

Wiltshire Council

Equality and Diversity Employment Monitoring Report

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
Corporate equality steering group.....	6
Human Resources and policy review.....	6
Due regard/ Equality analysis panels.....	6
Benchmarking and sharing good practice.....	7
Workforce data and findings	7
Ethnicity.....	7
Disability.....	11
Sex	14
Age.....	16
Recruitment monitoring	17
Internal promotions	21
Leaver monitoring	24
Discipline, dignity at work and grievance procedure.....	28
Flexible working requests.....	30
Maternity – returner rates.....	31
Performance appraisal.....	31
Training monitoring	31
Remuneration monitoring.....	33
Positive actions	36
Appendix A	
Religion and belief.....	38
Sexual orientation	39
Carers	40
Appendix B	
Staff Survey 2014.....	41

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. 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. In order to make the change to the new reporting date and cover the gap created by the change, this report is an interim report. It is based on the headcount figure as at 1 April 2015 and a further report will be produced for 1 October 2015 to commence the new reporting cycle.
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. 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.
5. The data contained in this report has been based on either headcount data as at 1 April 2015 or where monitoring information is normally reviewed over a year (e.g. in relation to recruitment and training), the reference period for this interim report is based on figures for the 6 month reporting gap (April to October 2014) created by moving the date of future reports from the 1 April each year to 1 October each year as set out above.

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 are currently in the process of increasing the range of characteristics which the council monitor. Once this process has been completed we hope to start including information relating to religion and belief, sexual orientation, marriage and civil partnerships or gender reassignment or by caring status. This forms one of the council's equality objectives and is an ongoing piece of work.

7. Where we currently 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](#)) and we have also been able to include information from the 2014 staff survey ([Appendix B](#)).
8. The council is also committed to reducing the number of unknown's in the data through its equality objectives and this will also be picked up through the work to increase the range of data collected on the SAP system.
9. Further information about data gaps can be found under the specific monitoring areas below.
10. 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

11. The non schools workforce headcount figure on 1.4.2015 was 5030 compared with 4913 on 1.4.2014.

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 the council has sent out an equality monitoring questionnaire to ask staff to update their equality and diversity information and provide new information on the protected characteristics which the council has not previously monitored including religion and belief, sexual orientation, marriage and civil partnerships or gender reassignment or by caring status.
14. As in previous years, there are still staff that have 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.
15. Last year the council also used the staff survey to collect additional anonymous information on the equality and diversity of staff. This included collecting information on protected characteristics such as sexual orientation, gender identity, different types of impairment in relation to disability and caring responsibilities which have not previously been collected by the council. This report contains some of this information in the appendices to fill in some of the data gaps.

Employee engagement and consultation

16. The council continues to experience a period of considerable change and employee engagement is a key priority.
17. 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'.

18. 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.

19. 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).

20. 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).

21. **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.

22. **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.

23. **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. 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

24. 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

25. 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.
26. 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
27. 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 shared parental leave, dignity at work, standby and callout arrangements, overtime arrangements, monitoring of staff and flexible working etc.

Due regard/ Equality Analysis panels

28. 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.
29. 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.

30. Equality analysis information can be viewed on our [web page](#).

Benchmarking and sharing good practice

31. 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.
32. 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.
33. The council are members of the Business Disability Forum and have joined the Stonewall Diversity Champions Programme in 2013 and have taken part in the Stonewall Workplace Equality Index.

Workforce data and findings

34. 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 2015.
35. 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	5030	3771	2193	43.60%	2837	56.40%

Ethnicity

See below for a breakdown of workforce figures for ethnicity

36. 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).

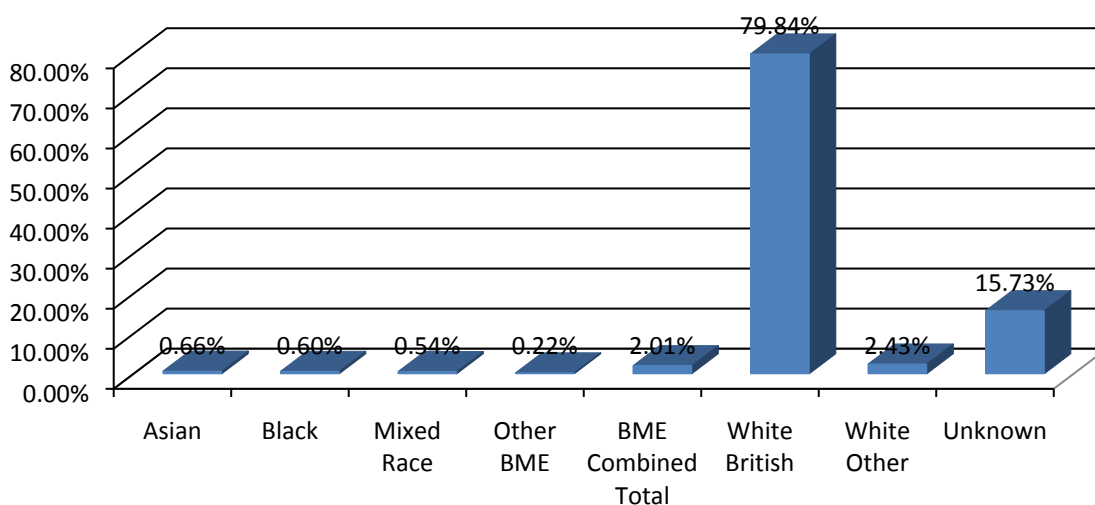
37. Our non-schools workforce data indicates that:

- 2.01% 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, 63.37% are female compared with 36.63% who are male. This is representative of the higher number of females employed by the council.
- A slightly higher percentage of BME staff, 69.31% work full-time compared to 56.40% of the total workforce work full-time.
- BME staff are represented in all the ranges for length of service and age. The percentage of staff of BME staff with over 2 years service is 72.28% compared to 80.89% for all other staff.
- The total 'unknown' figure (those staff not declaring) shows that 15.73% have not disclosed their ethnicity and the council will continue to encourage staff to disclose this.

Ethnicity – Headcount figures

Non-schools	Number	% of total
Asian	33	0.66%
Black	30	0.60%
Mixed Race	27	0.54%
Other BME	11	0.22%
BME Combined Total	101	2.01%
White British	4016	79.84%
White Other	122	2.43%
Unknown	791	15.73%
All Staff	5030	100.00%

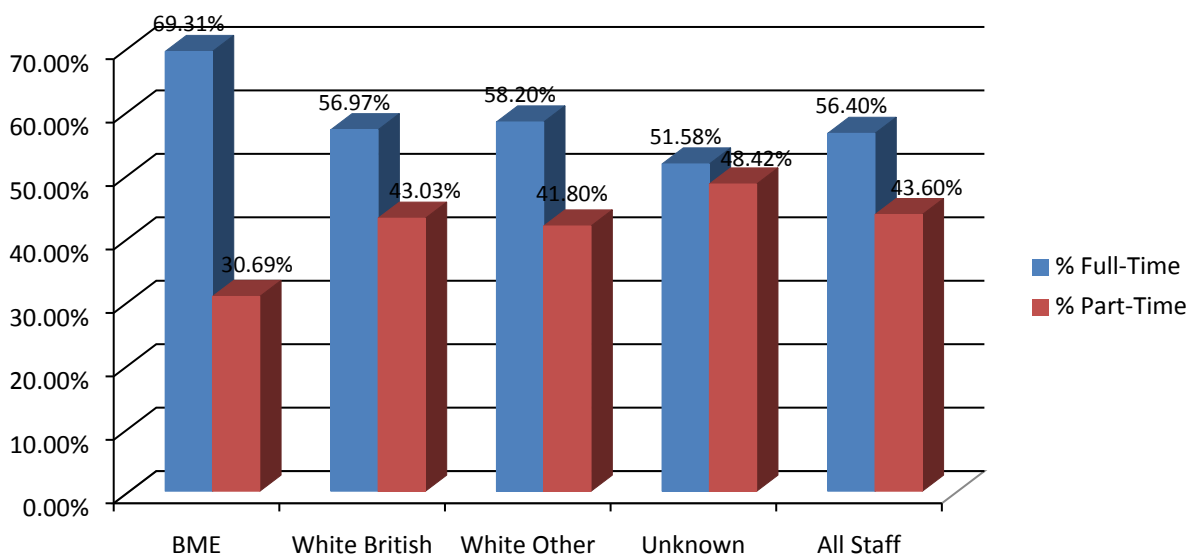
Ethnicity (%) by Headcount



By sex

	Head Count	Female	%	Male	%
BME	101	64	63.37%	37	36.63%
White British	4016	2842	70.77%	1174	29.23%
White Other	122	88	72.13%	34	27.87%
Unknown	791	508	64.22%	283	35.78%
All Staff	5030	3502	69.62%	1528	30.38%

Ethnicity by full-time / part-time



Ethnicity by age

	Head Count	Under25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%
BME	101	8	7.92%	27	26.73%	27	26.73%	25	24.75%	12	11.88%	*	*
White British	4016	269	6.70%	787	19.60%	868	21.61%	1142	28.44%	818	20.37%	132	3.29%
White Other	122	*	*	17	13.93%	35	28.69%	36	29.51%	30	24.59%	*	*
Unknown	791	85	10.75%	152	19.22%	136	17.19%	244	30.85%	137	17.32%	37	4.68%
All Staff	5030	363	7.22%	983	19.54%	1066	21.19%	1447	28.77%	997	19.82%	174	3.46%

Ethnicity by length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
BME	101	28	27.72%	24	23.76%	21	20.79%	22	21.78%	6	5.94%
White British	4016	796	19.82%	704	17.53%	954	23.75%	1054	26.25%	508	12.65%
White Other	122	16	13.11%	18	14.75%	58	47.54%	23	18.85%	7	5.74%
Unknown	791	121	15.30%	59	7.46%	280	35.40%	233	29.46%	98	12.39%
All Staff	5030	961	19.11%	805	16.00%	1313	26.10%	1332	26.48%	619	12.31%

Disability

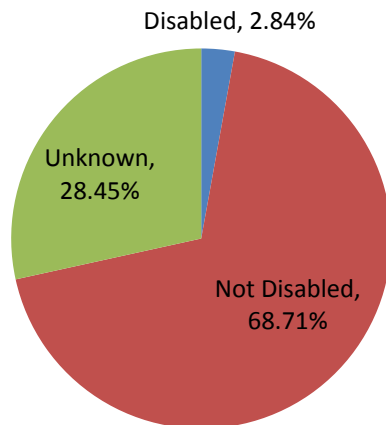
See below for a breakdown of workforce figures for disability

38. 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'.
39. Our non-schools workforce data indicates:
- 2.84% of the non schools workforce has declared a disability compared to 2.65% in 2014. Of those who declared that they had a disability, 70.63% were female and 29.37% were male. This is reflective of the higher percentage of female staff across the council.
 - Results from the 2014 staff survey indicate that 3.48% of the staff who responded to the survey considered themselves to have a disability. The staff survey was anonymous (see Appendix B).
 - A slightly higher percentage of disabled staff, 60.14% work full-time compared to 56.40% 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 1.4% which is slightly lower than the percentage of staff who are BME in the workplace which is 2.01%.
 - 28.45% of staff have not disclosed whether they have a disability. The council will continue to encourage staff to disclose this information.
40. 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 Carers and disability staff forum. The council is a member of the Business Disability Forum.

Disability by headcount

	Number	% of total
Disabled	143	2.84%
Not Disabled	3456	68.71%
Unknown	1431	28.45%
All Staff	5030	100.00%

Disability (%) by Headcount



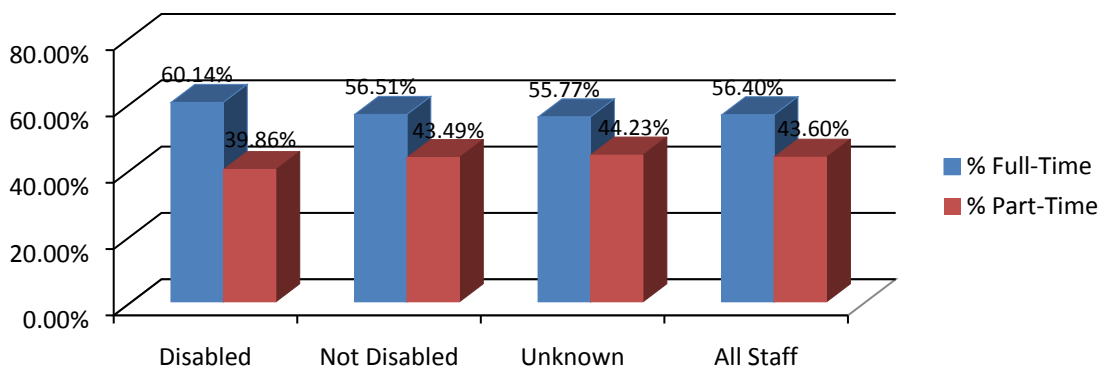
Disability by sex

	Head Count	Female	%	Male	%
Disabled	143	101	70.63%	42	29.37%
Not Disabled	3456	2512	72.69%	944	27.31%
Unknown	1431	889	62.12%	542	37.88%
All Staff	5030	3502	69.62%	1528	30.38%

Disability by ethnicity

	Head Count	BME	%	White British	%	White Other	%	Unknown	%
Disabled	143	*	1.4%	124	86.71%	4	2.80%	13	9.09%
Not Disabled	3456	88	2.55%	3205	92.74%	113	3.27%	50	1.45%
Unknown	1431	11	0.77%	687	48.01%	5	0.35%	728	50.87%
All Staff	5030	101	2.01%	4016	79.84%	122	2.43%	791	15.73%

Disability – full time /part time



Disability by age

	Head Count	Under 25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%
Disabled	143	*	*	21	14.69%	33	23.08%	55	38.46%	26	18.18%	6	4.20%
Not Disabled	3456	236	6.83%	670	19.39%	763	22.08%	970	28.07%	706	20.43%	111	3.21%
Unknown	1431	125	8.74%	292	20.41%	270	18.87%	422	29.49%	265	18.52%	57	3.98%
All Staff	5030	363	7.22%	983	19.54%	1066	21.19%	1447	28.77%	997	19.82%	174	3.46%

Disability by length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
Disabled	143	16	11.19%	16	11.19%	46	32.17%	40	27.97%	25	17.48%
Not Disabled	3456	696	20.14%	702	20.31%	799	23.12%	855	24.74%	404	11.69%
Unknown	1431	249	17.40%	87	6.08%	468	32.70%	437	30.54%	190	13.28%
All Staff	5030	961	19.11%	805	16.00%	1313	26.10%	1332	26.48%	619	12.31%

Sex (male/female)

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

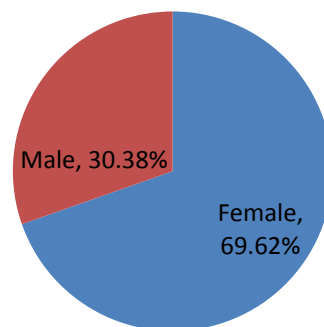
41. Our workforce data for non-schools indicates:

- the percentage of females is 69.62% and males 30.38% and these remain similar to the figures for 2014 which were female 69.31% and male 30.69%.
- 52.08% of women work part-time and 24.15% 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.

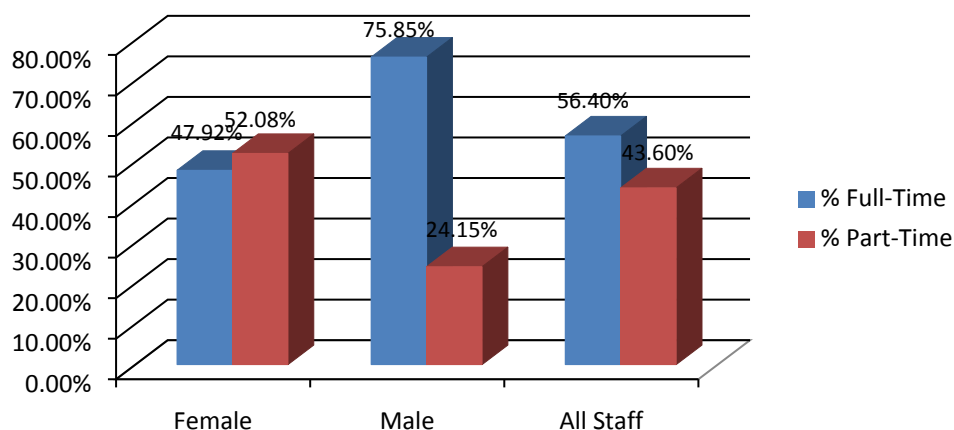
Sex – headcount

Non-schools	Number	% of total
Female	3502	69.62%
Male	1528	30.38%
All Staff	5030	100.00%

Sex % by Headcount



Sex – full-time/part-time



Sex by age

	Head Count	Under25	%	25-34	%	35-44	%	45-54	%	55-64	%	65+	%
Female	3502	204	5.83%	635	18.13%	748	21.36%	1094	31.24%	699	19.96%	122	3.48%
Male	1528	159	10.41%	348	22.77%	318	20.81%	353	23.10%	298	19.50%	52	3.40%
All Staff	5030	363	7.22%	983	19.54%	1066	21.19%	1447	28.77%	997	19.82%	174	3.46%

Sex by length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
Female	3502	667	19.05%	495	14.13%	942	26.90%	972	27.76%	426	12.16%
Male	1528	294	19.24%	310	20.29%	371	24.28%	360	23.56%	193	12.63%
All Staff	5030	961	19.11%	805	16.00%	1313	26.10%	1332	26.48%	619	12.31%

Age

See below for a breakdown of workforce figures for age.

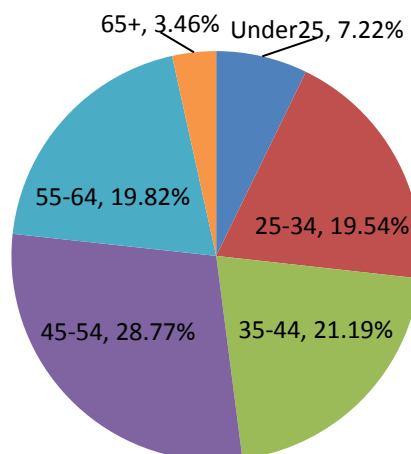
42. Our workforce data for non-schools indicates:

- The largest group within the workforce are in the age range 45 – 55, 28.77%.
- Under 25's make up 7.22% of the workforce (a slight decrease from 7.61% in 2014) and this compares to 16.19% in the working population of Wiltshire ([Source: ONS Mid Year Estimates 2013](#)). 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	363	7.22%
25-34	983	19.54%
35-44	1066	21.19%
45-54	1447	28.77%
55-64	997	19.82%
65+	174	3.46%
All Staff	5030	100.00%

Age % by Headcount



Age - full time/ part time

	Head Count	FT	%	PT	%
Under25	363	142	39.12%	221	60.88%
25-34	983	653	66.43%	330	33.57%
35-44	1066	629	59.01%	437	40.99%
45-54	1447	849	58.67%	598	41.33%
55-64	997	535	53.66%	462	46.34%
65+	174	29	16.67%	145	83.33%
All Staff	5030	2837	56.40%	2193	43.60%

Age – length of service

	Head Count	Under 2 years	%	2-5 years	%	5-10 years	%	10-20 years	%	20 years+	%
Under 25	363	196	53.99%	113	31.13%	54	14.88%	0	0.00%	0	0.00%
25-34	983	254	25.84%	234	23.80%	341	34.69%	154	15.67%	0	0.00%
35-44	1066	180	16.89%	157	14.73%	302	28.33%	375	35.18%	52	4.88%
45-54	1447	214	14.79%	172	11.89%	358	24.74%	430	29.72%	273	18.87%
55-64	997	107	10.73%	119	11.94%	207	20.76%	304	30.49%	260	26.08%
65+	174	10	5.75%	10	5.75%	51	29.31%	69	39.66%	34	19.54%
All Staff	5030	961	19.11%	805	16.00%	1313	26.10%	1332	26.48%	619	12.31%

Recruitment monitoring

43. 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.
44. 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.

45. Our workforce data for non-schools in the 6 months covered by this interim report 1 April 2014 to 31 September 2014 indicates:
- 5.58% of all applications, 3.95% of shortlisted applicants and 3.74% of appointments were from people who declared that they were from a BME background. These figures indicate a slight decrease on last year's report from 5.94% of all applications, however, the percentage of all appointments remain at a similar figure of 3.76%. Additionally, the percentages of applicants of type appointed as a percentage of those who applied has increased to 11.58% compared to 9.31% in last year's report for BME staff. These figures are higher than the figures from the 2011 census, which indicate that 3.56% of the Wiltshire population have a BME background.
 - 6.60% of all applications, 6.77% of those shortlisted and 3.90% of those appointed declared that they had a disability. This was a slight increase from 5.30% applications and 3.31% appointments in last year's report; along with the percentage of applicants of type appointed as a percentage of those applied (10.22%) 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 37.33% compared to 35.61% 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.
 - 64.54% of applications received by the council were from female applicants and 32.96% were from male applicants. 65.87% of posts filled were filled by female applicants, with 27.16% filled by male applicants. This is broadly reflective of the current workforce split which is 69.62% female and 30.38% 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 was also slightly lower than in other groups at 14.50% but has increased from 12.55% in last year's report. The council currently has a number of measures in place to support the under 25's (please see section on age above).

By ethnicity

Ethnic Origin	Number who Applied	Number Shortlisted	Number Appointed	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	190	49	22	5.58%	3.95%	3.74%	25.79%	44.90%	11.58%
White British	2999	1097	507	88.02%	88.47%	86.08%	36.58%	46.22%	16.91%
White Irish/Other	158	49	19	4.64%	3.95%	3.23%	31.01%	38.78%	12.03%
Not Declared	60	45	41	1.76%	3.63%	6.96%	75.00%	91.11%	68.33%
Grand Total	3407	1240	589	100.00%	100.00%	100.00%	36.40%	47.50%	17.29%

By disability

Disability	Number who Applied	Number Shortlisted	Number Appointed	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	225	84	23	6.60%	6.77%	3.90%	37.33%	27.38%	10.22%
Not Disabled	3117	1110	526	91.49%	89.52%	89.30%	35.61%	47.39%	16.88%
Not Declared	65	46	40	1.91%	3.71%	6.79%	70.77%	86.96%	61.54%
Grand Total	3407	1240	589	100.00%	100.00%	100.00%	36.40%	47.50%	17.29%

By sex

Sex	Number who Applied	Number Shortlisted	Number Appointed	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	2199	831	388	64.54%	67.02%	65.87%	37.79%	46.69%	17.64%
Male	1123	354	160	32.96%	28.55%	27.16%	31.52%	45.20%	14.25%
Not Declared	85	55	41	2.49%	4.44%	6.96%	64.71%	74.55%	48.24%
Grand Total	3407	1240	589	100.00%	100.00%	100.00%	36.40%	47.50%	17.29%

By age

Age Band	Number who Applied	Number Shortlisted	Number Appointed	% of Total Applied	% of Total Shortlisted	% of Total Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Under 25	848	291	123	24.89%	23.47%	20.88%	34.32%	42.27%	14.50%
25 – 34	867	306	145	25.45%	24.68%	24.62%	35.29%	47.39%	16.72%
35 – 44	657	252	118	19.28%	20.32%	20.03%	38.36%	46.83%	17.96%
45 – 54	678	244	115	19.90%	19.68%	19.52%	35.99%	47.13%	16.96%
55 – 64	274	95	45	8.04%	7.66%	7.64%	34.67%	47.37%	16.42%
65 and over	18	7	2	0.53%	0.56%	0.34%	38.89%	28.57%	11.11%
Not Declared	65	45	41	1.91%	3.63%	6.96%	69.23%	91.11%	63.08%
Grand Total	3407	1240	589	100.00%	100.00%	100.00%	36.40%	47.50%	17.29%

Internal promotions

46. 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.
47. Our workforce data for non-schools in the 6 months covered by this interim report 1 April 2014 to 31 September 2014 indicates:
- 3.47% of internal applicants appointed declared that they are from BME backgrounds. This was a 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 prefer not to say return rate.
 - The percentage of internal disabled applicants appointed as a percentage of those disabled applicants who applied was 30.43% compared to 33.51% for non-disabled internal applicants.
 - The percentage of internal females appointed was 60.42% and the overall workforce is 69.62% 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. The under 25's were the highest percentage of type appointed in last year's report (33.33%) but this figure has decreased this year to 25.81%. The council has ongoing measures in place to support the employment of under 25's (see information under age).

Ethnicity

Ethnic Origin	Number who Applied	Number Shortlisted	Number Appointed	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
BME	22	10	5	5.31%	4.24%	3.47%	45.45%	50.00%	22.73%
White British	361	206	125	87.20%	87.29%	86.81%	57.06%	60.68%	34.63%
White Irish/Other	18	9	3	4.35%	3.81%	2.08%	50.00%	33.33%	16.67%
Not Declared	13	11	11	3.14%	4.66%	7.64%	84.62%	100.00%	84.62%
Grand Total	414	236	144	100.00%	100.00%	100.00%	57.00%	61.02%	34.78%

By disability

Disability	Number who Applied	Number Shortlisted	Number Appointed	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Disabled	23	16	7	5.56%	6.78%	4.86%	69.57%	43.75%	30.43%
Not Disabled	379	210	127	91.55%	88.98%	88.19%	55.41%	60.48%	33.51%
Not Declared	12	10	10	2.90%	4.24%	6.94%	83.33%	100.00%	83.33%
Grand Total	414	236	144	100.00%	100.00%	100.00%	57.00%	61.02%	34.78%

By sex

Sex	Number who Applied	Number Shortlisted	Number Appointed	% of Applied	% of Shortlisted	% of Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Female	257	157	87	62.08%	66.53%	60.42%	61.09%	55.41%	33.85%
Male	144	68	47	34.78%	28.81%	32.64%	47.22%	69.12%	32.64%
Not Declared	13	11	10	3.14%	4.66%	6.94%	84.62%	90.91%	76.92%
Grand Total	414	236	144	100.00%	100.00%	100.00%	57.00%	61.02%	34.78%

By age

Age Band	Number who Applied	Number Shortlisted	Number Appointed	% of Total Applied	% of Total Shortlisted	% of Total Appointed	Shortlisted as % of Applied	Appointed as % of Shortlisted	Appointed as % of Applied
Under 25	31	12	8	7.49%	5.08%	5.56%	38.71%	66.67%	25.81%
25 – 34	250	153	92	60.39%	64.83%	63.89%	61.20%	60.13%	36.80%
35 – 44	55	28	15	13.29%	11.86%	10.42%	50.91%	53.57%	27.27%
45 – 54	46	24	13	11.11%	10.17%	9.03%	52.17%	54.17%	28.26%
55 – 64	24	14	11	5.80%	5.93%	7.64%	58.33%	78.57%	45.83%
65 and over	*	0	0	0.24%	0.00%	0.00%	0.00%	0.00%	0.00%
Not Declared	7	5	5	1.69%	2.12%	3.47%	71.43%	100.00%	71.43%
Grand Total	414	236	144	100.00%	100.00%	100.00%	57.00%	61.02%	34.78%

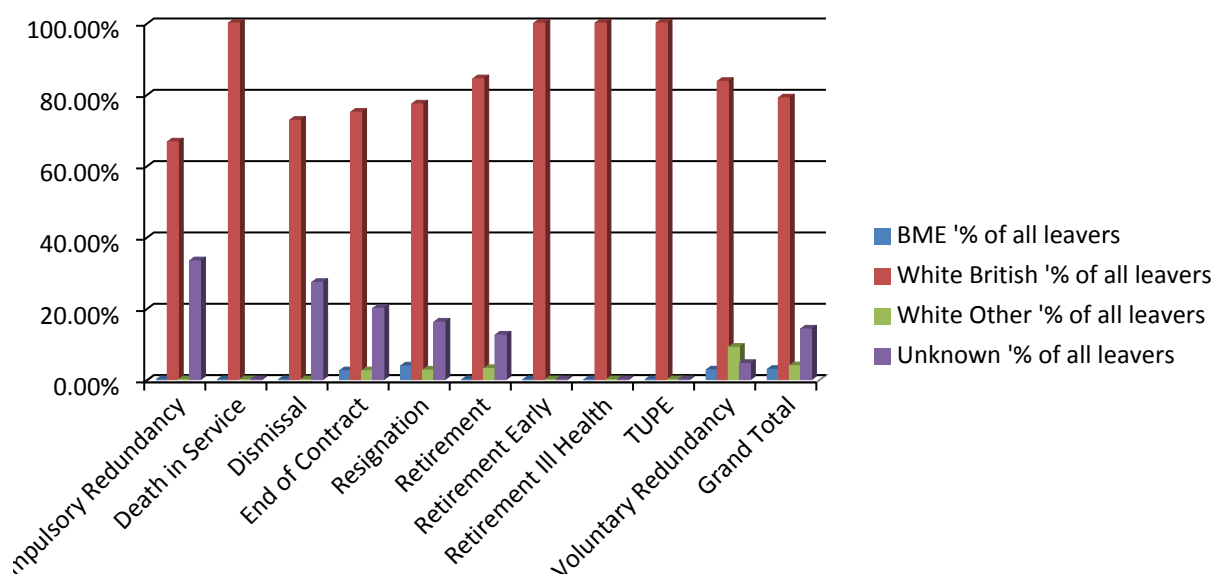
Leaver monitoring

48. There were 486 non-school staff who ceased employment in the council in the 6 months covered by this interim report 1 April 2014 to 31 September 2014.
49. Our workforce data for non-schools indicates:
- 2.88% of leavers had declared that they had BME background, 64.81% were female and these percentages are roughly in line with the general workforce percentages for these groups.
 - Overall 2.47% of leavers had declared that they had a disability, this is in line with the percentage of disabled employees in the workforce (2.84%). 66.67% of all disabled leavers left due to early retirement.
 - There has been an increase in the number of leavers in the 25-34 year age bracket with an increase in resignations in this group. The 25-34 year age bracket has also seen the highest percentage of leavers due to voluntary redundancies at 29.09%. There was also an increase in the number of under 25's leaving with an increase in the percentages of redundancies and end of contracts in this group.

By ethnicity

Reason	All Leavers	BME	BME % of all leavers	White British	White British % of all leavers	White Other	White Other % of all leavers	Unknown	Unknown % of all leavers
Compulsory Redundancy	21	0	0.00%	14	66.67%	0	0.00%	7	33.33%
Death in service	*	*	*	*	*	*	0.00%	0	0.00%
Dismissal	11	0	0.00%	8	72.73%	0	0.00%	3	27.27%
End of Contract	40	*	*	30	75.00%	*	*	8	20.00%
Resignation	260	10	3.85%	201	77.31%	7	2.69%	42	16.15%
Retirement	32	0	0.00%	27	84.38%	*	*	4	12.50%
Retirement Early	3	0	0.00%	3	100.00%	0	0.00%	0	0.00%
Retirement Ill Health	4	0	0.00%	4	100.00%	0	0.00%	0	0.00%
TUPE	3	0	0.00%	3	100.00%	0	0.00%	0	0.00%
Voluntary Redundancy	110	3	2.73%	92	83.64%	10	9.09%	5	4.55%
Grand Total	486	14	2.88%	384	79.01%	19	3.91%	69	14.20%

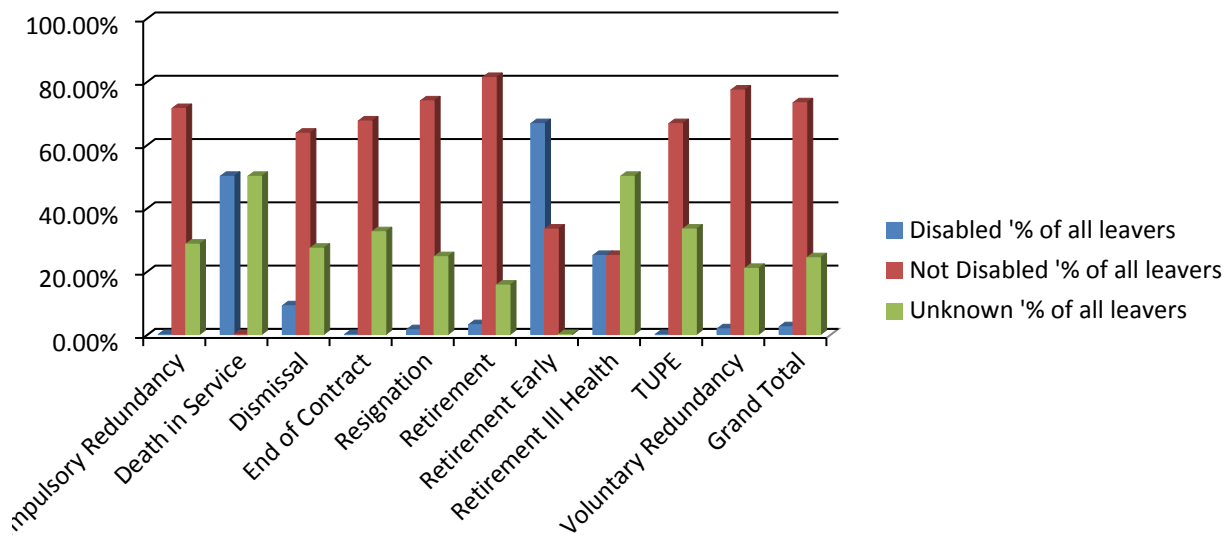
Leavers by ethnicity (% of all leavers)



By disability

Reason	All Leavers	Disabled	Disabled % of all leavers	Not Disabled	Not Disabled % of all leavers	Unknown	Unknown % of all leavers
Compulsory Redundancy	21	0	0.00%	15	71.43%	6	28.57%
Death in Service	*	*	*	*		*	*
Dismissal	11	*	*	7	63.64%	3	27.27%
End of Contract	40	0	0.00%	27	67.50%	13	32.50%
Resignation	260	4	1.54%	192	73.85%	64	24.62%
Retirement	32	*	*	26	81.25%	5	15.63%
Retirement Early	3	*	*	*	*	*	*
Retirement Ill Health	4	*	*	*	*	*	*
TUPE	3	*	*	*	*	*	*
Voluntary Redundancy	110	*	*	85	77.27%	23	20.91%
Grand Total	486	12	2.47%	356	73.25%	118	24.28%

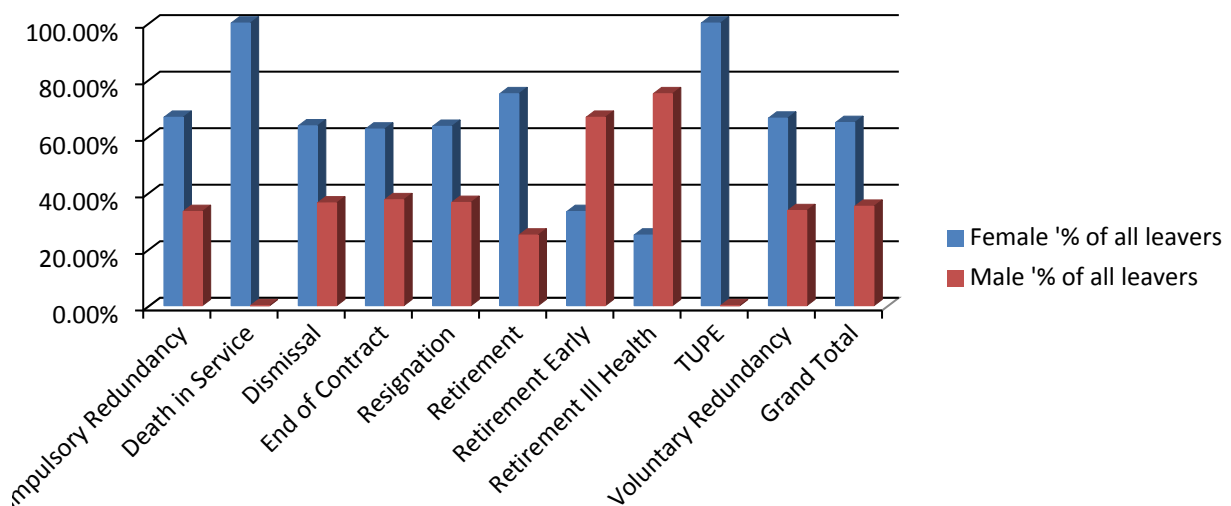
Leavers by disability (% of all leavers)



By sex

Reason	All Leavers	Female	Female % of all leavers	Male	Male % of all leavers
Compulsory Redundancy	21	14	66.67%	7	33.33%
Death in Service	*	*	*	*	0.00%
Dismissal	11	7	63.64%	4	36.36%
End of Contract	40	25	62.50%	15	37.50%
Resignation	260	165	63.46%	95	36.54%
Retirement	32	24	75.00%	8	25.00%
Retirement Early	3	*	*	*	*
Retirement Ill Health	4	*	*	3	75.00%
TUPE	3	3	100.00%	0	0.00%
Voluntary Redundancy	110	73	66.36%	37	33.64%
Grand Total	486	315	64.81%	171	35.19%

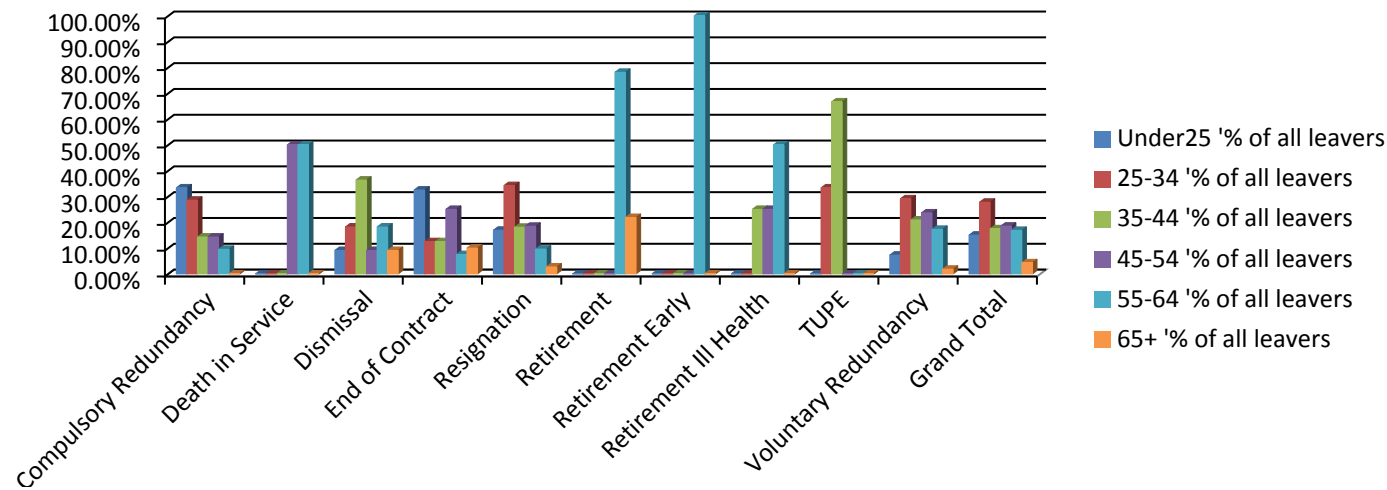
Leavers by Sex (% of all leavers)



By age

Reason	All Leavers	Under25	Under25 % of all leavers	25-34	25-34 % of all leavers	35-44	35-44 % of all leavers	45-54	45-54 % of all leavers	55-64	55-64 % of all leavers	65+	65+ % of all leavers
Compulsory Redundancy	21	7	33.33%	6	28.57%	3	14.29%	3	14.29%	*	*	0	0.00%
Death in Service	*	0	0.00%	0	0.00%	0	0.00%	*	*	*	*	0	0.00%
Dismissal	11	*	*	*	*	4	36.36%	*	*	*	*		*
End of Contract	40	13	32.50%	5	12.50%	5	12.50%	10	25.00%	3	7.50%	4	10.00%
Resignation	260	44	16.92%	89	34.23%	47	18.08%	48	18.46%	25	9.62%	7	2.69%
Retirement	32	0	0.00%	0	0.00%	0	0.00%	0	0.00%	25	78.13%	7	21.88%
Retirement Early	3	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%
Retirement Ill Health	4	0	0.00%	0	0.00%	*	*	*	*	*	*	*	*
TUPE	3	0	0.00%	*	*	*	*	*	*	0	0.00%	0	0.00%
Voluntary Redundancy	110	8	7.27%	32	29.09%	23	20.91%	26	23.64%	19	17.27%	2	1.82%
Grand Total	486	73	15.02%	135	27.78%	85	17.49%	90	18.52%	82	16.87%	21	4.32%

Leavers by Age (% of all leavers)



Discipline, Dignity at Work and grievance procedure

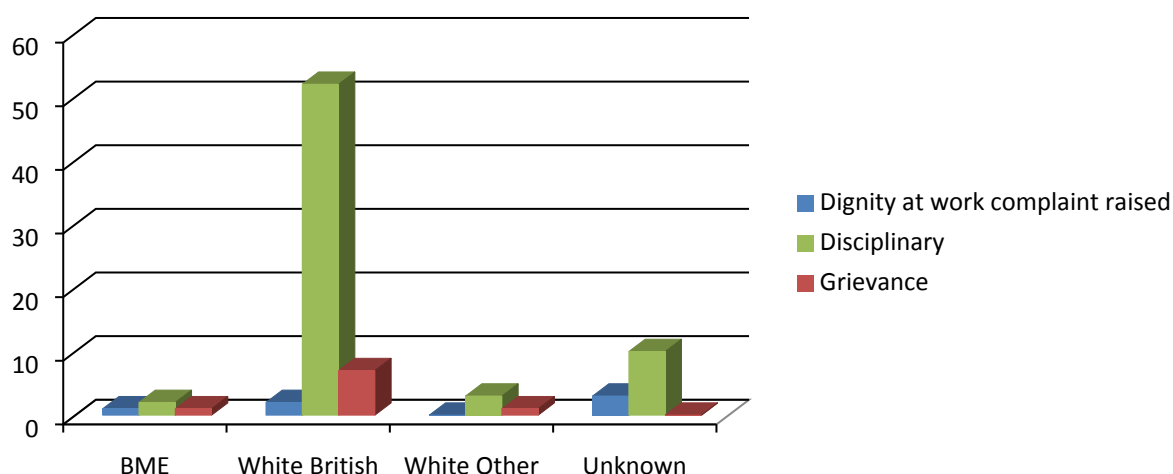
50. A count of all non-school staff that have raised grievance procedures, dignity at work procedures or are the subject of disciplinary procedures in 6 month period covered by this interim report period April 2014 to September 2014.

51. Our workforce data for non-schools indicates:

- The highest number of cases (67) relate to use of the disciplinary procedure this compares to total of 92 disciplinary cases for the whole year in the previous report.
- There were 6 dignity at work cases compared to 19 for the whole year in the previous report.
- There continues to be a higher number of dignity at work complaints raised by female employees.
- As this is an interim report comparison with data from last year report has been limited. Comparison of whole year data will be contained in the next report on 1 October 2015.

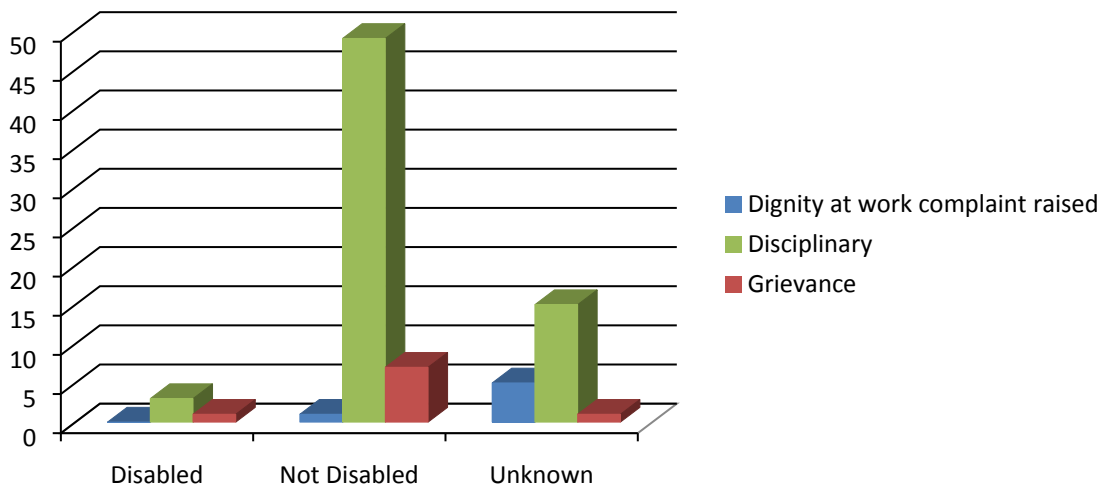
Adviser Cases by Ethnicity					
Group	BME	White British	White Other	Unknown	Total
Dignity at work complaint raised	*	2	0	3	6
Disciplinary	2	52	3	10	67
Grievance	*	7	*	0	9
Total	4	61	4	13	82

Adviser Cases by Ethnicity



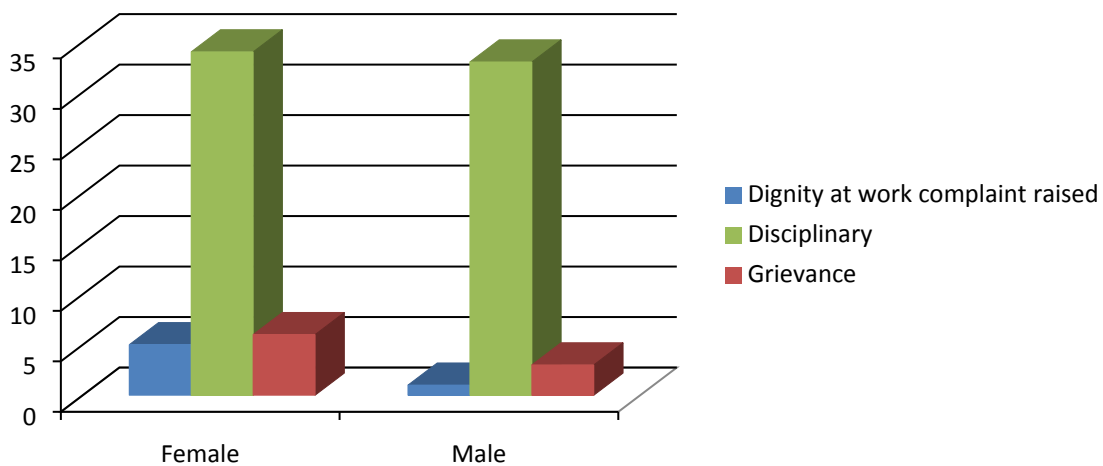
Disability				
Group	Disabled	Not Disabled	Unknown	Total
Dignity at work complaint raised	0	*	5	6
Disciplinary	3	49	15	67
Grievance	*	7	*	9
Total	4	57	21	82

Adviser Cases by Disability



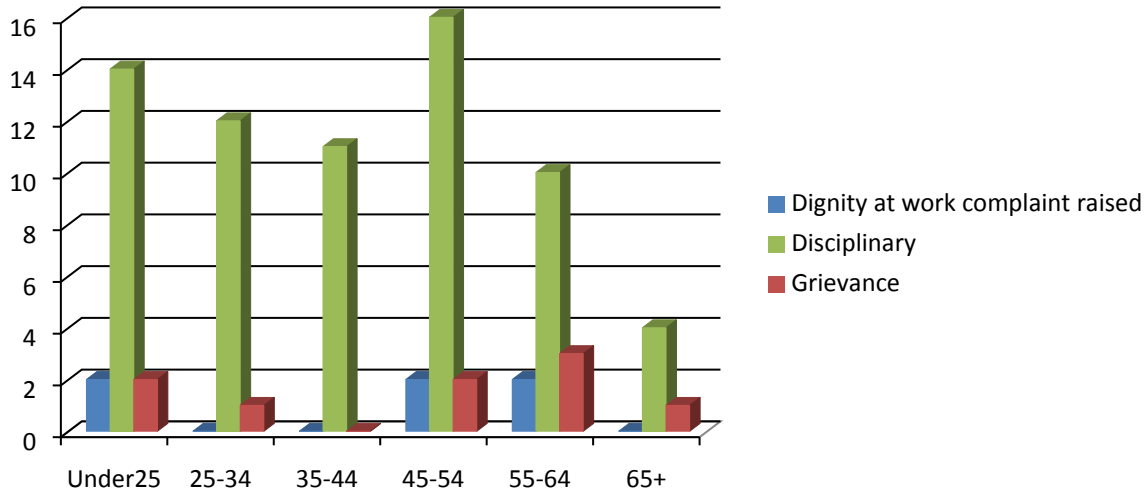
Sex			
Group	Female	Male	Total
Dignity at work complaint raised	5	*	6
Disciplinary	34	33	67
Grievance	6	3	9
Total	45	37	82

Adviser Cases by Sex



Age Band							
Group	Under25	25-34	35-44	45-54	55-64	65+	Total
Dignity at work complaint raised	2	0	0	2	*	0	6
Disciplinary	14	12	11	16	10	4	67
Grievance	2	*	0	2	3	*	9
Total	18	13	11	20	15	5	82

Adviser Cases by Age



Flexible working requests

52. The figures represent formal requests for flexible working for the 6 months between April 2014 and September 2014. Managers also receive informal requests which are not monitored or included in these figures.

53. Our workforce data for non-schools indicates:

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

Ethnicity					
Outcome	BME	White British	White Other	Unknown	Total
Appeal not upheld	0	0	0	0	0
Flexible working request agreed	*	5	0	*	7
Flexible working request declined	0	2	0	0	2
Total	*	7	0	*	9

Disability				
Outcome	Disabled	Not Disabled	Unknown	Total
Appeal not upheld	0	0	0	0
Flexible working request agreed	*	4	2	7
Flexible working request declined	0	*	0	2
Total	*	6	2	9

Sex			
Outcome	Female	Male	Total
Appeal not upheld	0	0	0
Flexible working request agreed	5	2	7
Flexible working request declined	2	0	2
Total	7	2	9

Age							
Outcome	Under 25	25-34	35-44	45-54	55-64	65+	Total
Appeal not upheld	0	0	0	0	0	0	0
Flexible working request agreed	0	5	*	*	0	0	7
Flexible working request declined	0	0	*	*	0	0	*
Total	0	5	*	*	0	0	9

Maternity – returner rates

The council had 42 employees who returned from maternity leave and 2 who did not.

Performance appraisal

54. 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

55. 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.
56. 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.
57. Our workforce data for non-schools for the 6 month period April to September 2014 indicates:
- Attendance on training by staff declaring a BME background (2.72%) and a disability (5.06%) is representative of these groups within the workforce.
 - Male attendance on training was 23.17% which is below the group representation in the workforce which is 30.38%.
 - 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 01/04/2015
BME	57	2.72%	2.01%
White British	1831	87.48%	79.84%
White Other	47	2.25%	2.43%
Unknown	158	7.55%	15.73%
Grand Total	2093	100.00%	100.00%

By disability

	Attendees	% of total attendees	% of group in workforce at 01/04/2015
Disabled	106	5.06%	2.84%
Not Disabled	1578	75.39%	68.71%
Unknown	409	19.54%	28.45%
Grand Total	2093	100.00%	100.00%

By sex

	Attendees	% of total attendees	% of group in workforce at 01/04/2015
Female	1608	76.83%	69.62%
Male	485	23.17%	30.38%
Grand Total	2093	100.00%	100.00%

By age

	Attendees	% of total attendees	% of group in workforce at 01/04/2015
Under25	126	6.02%	7.22%
25-34	524	25.04%	19.54%
35-44	526	25.13%	21.19%
45-54	622	29.72%	28.77%
55-64	266	12.71%	19.82%
65+	29	1.39%	3.46%
Grand Total	2093	100.00%	100.00%

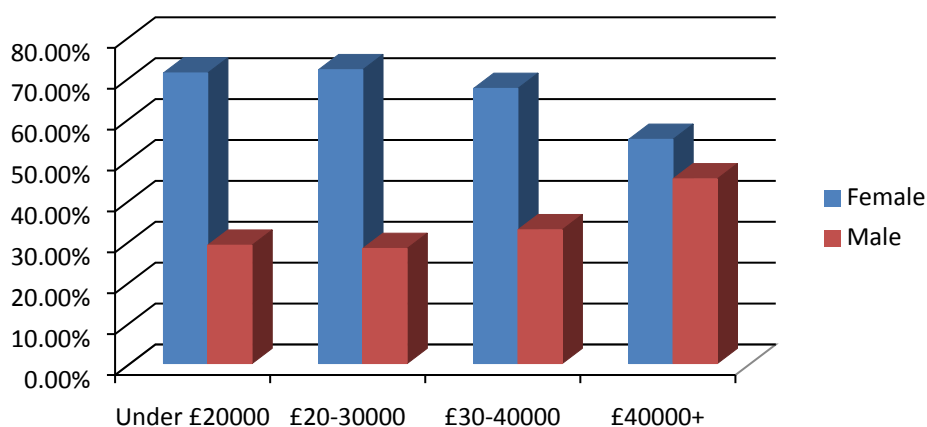
Remuneration monitoring

58. 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

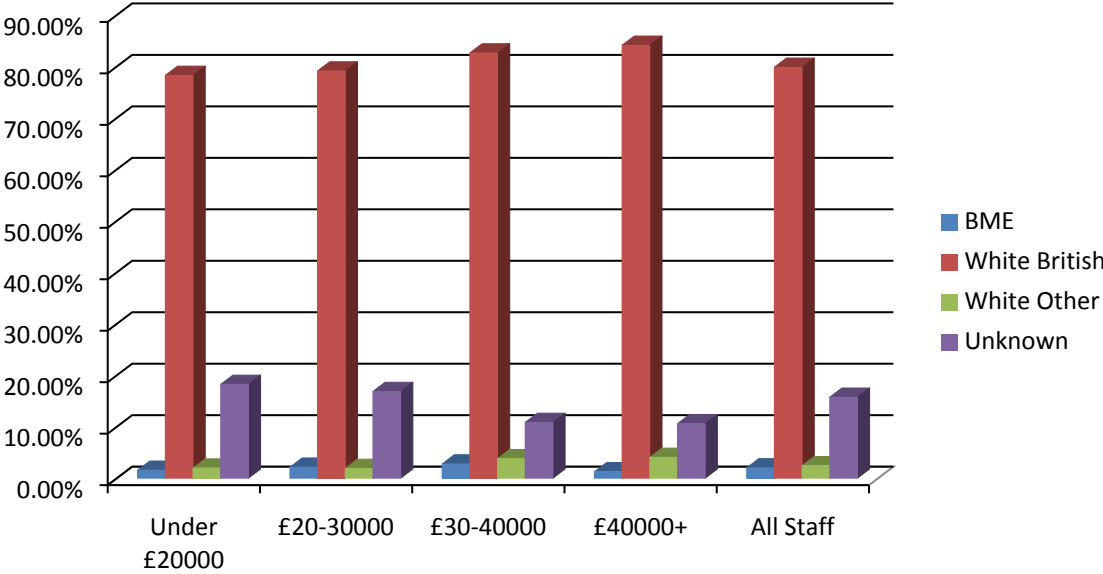
- The figures below reflect the higher number of females employed by the council across all salary bands.
- The percentage of male staff rises in the higher salary bands £30k +. The percentage of females decreases in the highest salary band although there was a slight increase this year to 54.83% from 53.48% in 2014.
- The figures for BME staff decrease slightly in the highest salary band.
- In relation to disability remuneration is fairly evenly spread across all the salary bands and increases slightly in the higher salary bands.

Salary Band	Number of staff in band	Gender		Ethnicity				Disability		
		% Female	% Male	% BME	% White British	% White Other	% Unknown	% Disabled	% Not Disabled	% Unknown
Under £20000	1624	71.06%	28.94%	1.54%	78.26%	1.97%	18.23%	2.77%	67.61%	29.62%
£20-30000	2107	71.86%	28.14%	2.14%	79.12%	1.90%	16.85%	2.66%	64.31%	33.03%
£30-40000	978	67.28%	32.72%	2.76%	82.62%	3.78%	10.84%	3.48%	77.30%	19.22%
£40000+	321	54.83%	45.17%	1.25%	84.11%	4.05%	10.59%	2.49%	76.95%	20.56%
Total	5030	69.62%	30.38%	2.01%	79.84%	2.43%	15.73%	2.84%	68.71%	28.45%

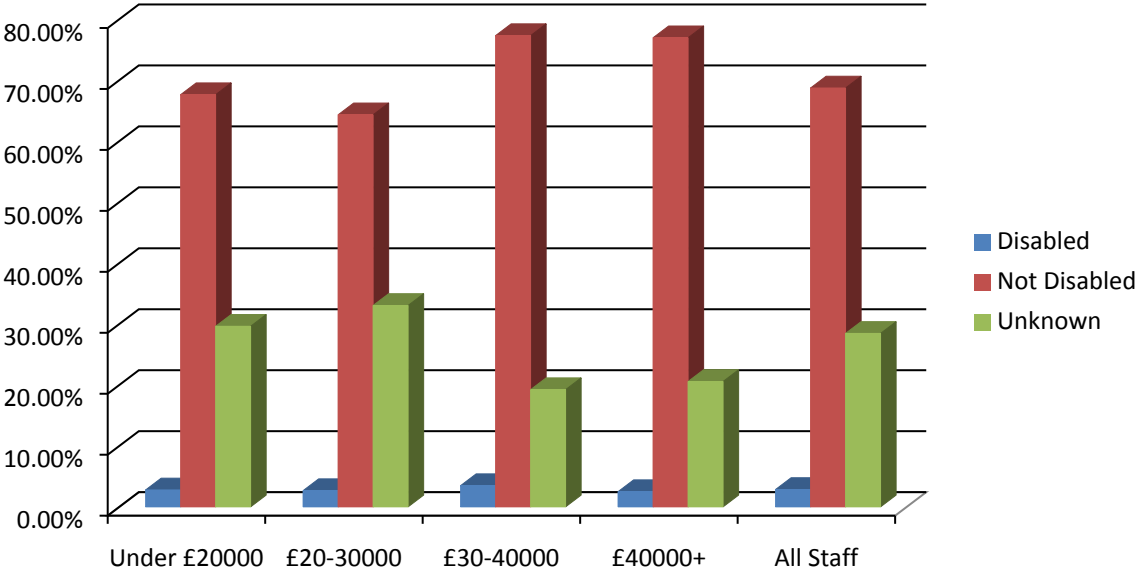
Remuneration by gender



Remuneration by ethnicity



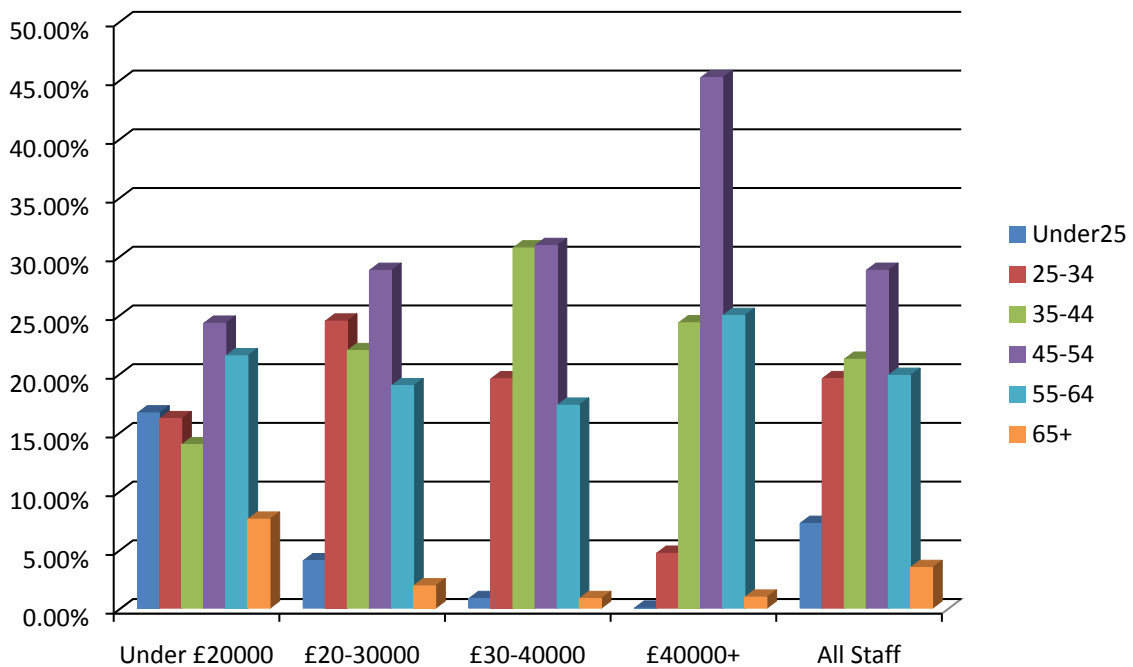
Remuneration by disability



By Age

Salary Band	% Under25	% 25-34	% 35-44	% 45-54	% 55-64	% 65+
Under £20000	16.63%	16.13%	13.92%	24.26%	21.49%	7.57%
£20-30000	4.03%	24.44%	21.93%	28.76%	18.94%	1.90%
£30-40000	0.82%	19.53%	30.67%	30.88%	17.28%	0.82%
£40000+	0.00%	4.67%	24.30%	45.17%	24.92%	0.93%
Total	7.22%	19.54%	21.19%	28.77%	19.82%	3.46%

Remuneration by age



Positive Actions

59. The council currently take 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 and Stonewall.
- 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

60. 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 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.

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 are also being considered.

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

- The percentages of under 25's who work for the council increased last year to 7.61% and is similar for this interim report. Although the figures show a slight fluctuation at this stage 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 as well.
- The rate of unknown's has fluctuated very slightly over the last couple of years and it one of the council's equality objectives to try and lower this figure where possible. Work to bring the rates down further is linked to a data cleanse exercise which is currently taking place which includes work to collect further information on the protected characteristics, as set out below.
- Work has been carried out to assess the capabilities of SAP to safely store increased information about the protected characteristics of staff and improve the data available in this report. Last year's staff survey also asked staff to provide anonymous data on their protected characteristics to help improve the data available about the impact of policies practices, engagement and satisfaction levels amongst different groups in the council which is included in this report.
- Dignity at work was covered in a series of manager briefings last year and the policy is planned to be reviewed this year. In particular consultation with the carers and disability staff forum will form part of this.

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

63. 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 recommended 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:

	Non Schools
Christian (64%)	3220
Buddhist (0.3%)	16
Hindu (0.3%)	16
Jewish (0.1%)	6
Muslim (0.4%)	20
Sikh (0.1%)	5
Other religion (0.5%)	26
No religion (26.5%)	1333
Religion not stated (7.7%)	388
Total No of Employees	5030

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. This year's survey was based on statistics from 340,000 respondents.

The IHS data in the survey period January 2013 to December 2013 indicate that:

- 92.7 per cent of adults identified themselves as Heterosexual/Straight,
- 1.2 per cent of the surveyed UK population, identified themselves as Gay or Lesbian,
- 0.5 per cent of the surveyed UK population, identified themselves as Bisexual,
- 0.3 per cent identified themselves as 'Other',
- 3.9 per cent of adults stated 'Don't know' or refused to answer the question,
- 1.5 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:

	Non Schools
Heterosexual/Straight (93.5%)	4703
Gay/lesbian/bisexual/other (1.8%)	91
Unknown/No response (4.7%)	236
Total No of Employees	5030

Source: [Key Findings from the Integrated Household Survey: January 2013 to December 2013 \(Experimental Statistics\) - ONS](#)

Figures from the staff survey suggest that the percentage of gay/lesbian/bisexual/other in the workforce maybe higher than the findings in the Integrated Household survey at 2.55%.

Gender Identity

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. Figures from the staff survey 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 through consultation with this forum is aware that further guidance to managers and staff related to this protected characteristic would be helpful.

Carers

2011 Census data for Wiltshire shows:

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

	Wiltshire population %	Non Schools
Provides no unpaid care (89.9%)	423,373 89.9%	4522
Provides unpaid care: (10.1%)	47,608 10.1%	508
Total numbers	470,981 100%	5030
Break down of provides unpaid care		
Provides 1 to 19 hours unpaid care a week (7.02%)	33,064 7.02%	353
Provides 20 to 49 hours unpaid care a week (1.07%)	5,066 1.07%	54
Provides 50 or more hours unpaid care a week (2.01%)	9,478 2.01%	101

Figures from the staff survey indicate that of the staff who responded to the survey 25.43% are carers which is much higher than in the general Wiltshire population. This could be as a result of our flexible working initiatives which can support staff to work flexibly around caring commitments.

Appendix B

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%