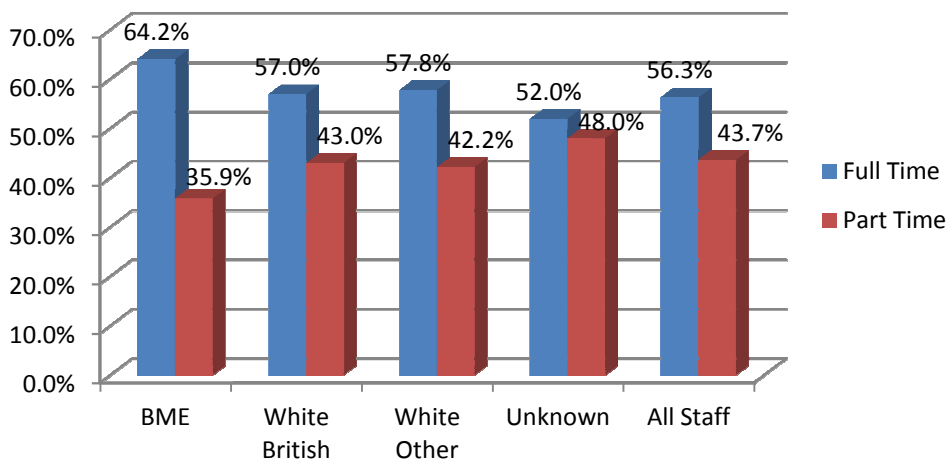


By sex

	Head Count	Female	%	Male	%
BME	106	69	65.09%	37	34.91%
White British	4169	2895	69.44%	1274	30.56%
White Other	154	115	74.68%	39	25.32%
Unknown	844	528	62.56%	316	37.44%
All Staff	5273	3607	68.41%	1666	31.59%

Ethnicity by full-time / part-time

Ethnicity - % full time and part time staff



Ethnicity by age

	Head Count	Under25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%
BME	106	10	9.43%	36	33.96%	27	25.47%	22	20.75%	9	8.49%	2	1.89%
White British	4169	243	5.83%	770	18.47%	925	22.19%	1190	28.54%	905	21.71%	136	3.26%
White Other	154	4	2.60%	32	20.78%	32	20.78%	48	31.17%	33	21.43%	5	3.25%
Unknown	844	72	8.53%	171	20.26%	158	18.72%	256	30.33%	142	16.82%	45	5.33%
All Staff	5273	329	6.24%	1009	19.14%	1142	21.66%	1516	28.75%	1089	20.65%	188	3.57%

Ethnicity by length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
BME	106	34	32.08%	24	22.64%	27	25.47%	17	16.04%	4	3.77%
White British	4169	669	16.05%	770	18.47%	1107	26.55%	1024	24.56%	599	14.37%
White Other	154	17	11.04%	29	18.83%	79	51.30%	19	12.34%	10	6.49%
Unknown	844	46	5.45%	106	12.56%	341	40.40%	225	26.66%	126	14.93%
All Staff	5273	766	14.53%	929	17.62%	1554	29.47%	1285	24.37%	739	14.01%

Disability

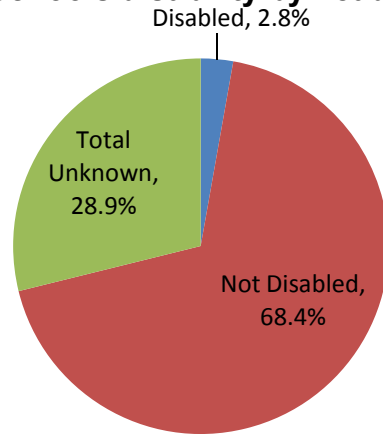
See below for a breakdown of workforce figures for disability

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:
- 2.77% of the non schools workforce has declared a disability compared to 2.48% in 2012. Within the council non schools workforce and the group which have identified that they have a disability, 68.49% are female and 31.51% are male. This is reflective of the higher percentage of female staff across the council.
 - A slightly higher percentage of disabled staff, 63.01% work full-time compared to 56.34% of the total workforce work full-time.
 - Disabled staff are represented in all the ranges for length of service and ages.
 - The percentage of disabled staff who are BME is 1.37% which is slightly lower than the percentage of staff who are BME in the workplace which is 2.01%.
 - 28.86% of staff have not disclosed whether they have a disability. This figure has reduced since 2012 and the council will continue to encourage staff to disclose this information.
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 minimum 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 staff disability forum. The council is a member of the Business Disability Forum.

Disability by headcount

Numbers	Disabled	%	Not Disabled	%	Total Known	%	Total Unknown	%	Total
Non-Schools	146	2.77%	3605	68.37%	3751	71.14%	1522	28.86%	5273
Schools	25	0.32%	4207	53.23%	4232	53.54%	3672	46.46%	7904
Total	171	1.30%	7812	59.29%	7983	60.58%	5194	39.42%	13177

Non-Schools disability by headcount



Disability by sex

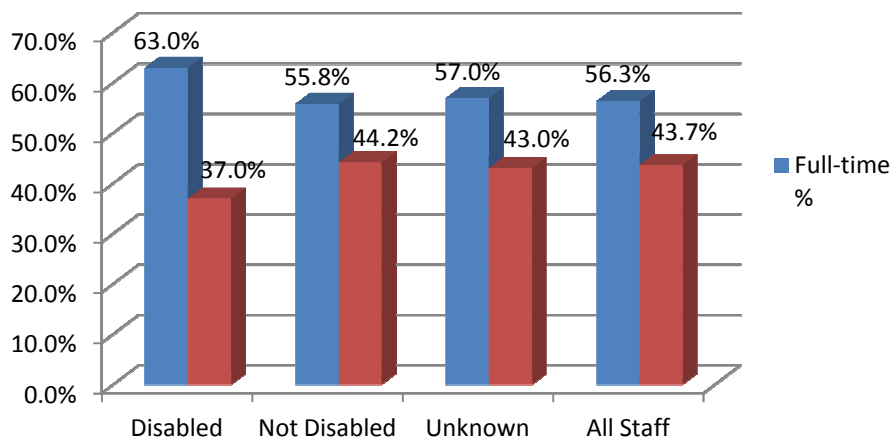
	Head Count	Female	%	Male	%
Disabled	146	100	68.49%	46	31.51%
Not Disabled	3605	2625	72.82%	980	27.18%
Unknown	1522	882	57.95%	640	42.05%
All Staff	5273	3607	68.41%	1666	31.59%

Disability by ethnicity

	Head Count	BME	%	White British	%	White Other	%	Unknown	%
Disabled	146	2	1.37%	127	86.99%	3	2.05%	14	9.59%
Not Disabled	3605	90	2.50%	3318	92.04%	145	4.02%	52	1.44%
Unknown	1522	14	0.92%	724	47.57%	6	0.39%	778	51.12%
All Staff	5273	106	2.01%	4169	79.06%	154	2.92%	844	16.01%

Disability – full time /part time

Disability - full time/part time by %



Disability by age

	Head Count	Under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%
Disabled	146	3	2.05%	20	13.70%	36	24.66%	43	29.45%	40	27.40%	4	2.74%
Not Disabled	3605	236	6.55%	695	19.28%	784	21.75%	1008	27.96%	765	21.22%	117	3.25%
Unknown	1522	90	5.91%	294	19.32%	322	21.16%	465	30.55%	284	18.66%	67	4.40%
All Staff	5273	329	6.24%	1009	19.14%	1142	21.66%	1516	28.75%	1089	20.65%	188	3.57%

Disability by length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
Disabled	146	16	10.96%	19	13.01%	51	34.93%	36	24.66%	24	16.44%
Not Disabled	3605	681	18.89%	735	20.39%	897	24.88%	825	22.88%	467	12.95%
Unknown	1522	69	4.53%	175	11.50%	606	39.82%	424	27.86%	248	16.29%
All Staff	5273	766	14.53%	929	17.62%	1554	29.47%	1285	24.37%	739	14.01%

Sex (male/female)

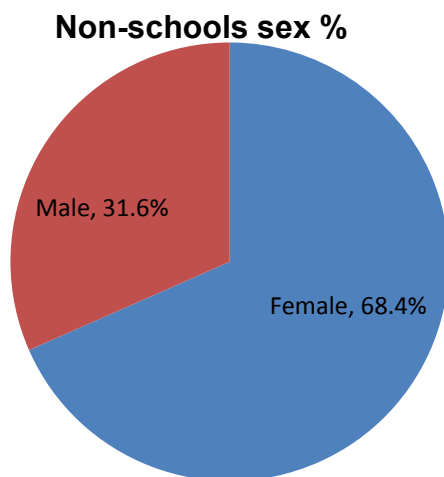
See below for a breakdown of workforce figures for male and female staff.

40. Our workforce data for non-schools indicates:

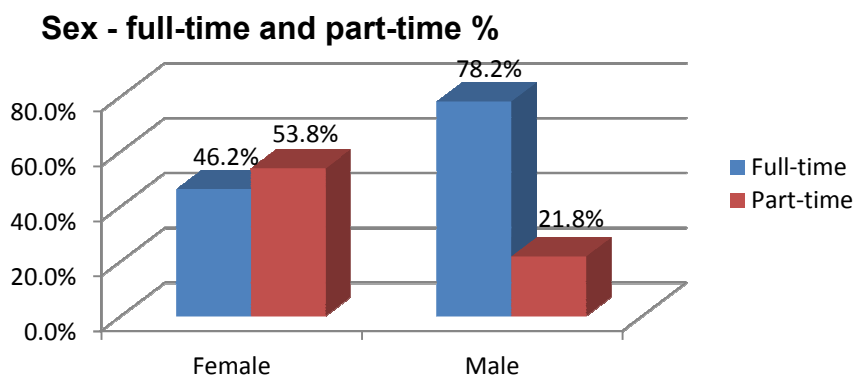
- the percentage of females is 68.41% and males 31.59% and these remains similar to the figures for 2012 which were female 68.86% and male 31.14%.
- 53.76% of women work part-time and 21.79% of men work part-time. A wide range of flexible working options including job sharing, term time only and annualised 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 and over 65 age band. The percentage of female staff is highest in the 45 – 54 age bands.

Sex – headcount

Numbers	Female	%	Male	%	Total
Non-Schools	3607	68.41%	1666	31.59%	5273
Schools	7170	90.71%	734	9.29%	7904
Total	10777	81.79%	2400	18.21%	13177



Sex – full-time/part-time



Sex by age

	Head Count	Under25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%
Female	3607	177	4.91%	649	17.99%	804	22.29%	1110	30.77%	750	20.79%	117	3.24%
Male	1666	152	9.12%	360	21.61%	338	20.29%	406	24.37%	339	20.35%	71	4.26%
All Staff	5273	329	6.24%	1009	19.14%	1142	21.66%	1516	28.75%	1089	20.65%	188	3.57%

Sex by length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
Female	3607	450	12.48%	620	17.19%	1120	31.05%	935	25.92%	482	13.36%
Male	1666	316	18.97%	309	18.55%	434	26.05%	350	21.01%	257	15.43%
All Staff	5273	766	14.53%	929	17.62%	1554	29.47%	1285	24.37%	739	14.01%

Age

See below for a breakdown of workforce figures for age.

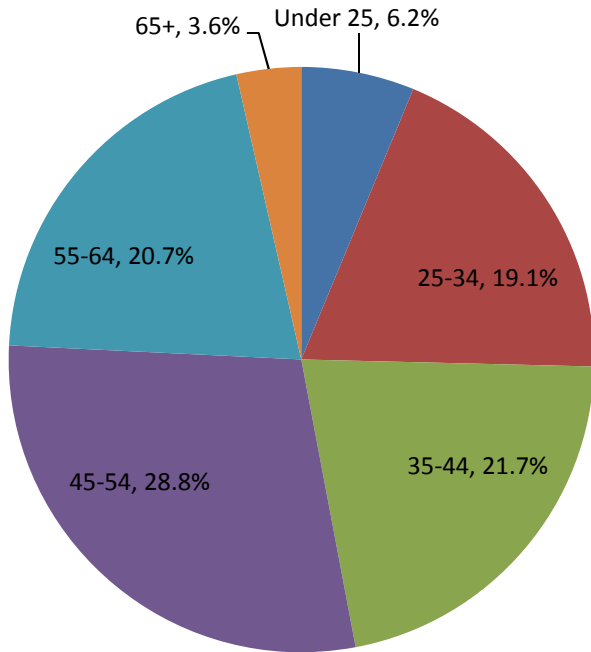
41. Our workforce data for non-schools indicates:

- The largest group within the workforce are in the age range 45 – 55, 28.75%.
- Under 25's make up 6.24% of the workforce and this compares to 16% in the working population of Wiltshire. 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, 35-44 and over 55's. A high proportion of under 25's on part time contracts work in leisure where part-time contracts are more commonly in use. The number of part-time contracts in the other age ranges may be connected to other commitments or life style choices within these groups.

Age – headcount

Numbers	Under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Total
Non-Schools	329	6.24%	1009	19.14%	1142	21.66%	1516	28.75%	1089	20.65%	188	3.57%	5273
Schools	223	2.82%	1060	13.41%	2515	31.82%	2739	34.65%	1221	15.45%	146	1.85%	7904
Total	552	4.19%	2069	15.70%	3657	27.75%	4255	32.29%	2310	17.53%	334	2.53%	13177

Non-Schools % staff in each age group



Age - full time/ part time

	Head Count	FT	%	PT	%
Under25	329	138	41.95%	191	58.05%
25-34	1009	688	68.19%	321	31.81%
35-44	1142	618	54.12%	524	45.88%
45-54	1516	901	59.43%	615	40.57%
55-64	1089	598	54.91%	491	45.09%
65+	188	28	14.89%	160	85.11%
All Staff	5273	2971	56.34%	2302	43.66%

Age – length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
Under 25	329	169	51.37%	104	31.61%	56	17.02%	0	0.00%	0	0.00%
25-34	1009	214	21.21%	280	27.75%	389	38.55%	126	12.49%	0	0.00%
35-44	1142	137	12.00%	205	17.95%	365	31.96%	349	30.56%	86	7.53%
45-54	1516	156	10.29%	196	12.93%	431	28.43%	425	28.03%	308	20.32%
55-64	1089	82	7.53%	122	11.20%	249	22.87%	324	29.75%	312	28.65%
65+	188	8	4.26%	22	11.70%	64	34.04%	61	32.45%	33	17.55%
All Staff	5273	766	14.53%	929	17.62%	1554	29.47%	1285	24.37%	739	14.01%

Recruitment monitoring

42. 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.
43. This year the report does not include the figures of shortlisted applicants as accurate figures were not available due to the switch to talent link. The report does include the number of overall applications received and the successful/appointed applicants. It also sets out the percentage of those who applied from each group and what percentage of these went on to be appointed.
44. Our workforce data for non-schools indicates:
- 6.8% of applications were from people who declared that they were from a BME background and 4.4% of all appointments were BME staff. These figures indicate an increase from last year from 5.2% of applicants and 2.8% of all appointments. The percentages of applicants of type appointed indicate that a slightly lower percentage of BME and white other applicants were appointed than expected compared to the numbers who applied.
 - 5.6% of applications from those who declared that they had a disability and appointed 4.0%. This was an increase from 5.3% applications and 3.6% appointments in 2012. 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. Separate data on short listing indicated that the percentage of disabled candidates shortlisted was 29.9% compared to 28.7% 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.
 - 61.5% of applications received by the council were from female applicants and 34.9% were from male applicants. 62.7% of posts filled were filled by female applicants, with 29.5% filled by male applicants. This is broadly reflective of the current workforce split which is 68.41% female and 31.6% male.
 - The lowest percentage of applicants appointed of type was among the under 25's and over 65's. The council is considering measures to support the under 25's (please see section on age above).

By ethnicity

	White British	%	BME	%	White Irish/ White Other	%	Unknown	%	Total Applicants
Applicants 2012/13	5493	85.1%	442	6.8%	340	5.3%	180	2.8%	6455
Appointed 2012/13	761	86.0%	39	4.4%	22	2.5%	63	7.1%	885

	White British	BME	White Irish/ White Other	All Applicants
% of applicants of type appointed 2012/13	13.9%	8.8%	6.5%	13.7%

By disability

	Not Disabled	%	Disabled	%	Unknown	%	Total Applicants
Applicants 2012/13	5893	91.3%	364	5.6%	198	3.1%	6455
Appointed 2012/13	784	88.6%	35	4.0%	66	7.5%	885

	Not Disabled	Disabled	All Applicants
% of applicants of type appointed 2012/13	13.3%	9.6%	13.7%

By sex

	Female	%	Male	%	Unknown	%	Total Applicants
Applicants 2012/13	3972	61.5%	2251	34.9%	232	3.6%	6455
Appointed 2012/13	555	62.7%	261	29.5%	69	7.8%	885

	Female	Male	All Applicants
% of applicants of type appointed 2012/13	14.0%	11.6%	13.7%

By age

	Under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Unknown	%	Total Applicants
Applicants 2012/13	1593	24.7%	1827	28.3%	1221	18.9%	1185	18.4%	410	6.4%	20	0.3%	199	3.1%	6455
Appointed 2012/13	172	19.4%	246	27.8%	174	19.7%	166	18.8%	61	6.9%	2	0.2%	64	7.2%	885

	Under 25	25-34	35-44	45-54	55-64	65+	All Applicants
% of applicants of type appointed 2012/13	10.8%	13.5%	14.3%	14.0%	14.9%	10.0%	13.7%

Internal promotions

45. The council monitor 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.
46. Our workforce data for non-schools indicates:
- 4.6% of internal applicants appointed declared that they are from BME backgrounds. This was an increase from 2% in 2012. The percentages of applicants of type appointed indicate that a slightly lower percentage of BME and white other applicants were appointed than expected compared to the numbers who applied.
 - The percentage of internal disabled applicants appointed as a percentage of those disabled applicants who applied was 25.9% compared to 26.6% for non disabled internal applicants.
 - The percentage of internal females appointed was 66.9% and the overall workforce is 68.4% female.
 - The highest percentage of type appointed was in the 65+ age band. The lowest percentage of type appointed is the under 25's. The council is currently considering measures to support the employment of under 25's (see information under age).

Ethnicity

	White British	%	BME	%	White Irish/ White Other	%	Unknown	%	Total Applicants
Applicants 2012/13	848	86.3%	55	5.6%	39	4.0%	41	4.2%	983
Appointed 2012/13	227	86.3%	12	4.6%	7	2.7%	17	6.5%	263

	White British	BME	White Irish/ White Other	All Applicants
% of applicants of type appointed 2012/13	26.8%	21.8%	17.9%	26.8%

By disability

	Not Disabled	%	Disabled	%	Unknown	%	Total Applicants
Applicants 2012/13	887	90.2%	54	5.5%	42	4.3%	983
Appointed 2012/13	232	88.2%	14	5.3%	17	6.5%	263

	Not Disabled	Disabled	All Applicants
% of applicants of type appointed 2012/13	26.2%	25.9%	26.8%

By sex

	Female	%	Male	%	Unknown	%	Total Applicants
Applicants 2012/13	614	62.5%	322	32.8%	47	4.8%	983
Appointed 2012/13	176	66.9%	69	26.2%	18	6.8%	263

	Female	Male	All Applicants
% of applicants of type appointed 2012/13	28.7%	21.4%	26.8%

By age

	Under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%	Unknown	%	Total Applicants
Applicants 2012/13	165	16.8%	286	29.1%	186	18.9%	233	23.7%	65	6.6%	3	0.3%	45	4.6%	983
Appointed 2012/13	29	11.0%	86	32.7%	50	19.0%	61	23.2%	18	6.8%	1	0.4%	18	6.8%	263

	Under 25	25-34	35-44	45-54	55-64	65+	All Applicants
% of applicants of type appointed 2012/13	17.6%	30.1%	26.9%	26.2%	27.7%	33.3%	26.8%

Leaver monitoring

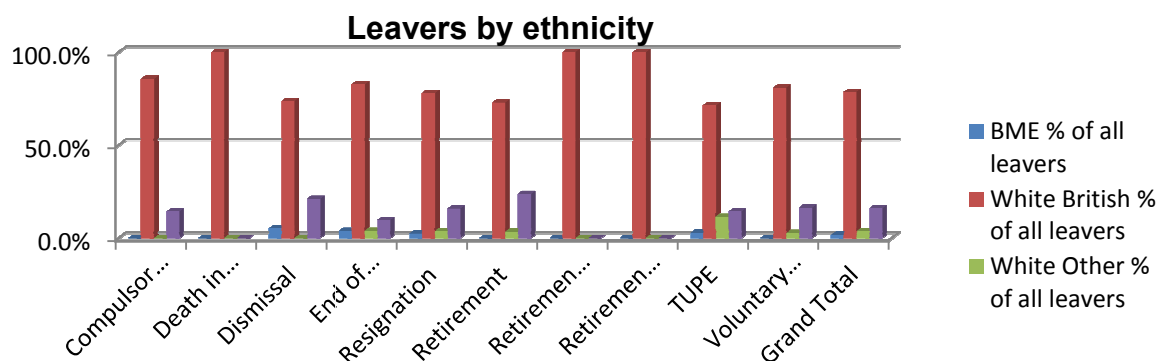
47. There was 775 non-school staff who ceased employment in the council in the year to 31 March 2013.

48. Our workforce data for non-schools indicates:

- 1.81% of leavers had declared that they had BME background, 3.10 % had declared a disability, 70.84% were female and these percentages are roughly in line with the general workforce percentages for these groups.
- Overall 3.10% of leavers had declared that they had a disability. 41.6% of all disabled leavers left due to voluntary redundancy.
- There was a slightly higher percentage of leavers in the age range 55- 64 years which was affected by the number of retirements, ill-health retirements, compulsory and voluntary redundancies in this group.
- There were a large number of voluntary redundancies this year as the council put in place a voluntary redundancy programme as one of the measures to achieve savings in the council.

By ethnicity

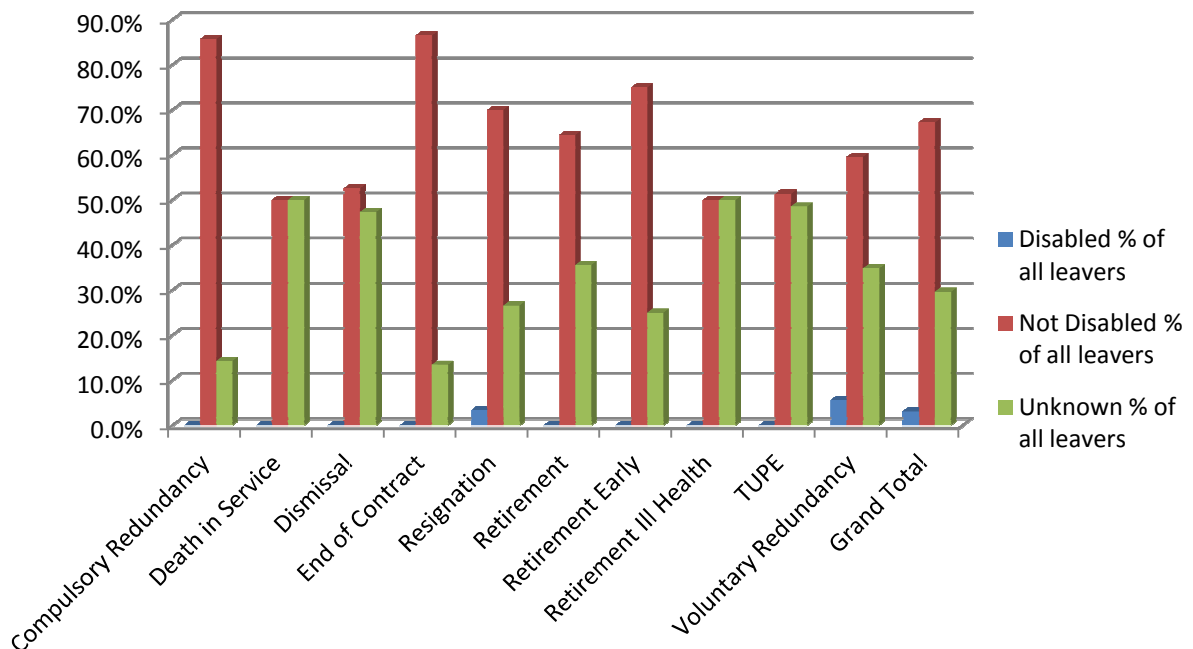
Reason	All Leavers	BME	% of all leavers	White British	% of all leavers	White Other	% of all leavers	Unknown	% of all leavers
Compulsory Redundancy	14		0.00%	12	85.71%		0.00%	*	14.29%
Death in Service	*		0.00%	*	100.00%		0.00%		0.00%
Dismissal	19	*	5.26%	14	73.68%		0.00%	4	21.05%
End of Contract	52	*	3.85%	43	82.69%	*	3.85%	5	9.62%
Resignation	410	10	2.44%	320	78.05%	15	3.66%	65	15.85%
Retirement	59		0.00%	43	72.88%	*	3.39%	14	23.73%
Retirement Early	4		0.00%	4	100.00%		0.00%		0.00%
Retirement Ill Health	*		0.00%	*	*		0.00%		0.00%
TUPE	35	*	2.86%	25	71.43%	4	11.43%	5	14.29%
Voluntary Redundancy	178		0.00%	144	80.90%	5	2.81%	29	16.29%
Grand Total	775	14	1.81%	609	78.58%	28	3.61%	124	16.00%



By disability

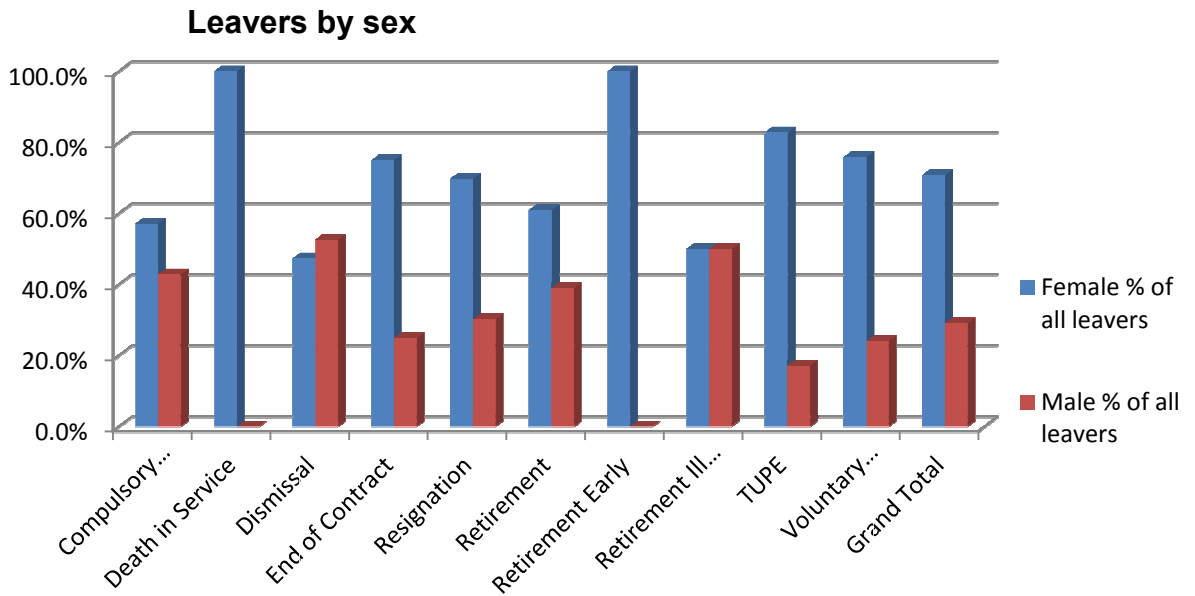
Reason	All Leavers	Disabled	% of all leavers	Not Disabled	% of all leavers	Unknown	% of all leavers
Compulsory Redundancy	14		0.00%	12	85.71%	2	14.29%
Death in Service	*		0.00%	*	*	*	*
Dismissal	19		0.00%	10	52.63%	9	47.37%
End of Contract	52		0.00%	45	86.54%	7	13.46%
Resignation	410	14	3.41%	287	70.00%	109	26.59%
Retirement	59		0.00%	38	64.41%	21	35.59%
Retirement Early	4		0.00%	3	75.00%	*	25.00%
Retirement Ill Health	*		0.00%	*	*	*	*
TUPE	35		0.00%	18	51.43%	17	48.57%
Voluntary Redundancy	178	10	5.62%	106	59.55%	62	34.83%
Grand Total	775	24	3.10%	521	67.23%	230	29.68%

Leavers by disability



By sex

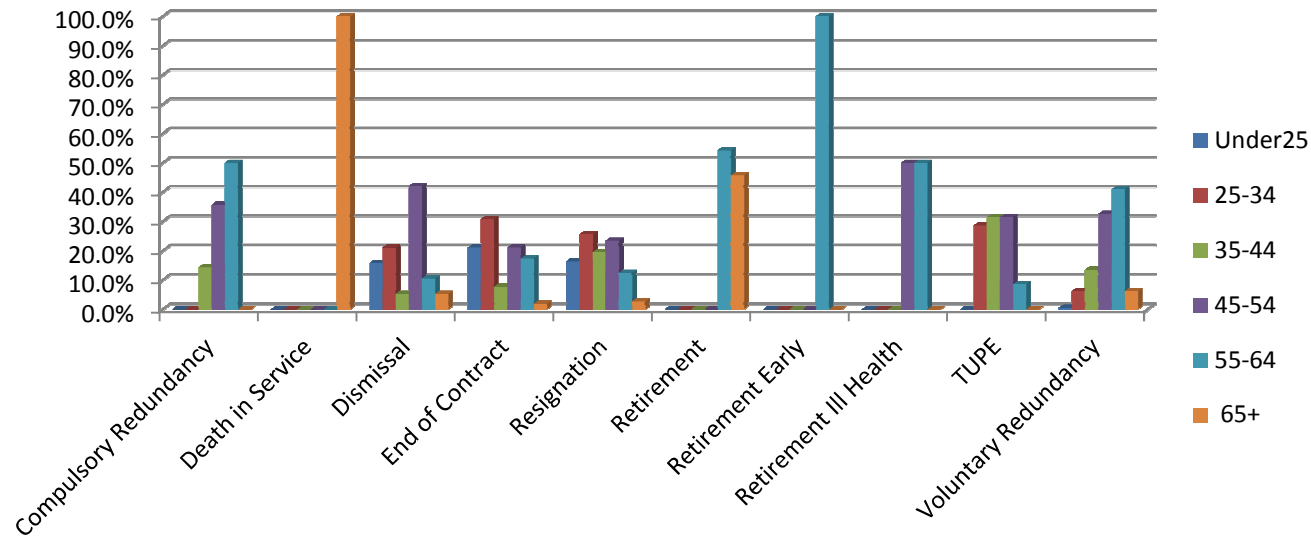
Reason	All Leavers	Female	% of all leavers	Male	% of all leavers
Compulsory Redundancy	14	8	57.14%	6	42.86%
Death in Service	*	*	*		0.00%
Dismissal	19	9	47.37%	10	52.63%
End of Contract	52	39	75.00%	13	25.00%
Resignation	410	286	69.76%	124	30.24%
Retirement	59	36	61.02%	23	38.98%
Retirement Early	4	4	100.00%		0.00%
Retirement Ill Health	*	*	*	*	*
TUPE	35	29	82.86%	6	17.14%
Voluntary Redundancy	178	135	75.84%	43	24.16%
Grand Total	775	549	70.84%	226	29.16%



By age

Reason	All Leavers	Under 25	% 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%		0.00%	*	*	5	35.71%	7	50.00%		0.00%
Death in Service	*		0.00%		0.00%		0.00%		0.00%		0.00%	*	*
Dismissal	19	3	15.79%	4	21.05%	*	5.26%	8	42.11%	*	*	*	*
End of Contract	52	11	21.15%	16	30.77%	4	7.69%	11	21.15%	9	17.31%	*	1.92%
Resignation	410	67	16.34%	105	25.61%	80	19.51%	96	23.41%	51	12.44%	11	2.68%
Retirement	59		0.00%		0.00%		0.00%		0.00%	32	54.24%	27	45.76%
Retirement Early	4		0.00%		0.00%		0.00%		0.00%	4	100.00%		0.00%
Retirement Ill Health	*		0.00%		0.00%		0.00%	*	*	*	*		0.00%
TUPE	35		0.00%	10	28.57%	11	31.43%	11	31.43%	3	8.57%		0.00%
Voluntary Redundancy	178	*	*	11	6.18%	24	13.48%	58	32.58%	73	41.01%	11	6.18%
Grand Total	775	82	10.58%	146	18.84%	122	15.74%	190	24.52%	182	23.48%	53	6.84%

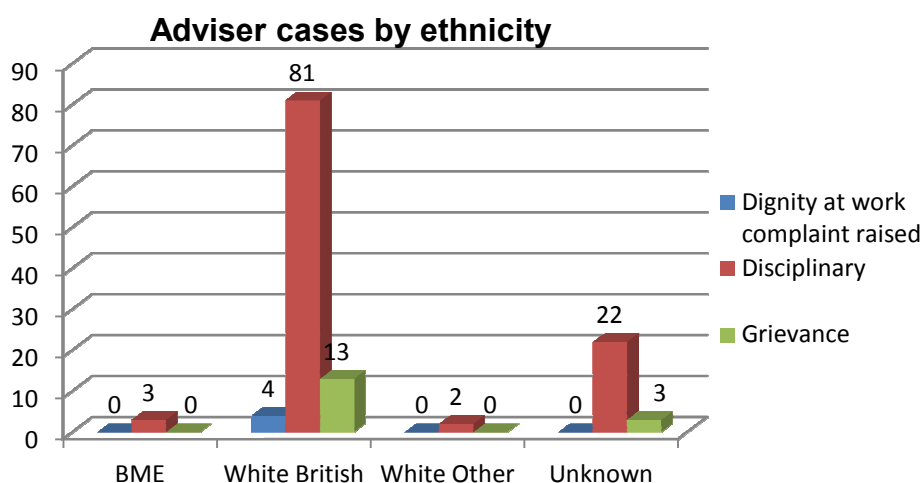
Leavers by age



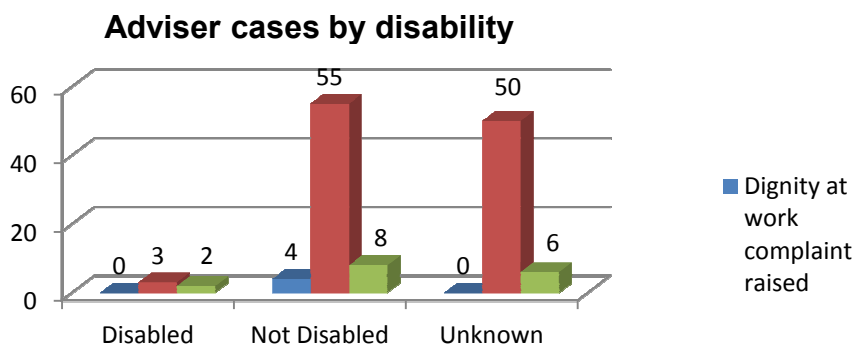
Discipline, Dignity at Work and grievance procedure

49. A count of all non school staff that have raised grievance procedures, dignity at work procedures or are the subject of disciplinary procedures.
50. Our workforce data for non-schools indicates:
- The highest numbers of cases (108) relate to use of the disciplinary procedure.
 - There were no dignity at work complaints by staff who had declared a BME background or a disability. However, it was noted from the staff survey that staff who had declared a disability were twice as likely to indicate that they had experienced bullying in the workplace. A number of manager briefings covering the dignity at work policy have been planned for 2014.

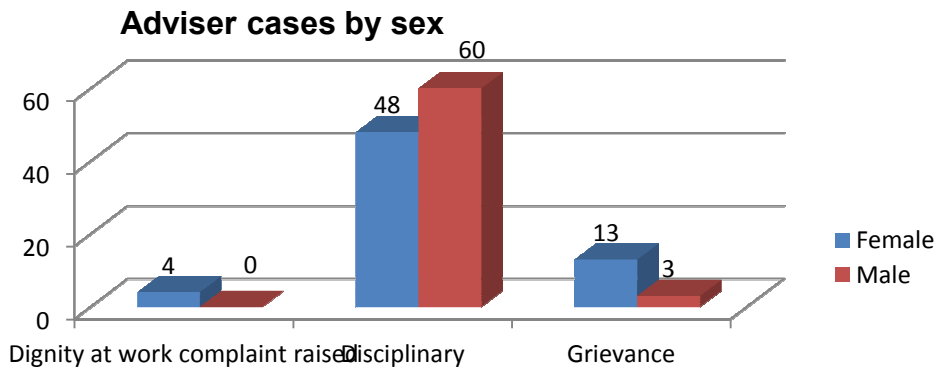
Ethnicity					
Group	BME	White British	White Other	Unknown	Grand Total
Dignity at work complaint raised		4			4
Disciplinary	3	81	2	22	108
Grievance		13		3	16



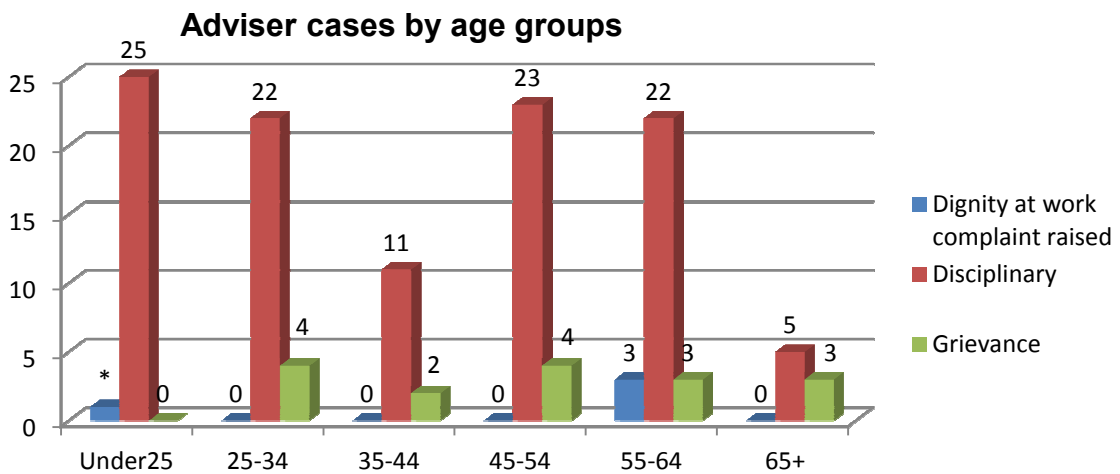
Disability				
Group	Disabled	Not Disabled	Unknown	Grand Total
Dignity at work complaint raised		4		4
Disciplinary	3	55	50	108
Grievance	2	8	6	16



Sex			
Group	Female	Male	Grand Total
Dignity at work complaint raised	4		4
Disciplinary	48	60	108
Grievance	13	3	16



Age Band							Grand Total
Group	Under25	25-34	35-44	45-54	55-64	65+	Grand Total
Dignity at work complaint raised	*				3		4
Disciplinary	25	22	11	23	22	5	108
Grievance		4	2	4	3	3	16



Flexible working requests

51. The figures represent formal requests for flexible working. Managers also receive informal requests which are not monitored or included in these figures.

52. Our workforce data for non-schools indicates:

- There were a higher percentage of formal requests amongst female staff and in the age group 25- 44.
- The majority of all requests are agreed.

Ethnicity			
Outcome	White British	Unknown	Grand Total
Flexible working request agreed	6	2	8
Flexible working request declined	2		2
Grand Total	8	2	10

Disability				
Outcome	Disabled	Not Disabled	Unknown	Grand Total
Flexible working request agreed		4	4	8
Flexible working request declined	1	1		2
Grand Total	1	5	4	10

Sex				
Outcome	Female	Male	Grand Total	
Flexible working request agreed	6	2	8	
Flexible working request declined	2		2	
Grand Total	8	2	10	

Age Band						
Outcome	Under 25	25-34	35-44	45-54	55-64	Grand Total
Flexible working request agreed	1	4	3			8
Flexible working request declined		1	1			2
Grand Total	1	5	4	0	0	10

Performance appraisal

53. The council has a single countywide appraisal system. The system of appraisal is not used to determine benefit or disadvantage (including pay) but primarily for developmental purposes. The appraisal process enables staff to discuss issues relating to barriers to access and progress at work with their manager.

Training monitoring

54. Support and supervision of staff and the appraisal arrangements tend to identify the majority of development needs. Staff request internal and some external training through the SAP system and the majority of applications are approved. Training not formally recorded includes conferences and professional updates undertaken externally.
55. The system in place 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. The percentage of each group in Wiltshire Council's non-schools workforce is given for comparison as the training data is for these employees.
56. Our workforce data for non-schools indicates:
- Attendance on training by staff declaring a BME background (2.87%) and a disability (3.24%) is representative of these groups within the workforce.
 - Male attendance on training was 22.7% which is below the group representation in the workforce which is 31.59%.
 - Attendance on training was slightly less than the percentage expected for the group amongst the under 25's and over 55 +. 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 are not currently recorded through the SAP system.

By ethnicity

	Attendees	% of total attendees	% of group in workforce at 01/04/2013
BME	148	2.87%	2.01%
White British	4414	85.68%	79.06%
White Other	158	3.07%	2.92%
Unknown	432	8.39%	16.01%
Grand Total	5152	100.00%	83.99%

By disability

	Attendees	% of total attendees	% of group in workforce at 01/04/2013
Disabled	167	3.24%	2.77%
Not Disabled	4180	81.13%	68.37%
Unknown	805	15.63%	28.86%
Grand Total	5152	100.00%	100.00%

By sex

	Attendees	% of total attendees	% of group in workforce at 01/04/2013
Female	3979	77.23%	68.41%
Male	1173	22.77%	31.59%
Grand Total	5152	100.00%	100.00%

By age

	Attendees	% of total attendees	% of group in workforce at 01/04/2013
Under25	197	3.82%	6.24%
25-34	1164	22.59%	19.14%
35-44	1145	22.22%	21.66%
45-54	1665	32.32%	28.75%
55-64	909	17.64%	20.65%
65+	72	1.40%	3.57%
Grand Total	5152	100.00%	100.00%

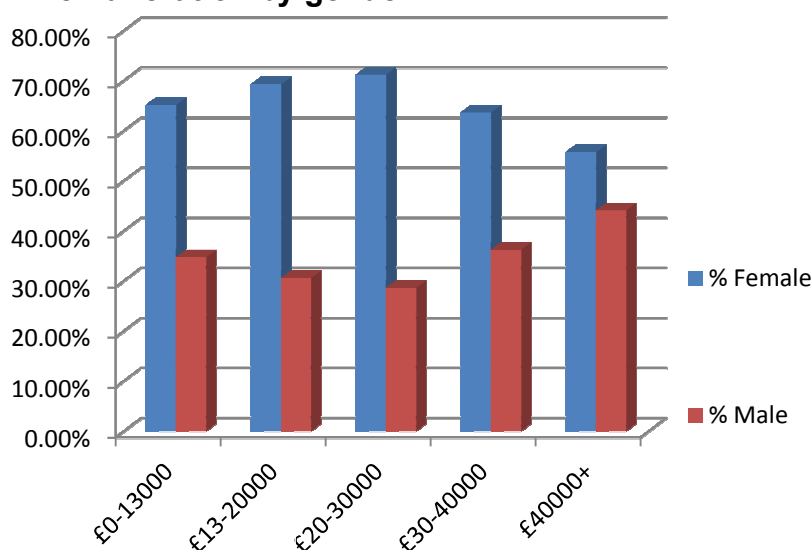
Remuneration monitoring

57. The council operates a robust and transparent system of job evaluation which was developed as part of a pay reform process. The scheme ensures that all jobs are assessed objectively and paid fairly in relation to other jobs within the council. The majority of posts in the council have been evaluated under this scheme. Some specialist and senior roles will have been assessed under other evaluation schemes

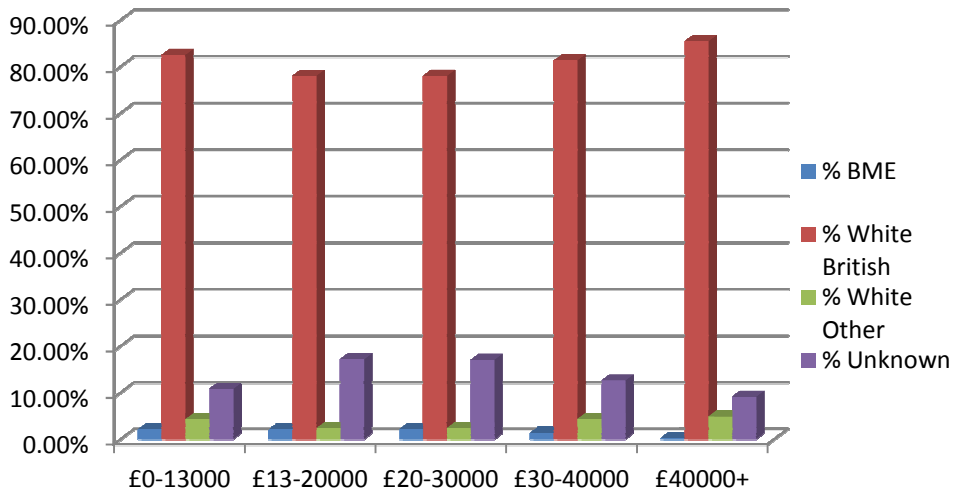
- The figures below reflect the higher number of females employed by the council across all salary bands.
- The percentage of male staff rises in the higher salary bands £30k +
- The figures for BME staff are spread reasonably evenly in the first three salary bands but then do decrease slightly in the highest salary band.
- In relation to disability remuneration is fairly evenly spread across all the salary bands.

Salary Band	Number of staff in band	Gender		Ethnicity				Disability		
		% Female	% Male	% BME	% White British	% White Other	% Unknown	% Disabled	% Not Disabled	% Unknown
£0-13000	46	65.22%	34.78%	2.17%	82.61%	4.35%	10.87%	2.17%	60.87%	36.96%
£13-20000	2274	69.35%	30.65%	2.20%	78.10%	2.46%	17.24%	2.68%	66.09%	31.22%
£20-30000	1857	71.30%	28.70%	2.26%	78.14%	2.48%	17.12%	2.64%	66.51%	30.86%
£30-40000	813	63.71%	36.29%	1.48%	81.43%	4.43%	12.67%	3.57%	74.54%	21.89%
£40000+	283	55.83%	44.17%	0.35%	85.51%	4.95%	9.19%	2.12%	82.33%	15.55%
Total	5273	68.41%	31.59%	2.01%	79.06%	2.92%	16.01%	2.77%	68.37%	28.86%

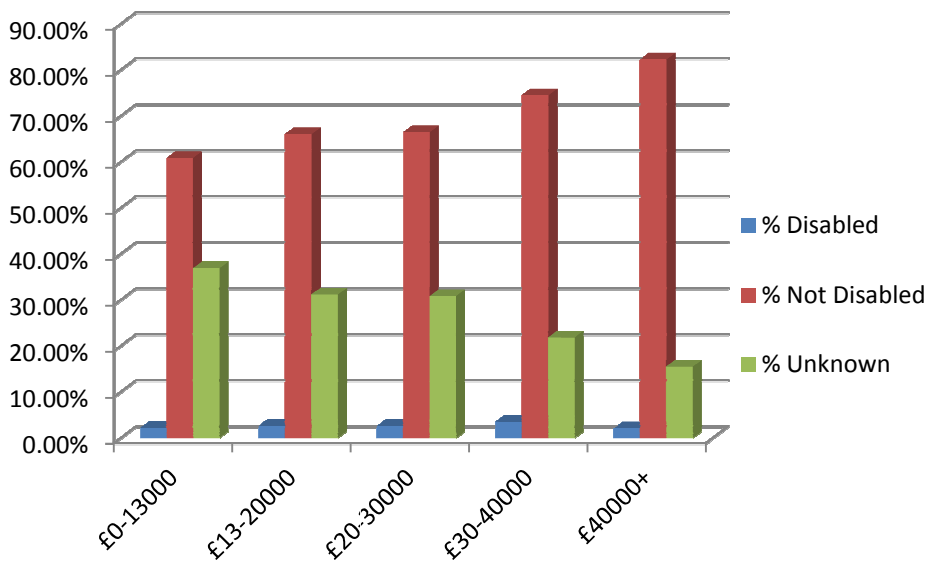
Remuneration by gender



Remuneration by ethnicity



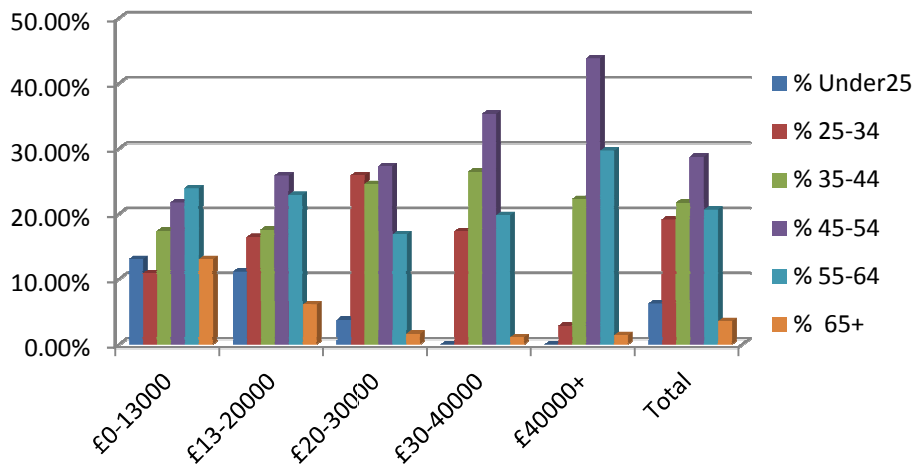
Remuneration by disability



By Age

Salary Band	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
£0-13000	13.04%	10.87%	17.39%	21.74%	23.91%	13.04%
£13-20000	11.13%	16.45%	17.59%	25.86%	22.87%	6.11%
£20-30000	3.77%	25.90%	24.56%	27.30%	16.86%	1.62%
£30-40000	0.00%	17.34%	26.45%	35.30%	19.80%	1.11%
£40000+	0.00%	2.83%	22.26%	43.82%	29.68%	1.41%
Total	6.24%	19.14%	21.66%	28.75%	20.65%	3.57%

Remuneration by age



Positive Actions

58. The council currently take the following positive actions:
- Support for the four 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 2013
 - Membership of Business Disability Forum and Stonewall.
 - Reasonable adjustment budget of £20,000 per annum for disabled staff and applicants
 - Updated careers website with links to information for disabled applicants
 - Updated annual appraisal scheme which includes facilitated discussions about health 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.
59. Further measures which have been identified for consideration or action based on the council's workforce data analysis include:
- Increasing the recruitment and retention of under 25's as set out in this report.
 - Improving 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.
 - 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.
60. Further work will also be undertaken to use the data set out in this report to develop and consult on the council's equality and diversity objectives.
61. Contact details

By Post: Human Resources
Wiltshire Council
County Hall, East Wing
Bythesea Road
Trowbridge
Wiltshire BA14 8JQ

By Email: policyandreward@wiltshire.gov.uk

By Telephone: 01225 716161

Appendix A

Under the Equality Act 2010, specific duties, we are expected to publish the following information:

- Anonymous indication of the representation of sexual orientation and religion and belief within the workforce.
- An indication of any issues for trans staff, based on engagement with trans staff or voluntary groups.

We have also included research and local Census (2011) data/information about Carers.

Our research has produced the following findings:

Religion and Belief

2011 Census data shows:

Area name	All categories	Christian %	Buddhist %	Hindu %	Jewish %	Muslim %	Sikh %	Other religion %	No religion %	Religion not stated %
England And Wales	56,075,912	59.3	0.4	1.5	0.5	4.8	0.8	0.4	25.1	7.2
England	53,012,456	59.4	0.5	1.5	0.5	5.0	0.8	0.4	24.7	7.2
South West	5,288,935	60.4	0.4	0.3	0.1	1.0	0.1	0.6	29.3	7.9
Wiltshire	470,981	64.0	0.3	0.3	0.1	0.4	0.1	0.5	26.5	7.7

Likely representation of Religion and Belief within Wiltshire Council based on the %'s of the Wiltshire statistics above is:

	Schools & Non Schools	Schools	Non Schools
Christian (64%)	8433	5059	3375
No religion (26.5%)	3492	2095	1397
Religion not stated (7.7%)	1015	609	406
Other	237	141	95
Total No of Employees	13177	7904	5273

Sexual Orientation

The question on sexual identity was developed and tested on a number of surveys in 2008 and was added to the IHS in 2009. The data have been collected to provide accurate statistics to underpin the equality monitoring responsibilities of public sector organisations and to assess the disadvantage or relative discrimination experienced by the lesbian, gay and bisexual population.

The sexual identity question was asked to respondents aged 16 years and over and was not asked by proxy. Proxy interviews are defined as those when answers are supplied by a third party, who is a member of the respondent's household. A valid response was provided by 95 per cent of eligible responders.

The IHS data in the survey period January 2012 to December 2012 indicate that:

- 93.5 per cent of adults identified themselves as Heterosexual/Straight,
- 1.1 per cent of the surveyed UK population, approximately 545,000 adults, identified themselves as Gay or Lesbian,
- 0.4 per cent of the surveyed UK population, approximately 220,000 adults, identified themselves as Bisexual,
- 0.3 per cent identified themselves as 'Other',
- 3.6 per cent of adults stated 'Don't know' or refused to answer the question,
- 1.1 per cent of respondents provided 'No response' to the question.

The 'Other' option on the question was to address the fact that not all people will consider they fall in the first three categories.

Likely representation of LGBT staff with regards to employment with Wiltshire Council based on the results above are:

	Schools & Non Schools	Schools	Non Schools
Heterosexual/Straight (93.5%)	12321	7390	4930
Gay/lesbian/bisexual/other (1.8%)	237	142	95
Unknown/No response (4.7%)	619	372	248
Total No of Employees	13177	7904	5273

Source: [Key Findings from the Integrated Household Survey: January 2012 to December 2012 \(Experimental Statistics\) - ONS](#)

Carers

2011 Census data for Wiltshire shows:

Likely representation of Carers within Wiltshire Council based on the Wiltshire population %'s is:

	Wiltshire population %	Schools & Non Schools	Schools	Non Schools
Provides no unpaid care (89.9%)	423,373 89.9%	11846	7106	4740
Provides unpaid care: (10.1%)	47,608 10.1%	1331	798	533
Provides 1 to 19 hours unpaid care a week (7.02%)	33,064 7.02%	925	555	370
Provides 20 to 49 hours unpaid care a week (1.07%)	5,066 1.07%	141	84	57
Provides 50 or more hours unpaid care a week (2.01%)	9,478 2.01%	265	159	106
Total Numbers	470,981 100%	13177	7904	5273