



**Annual Workforce Report**  
**January 2017**

## Table of Contents

<b>Forward .....</b>	<b>3</b>
<b>Executive Summary.....</b>	<b>4</b>
<b>The Profile of the Workforce at January 2017.....</b>	<b>5</b>
• Applications, Recruitment and retention.....	6
• Job Applicants by Protected Characteristic.....	7
• Pay gap.....	7
• Staff turnover.....	7
• Leavers by Protected Characteristic .....	8
• Reasons for Leaving .....	8
• Grievance Casework.....	8
• Disciplinary Casework ... ..	9
• Pregnancy and Maternity .....	9
• Sickness Absence.....	9
• Elective Learning .....	9
<b>Priorities identified from the 2016 Workforce Profile Report.....</b>	<b>9</b>
<b>Priorities identified from 2017 Workforce Profile.....</b>	<b>10</b>
<b>What we plan to do in 2017.....</b>	<b>11</b>
<b><u>Appendices</u></b>	
• <b>Appendix 1.</b> Workforce profile as at January 2016.....	12
• <b>Appendix 2.</b> Applications for Employment 01.01.16 – 31.12.16 .....	13
• <b>Appendix 3.</b> Ashfield District Council workforce profile by pay band as at December 2016 .....	14
• <b>Appendix 4.</b> Ashfield Homes workforce profile by pay band as at December 2016 .....	15

## **Forward**

The Equality Act 2010 and the Public Sector Equality Duty requires all public authorities to publish equality information on their workforce to demonstrate that they are compliant and transparent in their practices. This report builds on the previous year's reporting and forms part of the information that we collate, monitor and publish to help us ensure that equality considerations are embedded within our employment policies and practices and they meet our responsibilities under the duty.

## **Note**

In October 2016, housing services provided by Ashfield Homes Limited transferred to the Council increasing the workforce from 479 employees as at September 2016 to 635 employees as at October 2016 an increase of 156 employees. This report includes the workforce diversity profile data as at January 2017 including all the transferred employees.

## **Executive Summary**

The Workforce report for January 2016 identified the following priorities:

- Low representation of employees representative of minority ethnic groups at 1.94% compared to the Local Labour Market profile of 7.4%
- Underrepresentation of employees in the age groups 16-24 at 2.8% compared to the Local Labour Market profile at 16.83%
- Under representation of employees in the 25-29 age group at 3.23% of the workforce compared to 9.29% Local Labour Market profile.

Actions to address these gaps in the workforce profile included:

- Extended advertising of posts to black and minority ethnic (BME) community groups
- Review of the recruitment process and development of the new online recruitment portal
- Continued work with local schools through the Ideas4Careers programme

These actions have resulted in the following outcomes as identified in the workforce profile report for January 2017:

- The number of applications for 2016 from BME groups remained fairly consistent with the previous year. However, there was a significant increase in the number appointed from this protected group from 1.63% in 2015 to 7.57% in 2016
- There has been a significant increase in the number of employees in the 25-29 age group from 3.23% to 5.36% with a corresponding increase in the number of applications from this age group
- Applications from the 16-24 age group has decreased but the % of the workforce overall has increased from 2.8% to 4.42% mainly owing to Ashfield Homes apprenticeship programme. The decrease in applications can be attributed to the level of the vacancies advertised as less than a quarter could be described as entry level posts and of those some were open to internal candidates only

The emerging priorities from the coming year as identified through the January 2017 profile of the organisation are consistent with previous years:

- Continued low representation of black and ethnic minority employees within the workforce. Whilst the figure of 2.2% is an increase from last year showing 1.94% this is still under the Local Labour Market profile at 7.4%
- The Authority continues to be an ageing workforce with 51.86% of the workforce being in the 45-59 age bracket
- There is continued underrepresentation of young people under 29. The Apprenticeship Levy is to be introduced with effect from April 2017. The

Council is currently considering how to maximise the Levy particularly with regard to this priority

- There is a widening gap over the last 3 years between male and female employees with males representing 57.57% of the workforce. The Local Labour Market shows a stable figure of nearly 55% male workers

The Authority will continue with the implementation of its Recruitment and Selection Strategy and work towards becoming a more attractive employer for young people.

### **The Profile of the Workforce as at January 2017**

#### **The diversity profile or the workforce as at January 2017 in summary:**

- The workforce for Ashfield District Council as at 31<sup>st</sup> December 2016 was 634 employees. This shows an increase of 170 employees from the previous year mainly due to the addition of Ashfield Homes Employees in October 2016
- December 2016 showed 365 employees are male representing 57.57% of the workforce. This is similar to last year at 55.17%
- The number of employees declaring they have a disability was 9.15% for 2016 showing a positive increase on last year figure of 8.84% By comparison the latest Local Labour Market profile is 4.8%
- 2.2% of the workforce declared that they are from a minority ethnic group. This is a slight increase from the figure last year at 1.94%. This rise can be partly accredited to the Ashfield Homes employees coming back under the umbrella of Council. However, prior to this change the trend was still upwards. In 2015 8.14% of applicants were from BME groups and of those 1.61% were appointed. In 2016 8.99% of applicants were from BME groups but those appointed was much higher at 7.57%
- 1.42% of the workforce stated that they are lesbian, gay or bisexual. This is a slight increase from the reporting for 2015 of 1.29% There is a significant increase in employees agreeing to declare their sexual orientation from 36.12% in 2015 to from 50% in 2016
- The 45 to 59 age group make up the largest proportion of the organisation at 51.58%. This is down slightly on last year at 55.39%
- A positive increase in the number of young people within the organisation can be seen with 16-24year olds making up 4.42% in 2016 from the previous years figure of 2.8%. This can be mainly attributed to the number of apprentice positions employed on fixed term contracts within Ashfield Homes
- Last year there were 5.36% of employees in the 25-29 year age group. Again an increase from 3.23% previous year
- 47.83% of the top 5% earners (this is based on earners outside of the Corporate Leadership Team) are female this shows an increase on last years figure of 43.48%
- 8.7% of employees in the top 5% of earners consider themselves to have a disability

- 4.35% of employees in the top 5% declared they are from ethnic minority groups
- 28% of the Corporate Leadership team are female
- 16.45% of the workforce work part time and of this number 87.18% are female

### **Applications, Recruitment and retention**

The Authority is committed to creating a diverse workforce that is fair and free from discrimination. Reasonable adjustments are made to support disabled people throughout the recruitment process and continue into their role if they are successful. The Authority is accredited to the Disability Confident Scheme and the Mindful Employer Charter.

Trends for recruitment in 2016 show:

- 4.05% of applications declared a disability and 3.03% were appointed in 2016 which is an increase from 2015 showing 3.29% of applications received and 1.63% as a percentage of those appointed
- Appointments in this 16-24 age group has shown a slight downward trend with regard to appointments with this group making up 16.55% of applications and 13.11% of appointments in 2015 to 12.8% of applications and 10.61% of appointments in 2016. This can be attributed to the level of the post becoming vacant. There were few entry level positions that would be suitable for this age group. Turnover at the Authority has reduced indicating there are fewer opportunities to recruit across the Council
- Whilst the 16-24 age group has seen a decline in applicants and appointments the 25-29 age group has seen a significant change. The number of applications for 2015 was 16.72% and appointments 14.75% positively the statistics for 2016 show 17.51% appointments and 22.73% appointed
- The number of applicants representative of BME groups was fairly consistent with previous years but the number of appointments made has risen significantly from 1.63% appointed in 2015 to 7.57% appointed in 2016
- There has been a surge in the number of male applications in 2016 reaching 68% this can be attributed to the increase in applications for male dominated services for example refuse driver had 100 applicants and cemetery keeper 96. Work is being done to address the barriers to females applying for male dominated roles

## Job applications by protected characteristic

Protected Characteristic	2013/14	2014/15	2015/16	2016/17
<b>Age</b>				
16-24	18.78%	15.99%	16.55%	12.80%
25-29	13.38%	28.57%	16.72%	17.51%
30-44	33.64%	43.88%	32.41%	31.40%
45-59	26.21%	8.87%	31.08%	30.53%
60-64	2.6%	2.89%	1.72%	3.50%
65+	0.0%	0.0%	0.34%	0.22%
<b>Disability</b>				
Declared Disability	4.46%	5.27%	3.29%	4.05%
<b>Sex</b>				
Male	50.19%	44.39%	57.02%	68.05%
Female	48.51%	55.1%	42.98%	30.74%
<b>Gender Reassignment</b>				
Transgender or Transsexual	0.00%	0.00%	0.00%	0.00%
<b>Ethnicity</b>				
Black and Minority Ethnic	7.99%	5.27%	7.92%	8.99%
White	88.29%	89.46%	81.21%	85.02%
Not Declared	3.72%	5.27%	10.87%	5.99%

## Pay Gap

The following figures are based on the average (Mean) salaries

Characteristic	£
The average salary for an ADC employee	£24,525.80
The average salary for BME employees	£24,273.57
The average salary for non-BME employees	£24,531.52
The average salary for men	£24,754.60
The average salary for women	£24,221.86
The average salary for disabled employees	£23,362.36
The average salary for non-disabled employees	£24,643.57

## Staff turnover

Year	Turnover %
2016	7.02%
2015	8.97%
2014	6.68%
2013	16.53% without TUPE transfer 13.67%

## Leavers by protected characteristic 2016

Protected Characteristic	2016/17	
	No.	%
<b>Disability</b>		
Disabled	2	5.56%
Non-disabled	34	94.44%
<b>Gender</b>		
Male	24	66.67%
Female	12	33.33%
<b>Ethnicity</b>		
Black and Ethnic minority	3	13.9%
White	32	88.89%
<b>Age</b>		
16-24	5	13.89%
25-29	0	0.00%
30-44	10	27.78%
45-59	11	30.56%
60-64	7	19.44%
65+	3	8.33%

The 5 young people under the age of 24 leaving in this reporting period gave the reasons for leaving due to the following:

- More hours of work
- Career progression

### Reasons for leaving

Reasons	Number
Compulsory Redundancy	1
Death In Service	0
Disciplinary	2
Ill health retirement	3
Medical Capacity	0
Mutual Agreement	2
Non confirmation of documents	0
Resignation	21
Resignation with Pension	2
Retirement	4
Voluntary Redundancy/retirement	1

### Grievance Casework

During 2016 there were 3 grievances raised by employees. These are monitored to determine if there are any equality considerations but they are not reported on as this would identify individuals. In terms of outcome alongside each grievance case



we consider if there are any lessons to learn from each case and if there is a requirement to change working practices or policies.

### **Disciplinary Casework**

There were 7 disciplinary cases but again as the number is small there can be no meaningful analysis of conclusions.

### **Pregnancy and maternity**

During 2016 there were 18 employees who were either pregnant or on maternity/paternity leave. The total for the previous year was 13.

### **Sickness Absence**

Sickness absence rate for the period April 2015 to March 2016 reported absence at 9.68 per FTE. The previous year reported 13.97 days.

### **Elective Training**

The table below shows those employees who have completed non-compulsory training that contributes to their career development. Courses included Assertiveness and Confidence Building, Extended Leadership, ILM level 3 and 5, Art of Brilliance, Mental Health Awareness to name a few. Some employees from these categories will have attended more than one training course. However, it does demonstrate the equality of opportunity to those employees representative of the protected characteristics.

<b>Protected Characteristic</b>	<b>Number completed training</b>	<b>% completed training</b>	<b>workforce profile</b>
<b>Gender</b>			
Male	277	65.5%	57.57%
Female	146	34.5%	42.43%
<b>Disabled</b>	31	7.32%	9.15%
<b>Ethnicity</b>			
Black and ethnic minority	17	4.01%	2.2%
<b>Age</b>			
16-24	46	10.87%	4.42%
25-29	34	8.04%	5.36%
30-44	164	38.77%	32.18%
45-59	169	39.95%	51.58%
60-64	9	2.13%	5.05%
65+	1	0.24%	1.42%

### **Priorities identified from the January 2016 Workforce report**

The Workforce report for January 2016 identified two clear priorities that the Organisation needs to address to achieve greater diversity

- To achieve a greater representation of black and minority ethnic (BME) employees within the organisation
- To develop an organisation that has greater representation of younger employees as the statistics demonstrate that the workforce is an ageing one

This latest report for January 2017 identified the following changes for these priorities:

- Black and ethnic minority employees now make up 2.2% of the organisation compared to 1.94% in 2015
- The 16-24 age group is showing an increase from 2.8% last year to currently 4.42%
- The 25-29 age group is also showing an increase from 3.23% to 5.36%

Other positive outcomes have been identified within the report namely:

- There has been an increase of disabled applicants by over double, 3.03% applied this year compared to 1.63% the previous year
- The 25-29 age group had an increase in the number of appointments from last year showing 22.73% compared to 17.75% the previous year
- There were 903 applications made for 66 appointments this year compared to 577 for 61 appointments last year

These changes can be attributed to the following actions undertaken to support achieving these priority actions:

- These increases are in part attributed to the inclusion of Ashfield Homes employees especially the number of young apprentices that were employed on fixed term contracts by Ashfield Homes
- This steep increase in applications can be attributed to the introduction of the online recruitment portal to make the process more accessible as shown in the applicants for a Refuse Driver, Cemetery Keeper and Tenancy Officer that all reached approximately 100 applicants
- Job seekers can easily apply for multiple vacancies in a similar field, being able to easily save and adapt their applications online
- The review of the recruitment process to make local government careers more attractive to young people this includes Job and Person specifications, publicity and benefits

### **Priorities identified from the January 2017 Workforce Report**

The following priorities have been identified from this report demonstrating an ongoing trend:

- The 16-24 age group currently is still underrepresented at 4.42% compared to the Local labour Market profile at 16.73%

- The 25-29 age group although showing an increase this year again is still underrepresented against the Local Labour Market profile at 9.29%
- The representation of black and minority ethnic employees within the organisation is currently 2.2% the Local Labour Market Profile is 7.4%
- There is a widening of the male/female split

### **What we plan to do in 2017**

Continue the implementation of our Recruitment & Selection Strategy and our work towards becoming a more attractive employer for young people.

Increase number of appointments of young people. This will be supported by the Apprenticeship Levy which will be planed for in March 2017.

The workforce statistics will be monitored on an ongoing basis to determine what progress is being made against the actions identified and what further interventions are required to narrow the gaps identified in the workforce profile.

**Report Author:** Sharon Allman

**Job Title:** Equality and Diversity Research Officer

**Date:** January 2017

## Appendix 1

### Workforce Profile as at 1<sup>st</sup> January 2017

Protected Characteristic	2013/14	2014/15	2015/16	2016/17
<b>Age</b>				
16-24	1.30%	1.49%	2.8%	4.42%
25-29	4.99%	4.46%	3.23%	5.36%
30-44	33.84%	33.12%	31.25%	31.18%
45-59	52.28%	53.93%	55.39%	51.86%
60-64	6.29%	5.52%	5.6%	5.05%
65+	1.30%	1.49%	1.72%	1.42%
<b>Disability</b>				
Declared Disabled	7.59%	6.8%	8.84%	9.15%
<b>Gender</b>				
Male	54.66%	52.86%	55.17%	57.57%
Female	45.34%	47.14%	44.83%	42.42%
<b>Gender reassignment</b>				
Transgender or transsexual	0.00%	0.00%	0.00%	0.00%
<b>Ethnicity</b>				
Black and Ethnic minority	2.17%	1.7%	1.94%	2.2%
<b>Religion or belief</b>				
Religion or belief	38.85%	65.74%	31.31%	28.25%
No religion or belief	10.19%	20.78%	17.89%	17.19%
Not declared	50.96%	13.48%	50.00%	54.57%
<b>Sexual Orientation</b>				
Gay/lesbian	No figures available	No figures available	0.86%	0.95%
Bisexual	No figures available	No figures available	0.43%	0.47%
Heterosexual			48.28%	61.99%
Not declared			50.00%	36.12%
Other			0.43%	0.47%
<b>Pregnancy and Maternity</b>				
Pregnancies or on maternity leave	8	8	13	18

## Appendix 2.

### Applications for Employment from 01/01/16 to 31/12/16

Appointments made:		112		
Description	No. Applied	% Applied	No. Appointed	% Appointed
<b>Male</b>	622	68.05%	50	75.76%
<b>Female</b>	281	30.74%	16	24.24%
<b>White - British English</b>	748	81.84%	55	83.33%
- British Scottish	10	1.09%	3	4.55%
- British Welsh	5	0.55%	1	1.52%
- Irish	5	0.55%	0	0.00%
- Gypsy or Irish Traveller	0	0.00%	0	0.00%
- European	9	0.98%	1	1.52%
- Any Other	11	1.20%	1	1.52%
<b>Mixed - White &amp; Black Caribbean</b>	2	0.22%	1	1.52%
- White & Black African	2	0.22%	0	0.00%
- White & Asian	4	0.44%	0	0.00%
- Any Other	7	0.77%	1	1.52%
<b>Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh:</b>				
- Indian	12	1.31%	1	1.52%
- Pakistani	5	0.55%	0	0.00%
- Bangladeshi	0	0.00%	0	0.00%
- Any Other	4	0.44%	0	0.00%
<b>Black, Black British, Black English, Black Scottish, or Black Welsh:</b>				
- Caribbean	6	0.66%	0	0.00%
- African	4	0.44%	0	0.00%
- Any Other	0	0.00%	0	0.00%
<b>Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or Other Ethnic Group</b>				
- Chinese	0	0.00%	0	0.00%
- Any Other Chinese	13	1.42%	0	0.00%
- Any Other Ethnic Group	2	0.22%	0	0.00%
<b>Disabled</b>	37	4.05%	2	3.03%
<b>16-24</b>	117	12.80%	7	10.61%
<b>25-29</b>	160	17.51%	15	22.73%
<b>30-44</b>	287	31.40%	21	31.82%
<b>45-59</b>	279	30.53%	21	31.82%
<b>60-64</b>	32	3.50%	2	3.03%
<b>65+</b>	2	0.22%	0	0.00%

### Appendix 3. Ashfield District Council Workforce Profile by pay band as at 31<sup>st</sup> December 2016

Characteristic	A	B	C	D	E	F	G	H	I	J	k	l	Director upwards	Total
<b>Age</b>														
16-24	3 21.43%	2 14.29%	3 21.43%	3 21.43%	3 21.43%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	14
25-29	0 0.00%	3 15.79%	3 15.79%	2 10.53%	7 36.84%	4 21.05%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	19
30-44	1 0.72%	30 21.74%	14 10.14%	33 23.91%	21 15.22%	8 5.80%	14 10.14%	7 5.07%	2 1.45%	0 0.00%	4 2.9%	1 0.72%	3 2.17%	138
45-59	16 6.06%	46 17.42%	44 16.67%	56 21.21%	38 14.39%	10 3.79%	27 10.23%	10 3.79%	4 1.52%	1 0.38%	4 1.52%	5 1.89%	3 1.14%	264
60-64	6 21.43%	4 14.29%	4 14.29%	3 10.71%	2 7.14%	3 10.71%	5 17.86%	0 0.00%	1 3.57%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	28
65+	2 22.22%	0 0.00%	3 33.33%	2 22.22%	1 11.11%	0 0.00%	1 11.11%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	9
<b>Total</b>	28	85	71	99	72	25	47	17	7	1	8	6	6	472
<b>Disability</b>														
Declared	1 2.27%	3 6.82%	12 27.27%	13 29.55%	9 20.45%	1 2.27%	3 6.82%	1 2.27%	1 2.27%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	44
<b>Gender</b>														
Female	24 11.37%	21 9.95%	33 15.64%	41 19.43%	37 17.54%	11 5.21%	22 10.43%	7 3.32%	4 1.9%	0 0.00%	5 2.37%	5 2.37%	1 0.47%	211
Male	4 1.53%	64 24.52%	38 14.56%	58 22.22%	35 13.41%	14 5.36%	25 9.58%	10 3.83%	3 1.15%	1 0.38%	3 1.15%	1 0.38%	5 1.92%	261
<b>Ethnicity</b>														
BME	0 0.00%	1 7.69%	2 15.38%	2 15.38%	3 23.08%	1 7.69%	1 7.69%	2 15.38%	1 7.69%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	13

#### Appendix 4. Additional Ashfield Homes - Workforce Profile by pay band as at 31<sup>st</sup> December 2016

Characteristic	AH	BH	CH	DH	EH	FH	GH	HH	IH	JH	KH	IH	Apprentice	Total
<b>Age</b>														
16-24	4 26.67%	0 0.00%	2 13.33%	3 20.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6 40.00%	15
25-29	4 26.67%	2 13.33%	2 13.33%	2 13.33%	2 13.33%	2 13.33%	1 6.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	15
30-44	11 16.67%	1 1.52%	14 21.21%	15 22.73%	10 15.15%	8 12.12%	4 6.06%	0 0.00%	0 0.00%	0 0.00%	3 4.55%	0 0.00%	0 0.00%	66
45-59	14 21.54%	2 3.08%	7 10.77%	9 13.85%	10 15.38%	13 20.00%	2 3.08%	2 3.08%	2 3.08%	0 0.00%	3 4.62%	1 1.54%	0 0.00%	65
60-64	0 0.00%	0 0.00%	1 25.00%	1 25.00%	0 0.00%	1 25.00%	0 0.00%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	4
65+	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0
<b>Total</b>	33 20.00%	5 3.03%	26 15.76%	30 18.18%	22 13.33%	24 14.55%	7 4.24%	3 1.82%	2 1.21%	0 0.00%	6 3.64%	1 0.61%	6 3.64%	165
<b>Disability</b>														
Declared	4 28.57%	0 0.00%	3 21.43%	2 14.29%	2 14.29%	2 14.29%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 7.14%	0 0.00%	0 0.00%	14
<b>Gender</b>														
Female	20 33.33%	4 6.67%	3 5.00%	8 13.33%	14 23.33%	7 11.67%	2 3.33%	1 1.67%	0 0.00%	0 0.00%	1 1.67%	0 0.00%	0 0.00%	60
Male	13 12.38%	1 0.95%	23 21.90%	22 20.95%	8 7.62%	17 16.19%	5 4.76%	2 1.90%	2 1.90%	0 0.00%	5 4.76%	1 0.95%	6 5.71%	105
<b>Ethnicity</b>														
BME	0 0.00%	1 16.67%	3 50.00%	1 16.67%	0 0.00%	0 0.00%	1 16.67%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	6

