



Ashfield District Council
Workforce Information Report
March 2014

Human Resources

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Part 1 - Introduction

Welcome to Ashfield District Council's Annual Workforce Information Report for the period up to 31st January 2014.

We are keen to make sure that our workforce truly represents the people that we serve so that we can be as responsive as possible. To do this we regularly monitor our workforce data to help us identify where we need to focus efforts in attracting people to work for us.

This report provides a profile of the organisation and the makeup of the workforce to identify any potential challenges in recruiting and retaining qualified employees. It represents the continuation of a business plan to ensure that the organisation has the right people with the right skills in place at the right time to deliver efficient and effective services across the district.

The previous report for the period up to 31st January 2013 was the second year of reporting and enabled the Authority to compare progress on the previous years to identify trends and gaps within the Authority.

We will continue to work on these areas to develop a workforce that represents the Local Labour market profile and that is truly representative of the local community that it serves.

It is essential for the organisation to have accurate information on its existing workforce as this is used to develop other policies and functions including:

- Supporting the development of the Corporate Workforce Strategy
- Informing effective business planning
- Providing data required to enable workforce planning across the Authority
- Providing the necessary information for effective Equality Impact Assessments to be carried out
- Monitor and provide information on the authority's position in meeting the statutory obligations detailed below
- Continue to adopt employment practices that as far as possible ensure that the workforce is representative of the whole community of Ashfield District Council identify areas for continuous improvement

This data also underpins the Authority's commitment to ensure that its employment practices and services are free from discrimination and prejudice while fulfilling the statutory duty placed on all public sector employees, including local authorities, to:

- Monitor the profile of the workforce
- Analyse how this is reflected in the recruitment and development of employees
- Publish the relevant data on a regular basis

- Take any necessary action to address any negative trends or issues

Under the Equality Act 2010, all public sector employers have a statutory duty to publish on a regular basis relevant data and this must be made available to members of the public as well as employees.

Data Collections and Definitions

Topic	Definitions	Notes
Time Frame	As at 31 st December 2013	Workforce Profile Other data sets
Who is included	Permanent and temporary employees	Based on headcount
Who is not included	Casual and agency staff	

Diversity measures used in the analysis	Gender Ethnic Group Age Disabled Status Maternity/Pregnancy Religion Sexual Orientation	Data utilised from application forms and employee personal details annual check in 2013
Community	Aged over 16 in Ashfield area	2011 census

PART 2 – WORKFORCE PROFILE

Overall Workforce Profile

As at 31st December 2013 there were 461 people employed by Ashfield District Council.

Ashfield District Council Total	Number of Employees
2009	631
2010	635
2011	604
2012	519
2013	461

The trend over the past few years has been for the number of employees to decrease. Since the last Profile in 2013 the number of employees has decreased by 58, this is due to a number of factors –

- The transfer of the HR, Payroll and Learning and Development Section to Mansfield District Council under TUPE.
- A number of restructures
- A number of employees have left the Authority following a request for Voluntary Redundancy

The above data in relation to the number of employees is broken down and compared to that of the community in the following 'protected characteristics' under the Equality Act 2010 which are:

- Gender
- Ethnicity
- Age
- Disability
- Sexual Orientation/Transgender
- Religion/Belief
- Pregnancy and Maternity

Future Workforce Profiles will report on a wider range of protected characteristics under the Equality Act 2010. In this report Sexual Orientation and Religion has been recorded for employees, this will be extended to applicants to the Authority moving forward.

Gender Profile of the Ashfield Community as at Census 2011 and Ashfield District Council workforce

	2011		2012		2013	
	Male	Female	Male	Female	Male	Female
Ashfield Community (2011 census)	51.14%	48.86%	50.91%	49.09%	51.9%	48.1%
Local Labour Market – Nottinghamshire	50.6%	49.4%	50.4%	49.6%	54.4%	45.6%
Ashfield District Council	56.46% (341)	43.54% (263)	53.76% (279)	46.24% (240)	54.66% (252)	45.34% (209)

The percentage of male employees has increased slightly from 2012 to 2013, however the actual number of male employees has decreased by 27 overall.

The percentage of female employees has decreased from 2012 to 2013, the actual number of female employees has decreased by 31 overall. This is partly due to the HR Section becoming a shared service with Mansfield District Council. The host Authority for this service is Mansfield District Council, Ashfield District Council employees have been TUPE'd to Mansfield District Council, the majority of which are female.

The Census and Local Labour Market (LLM) both show a slight differential in the gender split with a higher population of males. Our workforce has a very similar split. A substantial proportion of work carried out the by the Authority is historically male orientated and the authority has been looking to change the culture of what is deemed for male/female positions both internally and externally to attract a greater gender split to all positions within the Authority.

Gender Reassignment

A report by the Gender Identity Research and Education Society 2009 gave an indication of geographic distribution on transgender people. This came from a sample size of 1,196 people and the data enabled an estimation of the implied prevalence of people who have presented with Gender Dysphoria in each area. It appeared high in Nottinghamshire, for which the prevalence per 100,000 aged 16 and over appeared to be 43 compared to the national average of 20

Ethnicity Profile of the Community and Ashfield District Council Workforce

	2011			2012			2013	
	Non BaME	BaME	Not known	Non BaME	BaME	Not known	Non BaME	BaME
Ashfield Community (2011 census)	98.10%	1.9%	n/a	96.99%	3.09%	n/a	96.99%	3.09%
Local Labour Market – Nottinghamshire 2011	89.50%	10.50%	n/a	92.6%	7.4%	n/a	92.6%	7.4%
Ashfield District Council	98.34% (594)	1.49% (9)	0.17% (1)	96.34% (500)	1.93% (10)	1.73% (9)	97.83% (451)	2.17% (10)

The Local Labour Market figure is distorted in relation to comparability as it includes the city of Nottingham as well as the rest of Nottinghamshire.

The latest figure for the Ashfield community and the Local Labour Market – Nottinghamshire are those shown for 2011.

The percentage of BaME employees has remained constant from 2012 to 2013 exit interviews are offered to all employees who have chosen to leave the Authority

Since 2009 the Authority has monitored the ethnic profile of the organisation through performance indicators and has explored new initiatives in relation to recruitment to address the imbalance. Assistance is offered to all applicants in relation to the completing of application forms. The recruitment process is continually reviewed and updated/amended where required, interviews can be re-arranged to suitable days and times and Skype has also been utilised. Managers have also undertaken interview training to ensure that there is a fair and consistent approach to the interview process and actively promoting opportunities to a wider community.

<p>Allocation of new National Insurance Numbers to overseas adults entering Nottingham as of September 2011 is 4,140 and nationals from EU Accession States 1,420 Asia and Middle East 1,600 receiving almost two thirds of the NI Numbers (DWP 2011)</p>

Age Profile of the Ashfield District and Ashfield District Council Workforce

	Ashfield District (LLM 2012)	Ashfield District Council Actual 2013	Ashfield District Council % 2013
16-24	16.83%	6	1.3%
25-29	9.29%	23	4.99%
30-44	31.85%	156	33.84%
45-59	32.12%	241	52.28%
60-64	9.91%	29	6.29%
65+		6	1.3%
Total	100%	461	100%

The Authority recognises that the demographic profile of the organisation is ageing with the 45-59 age group making up over 50% of the workforce. Whereas by comparison the 16-24 age group make up only 1.3% of the workforce.

The Authority continues to develop its commitment towards working with young people to help them raise their aspirations, gain valuable experience and improve their chances of finding permanent work.

The Authority is keen to promote apprenticeships, as they are seen as an essential way of supporting young people, helping them to build their employability skills, qualification levels and providing them with local work opportunities. There are currently 6 applications in process for Apprenticeship placements with a plan to have a total of 12 placements in place by September 2014. These positions will be with various departments within the Council.

There are also currently 4 Work Experience placements confirmed to commence June/July 2014 with requests for 14 additional placements that are currently being processed. Again these will be placed within wide ranging departments.

Recruitment is detailed later in this report and it can be seen that 16 to 24 year olds make up 18.78% of all applications to the Authority. Applicants from this age band are now being attracted to the Authority which is positive, however further investigation needs to be carried out to see if these age bandings are then being offered employment.

Disability

Disability profile of the Community and Ashfield District Council Workforce

	2011		2012		2013	
	Disabled	Not Disabled	Disabled	Not Disabled	Disabled	Not Disabled
Ashfield Community (2011 census)	31.88%	68.12%	22.48%	77.52%	22.48%	77.52%
Local Labour Market – Nottinghamshire	4.20%	96.20%	4.80%	95.20%	4.80%	95.20%
Ashfield District Council	6.62% (40)	93.38% (564)	7.13% (37)	85.55% (444)	7.59% (35)	88.29% (407)

The figures for Ashfield District Council contain a number of employees who present as unknown. For 2013 this was 19.

The above data represents individuals who consider themselves to be disabled under the definition of the Disability Discrimination Act (DDA) 2005 and subsequently the Equality Act 2010, which is the test applied in law to disability discrimination.

The figure for the Local Labour Market is taken from the Annual Population Survey from NOMIS for Sept 2012 and included only those residents who are DDA only disabled and not the work-limiting disabled. This is the latest information available from NOMIS for this dataset as the Annual Population Survey has adapted new standardised questions for individuals with regard to health and this has led to a discontinuity in the series of information.

The percentage of Disabled employees has increased from 2012 to 2013 even though the overall workforce is decreasing.

The Authority has a Disability Network Group. This is an employee support group to promote disability equality across the organisation. The group is open for all employees to attend who are positive about promoting disability equality. The Authority is currently considering how to increase the representation on the group through raising awareness and addressing current issues.

The Authority offers reasonable adjustments to disabled employees including assistance from Access to Work.

The Authority introduced a new Attendance Management Policy in July 2013. This policy includes more guidance and support for disabled employees. Employees also have access to request Disability Leave for any appointments or treatment related to their disability.

The Ashfield Community figures will include all disabled residents. There would be a high percentage of these residents that would be unable to work due to their disability.

According to the Labour Force Survey, disabled people are now more likely to be employed than they were in 2002, but disabled people remain significantly less likely to be in employment than non-disabled. In 2012, 46.3% of working-age disabled people were in employment compared to 76.4% on working age, non-disabled. There is therefore a 30.1% point gap between disabled and non-disabled people representing over 2 million people. The gap has reduced by 10% points over the last 14 years and has remained stable over the last two years despite the economic climate.

Religion

The Authority conducts annual personal details check of all employees, the following table details the responses of 314 employees out of a total workforce. This is the latest source of information on the workforce as new systems are being developed to capture this information more efficiently and in line with the census profile. This reporting should be in place in 2014.

Religion	Number of Employees	% of Employees responding
Atheist	1	0.32%
Buddhist	1	0.32%
Church of England	70	22.29%
Church of Wales	1	0.32%
Catholic	6	1.91%
Christian	39	12.42%
Jewish	1	0.32%
Methodist	1	0.32%
Sikh	1	0.32%
United Reformed Church	1	0.32%
None	32	10.19%
Not known	160	50.96%
Total responses	314	

2011 Census: Religion Local Authorities

Total Population	119,497
Christian	58.2%
Buddhist	0.2%
Hindu	0.2%
Jewish	0.0%
Muslim	0.3%
Sikh	0.1%
Other Religion	0.4%
Not known	6.8%
No religion	33.8%

Although the data sets are not completely comparable the new data sets in 2014 will align the two reports to allow greater comparison. However for the minority religious groups the figures are very similar.

Sexual Orientation

Sexual Orientation	Number of Employees
Heterosexual	133
Lesbian/Gay	2
Not known	179

These are the latest results in terms of religion and sexual orientation for the 2012 period. This is a voluntary question on the questionnaire and was completed by 314 employees. Religion and Sexual Orientation will be monitored for applicants to the Authority in the future and reported upon in the next Workforce Profile.

According to the Household Survey 1.5% of adults in the UK identified themselves as Gay, Lesbian or Bisexual.

Monitoring this information will help to assess if the Authority is becoming more diverse and will determine if people feel assured that they can declare their sexual orientation to develop the authority and the people working within it towards an all-inclusive organisation.

In 2012, 1.5% of adults in the UK identified themselves as Lesbian, Gay or bisexual.

Adults aged 16 to 24 were more likely to identify themselves as Gay, Lesbian or bisexual (2.6%) compared to adults aged 65 and over (0.4%)

Source: ONS Key Findings Integrated Household Survey Jan – Dec

Employees on Maternity Leave

During the 12 month period 1st January 2013 to 31st December 2013, 8 employees utilised the maternity policy, 6 employees have currently returned from maternity leave. As at 31st December 2013, 2 are currently on maternity leave.

	Pre Maternity Leave	Post Maternity Leave
Employee 1	Full Time	On maternity leave
Employee 2	Part Time	Part Time
Employee 3	Full Time	On maternity leave
Employee 4	Full Time	Part Time
Employee 5	Full Time	Part Time
Employee 6	Full Time	Full Time
Employee 7	Part Time	Part Time
Employee 8	Full Time	Full Time

The current maternity policy for leave offers the statutory minimum plus 12 weeks at half pay for employees with more than 12 months service, if they return to work for a period of at least 3 months after maternity leave.

The Authority currently offers all employees access to the right to request flexible working which is over and above the legislative requirements in the 2007 Work and Families Act. Options available to employees to request include, term-time working, part time working and in addition to this employees may request to work job share under the Job Sharing Agreement.

The Authority offers employees the opportunity to join the Childcare Vouchers Scheme through a Salary Sacrifice Scheme to assist with childcare costs.

PART 3 – RECRUITMENT AND RETENTION

Top 5% Earners

	2012	2013
Top 5% Earners that are female	50%	51.85%
Top 5% Earners that are from an ethnic minority	11.5%	11.11%
Top 5% Earners that have declared a disability	4%	7.4%

Females in the top 5% of earners have increased from 2012 to 2013, whereas there has been a slight decrease in the number of employees from an ethnic minority background. There has been quite a large increase in the

percentage of employees in the top 5% of earners that have declared a disability.

The Authority has a Disability Network Group, this is an employee support group to promote disability equality across the organisation. The numbers on this group however is low and the Authority is looking at ways to promote it wider to encourage more employees to engage with the groups

The Authority offers reasonable adjustments to employees with disabilities including assistance from Access to Work.

The Authority introduced a new Attendance Management Policy in July 2013, this policy includes more guidance and support for disabled employees. Employees also have access to request Disability Leave for any appointments or treatment related to their disability.

Recruitment

The number of applications received by the Authority shown as a breakdown in relation to protected characteristics is as follows. The total number of applications received is 538 for 56 vacancies; this is a decrease from 2012 where 725 applications were received for 44 vacancies.

Gender	Actual	Percentage
Male	270	50.19%
Female	261	48.51%
Not known	7	1.3%
Ethnicity		
BaME	475	88.29%
Non BaME	43	7.99%
Not known	20	3.72%
Disability		
Disabled	24	4.46%
Not disabled	464	86.24%
Not known	50	9.30%
Age		
16-24	101	18.78%
25-29	72	13.38%
30-44	181	33.64%
45-59	141	26.21%
60-64	14	2.6%
65 and over	0	0%
Not known	29	5.39%

Future Workforce Profiles will report on a wider range of protected characteristics under the Equality Act 2010. In this report Sexual Orientation and Religion has been recorded for employees, this will be extended to the recording of applicants to the Authority moving forward.

Ashfield District Council is committed to ensuring equal opportunities to all applicants applying for vacancies. The Authority ensures alternative arrangements for interviews are offered where possible to ensure accessibility to all applicants, this includes re-arranging interviews to suitable days and times and also conducting interviews by Skype.

Turnover

Turnover is calculated using the following calculation:

Number of leavers

(Headcount at period start +headcount at period end)/2 %

Year	Turnover (%)
2011	9.86
2012	20.37* Without TUPE transfer – 10.09
2013	16.53%* Without TUPE transfer – 13.67

*** If TUPE transfers included, turnover for 2013 has decreased from 2012. If TUPE transfers are excluded, turnover has increased since 2012. The trend over the past few years has been a decreasing work force, a number of employees have left the Authority following a request for voluntary redundancy.**

Part 4 – Equal Pay

The Council agreed proposals for a Single Status Collective Agreement in September 2013. This provides for revised terms and conditions of service and a new unified pay and grading structure.

Following the Council's approval the draft was submitted to the trades unions for their formal approval. Negotiations since that time have now affirmed the content of the draft Agreement and revised pay and grading structure.

Adoption and implementation of the Single Status Collective Agreement requires a ballot of their members by the two unions concerned. To date

GMB has moved to a ballot and the outcome will be known in mid April 2014. Discussions with UNISON with a view to their agreeing to undertake a ballot.

The effective date for the new grading structure is April 2013, with pay backdated where applicable and will include the revised Living Wage arrangements. The implementation date for other terms and conditions of service will be fixed once union ballots are finalised.

If the Council is unable to achieve a Collective Agreement with the unions a further report will be presented to elected members to advice on alternative options for the introduction of the required changes.

The evaluation of posts is been undertaken using a national local government scheme which has been devised to be free from gender bias and discrimination on the grounds of race, sexuality, religious belief, age and disability.

Current and any proposed changes to terms and conditions are subject to Equality Impact Assessments. The final overall proposals will be impact assessed.

Once the review is implemented there will be corporate arrangements in place to ensure any future changes to pay, terms and conditions take account of any potential equality impacts.

An equal pay policy will be developed as an outcome of this activity. This will include provision for ongoing monitoring.

Part 5 – Employment Casework

Under the Equality Act 2010 all public authorities are required to monitor the impact of internal procedures by racial group, gender, disability and age.

Ashfield District Council currently monitors the following issues in line with the Equality Act –

- Disciplinary
- Grievance
- Bullying and Harassment
- Attendance Management
- Performance Capability
- Redundancy
- Re-deployment
- Home Working
- Flexible Working

The Bullying and Harassment, Re-deployment, Redundancy, Home Working, Flexible Working and Performance Capability have all been reviewed. A new Drugs and Alcohol policy was introduced in 2013. The Disciplinary and

Grievance Policies are currently being reviewed. Trade Unions are consulted on all policies and all include an Equality Impact Assessment.

The Authority introduced a new Attendance Management Policy in 2013, this policy includes more guidance and support for employees with disabilities. Employees also have access to request Disability Leave for any appointments or treatment related to their disability.

The Statutory requirement relates to the impact of the action therefore the data compiled in this report relates to completed cases where all internal and external processes have been exhausted.

The information is collated throughout the year in order to –

- Ascertain if there are differences in the way differing groups of employees are treated
- If any differences are identified investigate why this is the case, is there an underlying reason
- Ensure any potential discrimination, unfairness or disadvantage is dealt with accordingly

The HR Team holds regular case review meetings to ensure consistency across employment related casework.

Employee Support

The Authority offers a number of employee support initiatives -

- Flexible Working – The Authority currently offers all employees' access to the right to request flexible working. Options available to employees to request include, term-time working, part time working and in addition to this employees may request to work job share under the Job Sharing Agreement.
- Employee Assistance Programme – includes a free 24 hour personal support service.
- Counselling
- Leisure Centre concessions
- Health and Wellbeing initiatives
- Cycle to Work Scheme
- Childcare Voucher Scheme

Part 6 – Training

A revised programme of Member training for Equality and Diversity commenced in 2013 and included a number of briefings on legislative changes and best practice. This has been extended into 2014 through use of the Council's e-learning resource ELA and this will include the 'Inclusive workplace' training.

The Authority has adopted the Union Learning Partnership Agreement. The aim of this agreement is to promote, initiate, support and monitor Lifelong learning activities across the Council. The committee will enable learning opportunities to be accessible where possible to all employees to increase skills and maximise their potential

Current learning and development requests are part of each employee's Personal Development Review (PDR) and are considered by managers and Service Directors to determine if the requests are appropriate and beneficial to the individual and service area. The successful applications are then managed by the Training Section and appropriate courses sourced and developed.

The following data was a sample taken from the courses undertaken by the Authority between 1st January 2013 and 31st December 2013.

Equalities Training		
This training commenced during 2012 and is ongoing in 2013, 331 employees, which equates to 64% of employees have attended the training from various Directorates. Three levels of training have been delivered, Equality and Diversity Awareness, Equality and Diversity for Line Managers and Equality and Diversity for Decision Makers. 33 employees are booked on the training in January 2013 with further sessions are booked for February and March 2013. All new employees automatically attend the training as part of the Induction process. The breakdown of the attendees in relation to protected characteristics is as follows.		
Gender	Actual	Percentage
Male	102	66.2%
Female	52	33.8%
Ethnicity		
BaME	3	1.9%
Non BaME	151	98.1%
Disability		
Disabled	10	6.5%
Not disabled	135	87.7%
Not known	9	5.8%
Age		

16-24	1	0.7%
25-29	7	4.5%
30-44	53	34.4%
45-59	80	51.9%
60-64	10	6.5%
65 and over	3	2%