

# BRIDGEND COUNTY BOROUGH COUNCIL

## CYNGOR BWRDEISTREF SIROL PEN-Y-BONT AR OGWR

### REPORT TO CABINET COMMITTEE - EQUALITIES

4<sup>th</sup> January 2010

#### REPORT OF THE ASSISTANT CHIEF EXECUTIVE, CORPORATE DEVELOPMENT & PARTNERSHIPS

### **Report on Equalities in the Bridgend County Borough Council Workforce**

#### **1. Purpose**

1.1 The purpose of this report is to provide the Cabinet Committee - Equalities with workforce data as at 30<sup>th</sup> September 2009 on the equality strands identified in the Council's corporate equality scheme and action plan, namely:-

- Total headcount of employees;
- Full and part time employees;
- Gender;
- Ethnicity;
- Disability;
- Age;
- Welsh speakers; and
- Unpaid carers.

1.2 The report includes a gender analysis of the workforce based on grade.

1.3 The regular reporting of reliable management information on the equality dimensions of the workforce will assist the Cabinet Committee - Equalities in reviewing the Council's performance in meeting its statutory duties.

1.4 It is important to note that the figures shown are based on people not posts, and include all categories of employee, including casual and relief workers but not agency workers, within Bridgend County Borough Council.

#### **2. Connection to Corporate Improvement Plan & other Corporate Priorities**

2.1 The information set out in this report will help mitigate the risk of failure to meet the Council's statutory duties in respect of equalities as identified in the Corporate Improvement Plan. This information will support all of the Council's corporate priorities, especially supporting our disadvantaged communities.

#### **3. Background**

3.1 Reliable workforce data is essential to meet the Council's statutory duties under the Welsh Language, Race Relations, Disability Discrimination and Equality Acts. It is also a crucial part of achieving '*improving authority*' status within the Equality Improvement Framework in Welsh Local Government, and provides meaningful information to aid

decision-making.

3.2 Additionally, the Wales Programme for Improvement requires the Council to report annually on ethnicity and disability rates within its workforce.

#### **4. Current situation / proposal**

The data included in this report, as at 30<sup>th</sup> September 2009 provides:-

- a statistical overview of the current workforce within the Council (**Appendix 1**);
- a comparative overview of the workforce within the Council over the 12 months preceding 30<sup>th</sup> September 2009 (**Appendix 2**);
- an overview of the 16 – 25 age group within the Council (**Appendix 3**);
- an analysis of the current workforce based on gender and pay grade (**Appendix 4**);
- detailed analysis of the current workforce for the *whole* Council based on the equality strands identified at Paragraph 1.1 (**Appendix 5**); and
- detailed analysis of the current workforce for the Council *excluding schools* based on the equality strands identified at Paragraph 1.1 (**Appendix 6**).

4.1 A significant amount of data used for analysis is generated by the Trent integrated HR/Payroll system. Work is currently being undertaken to review and cleanse the data held in Trent to aid reporting and to reflect the structural changes being made under the Transforming Bridgend programme.

4.2 It should be noted that the collation of data is dependent on employees providing information, some of which is not mandatory. Improvements to data capture at recruitment stage have been implemented to ensure the Trent system can produce reports on the information declared.

4.3 The data reported is for employees of Bridgend County Borough Council only and does not include agency staff who are transient in nature, the majority being engaged for short periods.

4.4 For this report, data has been collated on Casual/Relief Workers who work on a regular and irregular basis. The definition of a regular worker being someone who has worked consistently and has been paid regularly over the past six months.

#### **5. Effect on Policy Framework and Procedure Rules**

5.1 The report has no direct effect upon the policy framework or procedure rules but is required to effectively implement the Council's statutory duties in relation to equalities and human rights.

#### **6. Legal implications**

6.1 There are no legal implications

## **7. Financial implications**

7.1 There are no financial implications.

## **8. Recommendations**

8.1 It is recommended that the Equalities Committee consider the quarterly workforce data report produced as at 30<sup>th</sup> September 2009.

**David Macgregor**

**Assistant Chief Executive – Corporate Development & Partnerships**

**21<sup>st</sup> December 2009**

## **9. Contact officers:**

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## **Background papers:**

- Wales Programme of Improvement Guidance for Local Authorities 2005 (Circular 28/2005)
- Equal Pay Act 1970 and 1983
- Sex Discrimination Act 1975 and 1986
- Race Relations Act 1976 and 2000 and 2003
- Welsh Language Act 1993
- Disability Discrimination Act 1995 and 2005
- Employment Rights Act 1996
- Government of Wales Act 1998
- Crime and Disorder Act 1998
- Human Rights Act 1998
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Gender Recognition Act 2004
- Carers (Equal Opportunities) Act 2004
- Civil Partnership Act 2005
- Equality Act 2006
- Employment Equality (Age) Regulations 2006
- Equality Act (Sexual Orientation) Regulations 2007
- EU Constitutional Treaties as amended

## DATA ANALYSIS – Overview of BCBC Employees

Below is a statistical and graphical overview of employee data held on Trent as at 30<sup>th</sup> September 2009.

The data as collated places employees into one of the following four categories:-

- **Full Time** - Any employee with a position that has a Full Time Equivalent (FTE) = 1. The employee may also have additional casual or part time posts.  
*Example: A full time System Technician with Resources who also has a part position of ICT Coordinator with Adult Education.*
- **Part Time** - Any employee with one position that has a FTE of greater than zero but less than 1.  
*Example: A Learning Support Officer at a school.*
- **Multi Part Time** - Any employee who has more than one part time position.  
*Example: A Supervisory Assistant and a Cleaner at a school.*
- **Casual/Relief** - Any employee who has one or more casual position(s) and no other part time or full time position. (The definition of regular being an employee who has worked consistently and been paid regularly over the past six months)  
*Example: A supply teacher, relief homecare worker, casual coach, etc.*

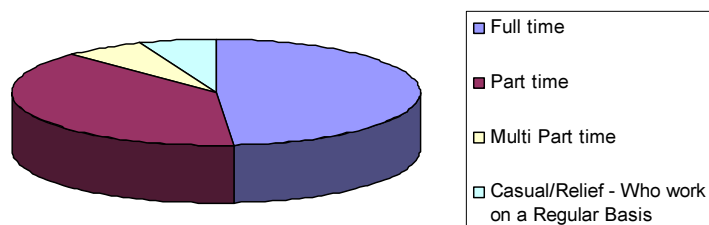
### Headcount

TOTAL HEADCOUNT	BCBC	BCBC EX SCHOOLS
Total Headcount - Excluding Casual/Relief Staff	6,661	3770
Casual/Relief Staff Who work on a Regular Basis	426	315
Casual/Relief Staff Who work on an Irregular Basis	1,088	776
Total Headcount - Including Casual/Relief Staff	8,175	4861

## Employment Status

<b>% FULL TIME</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
	3452 48.71%	1988 52.73%
<b>% PART TIME</b>		
	2742 38.69%	1677 44.41%
<b>% MULTI PART TIME</b>		
	467 6.59%	105 5.54%
<b>SUB TOTAL</b>	<b>6661</b>	<b>3770</b>
<b>% CASUAL/RELIEF</b>		
<b>Who work on a Regular Basis</b>	426 6.01%	315 8.36%

Employment Status BCBC



## Data Analysis – Overview of BCBC Employees

Below is a statistical and graphical overview of employee data held on Trent as at 30<sup>th</sup> September 2009 for all BCBC Staff excluding Casual/Relief Workers.

### Gender

<b>% GENDER SPLIT</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
Male	1576 <b>23.66%</b>	1066 <b>28.28%</b>
Female	5085 <b>76.34%</b>	2704 <b>71.72%</b>

### Ethnicity

<b>% ETHNICITY</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
Ethnic white	5303 <b>79.61%</b>	3292 <b>87.32%</b>
Not Stated	1300 <b>19.52%</b>	435 <b>11.54%</b>
Ethnic minority	58 <b>0.87%</b>	43 <b>1.14%</b>

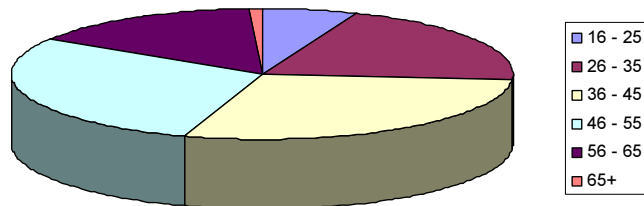
### Disability

<b>% DISABILITY</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
	74 <b>1.11%</b>	59 <b>1.56%</b>

## Age

<b>% AGE PROFILE</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
16 - 25	402 <b>6.04%</b>	206 <b>5.46%</b>
26 - 35	1347 <b>20.22%</b>	691 <b>18.33%</b>
36 - 45	1922 <b>28.85%</b>	1009 <b>26.76%</b>
46 - 55	1920 <b>28.82%</b>	1156 <b>30.66%</b>
56 - 65	1017 <b>15.27%</b>	673 <b>17.85%</b>
65+	53 <b>0.80%</b>	35 <b>0.93%</b>

Age Profile BCBC



## Welsh Language

<b>% WELSH SPEAKERS</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
	248 <b>3.72%</b>	93 <b>2.47%</b>

<b>% WELSH READER</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
	218 <b>3.27%</b>	79 <b>2.10%</b>

<b>% WELSH WRITER</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
	171 <b>2.57%</b>	65 <b>1.72%</b>

## Carers

<b>% UNPAID CARERS</b>	<b>BCBC</b>	<b>BCBC EX SCHOOLS</b>
	261 <b>3.92%</b>	188 <b>4.99%</b>



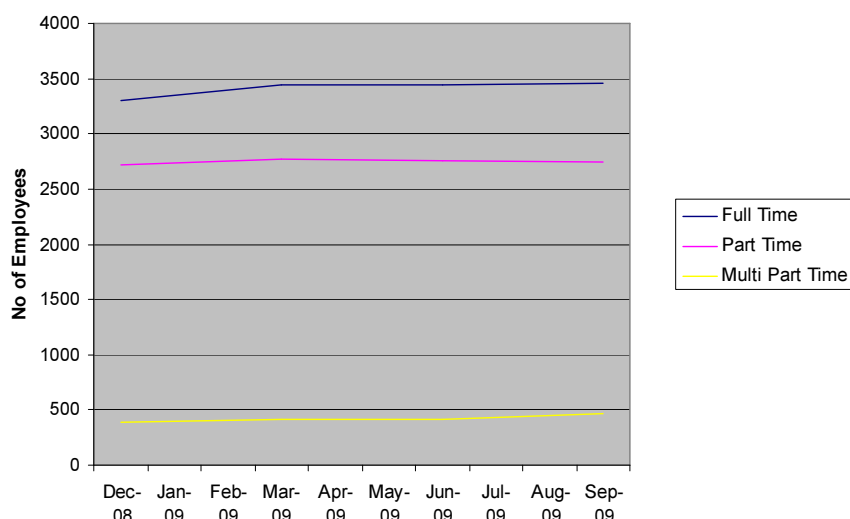
## DATA ANALYSIS – Overview of BCBC Employees

Appendix 2

Below is a statistical and graphical overview of comparative data for the Council over the 12 months preceding the 30th September 2009 for all BCBC Staff excluding Casual/Relief Workers.

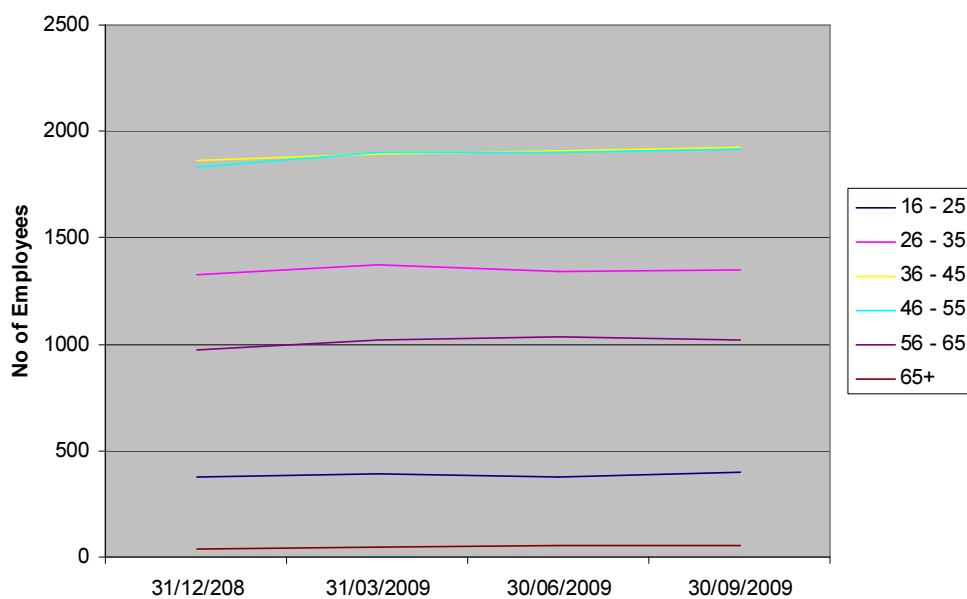
<b>% FULL TIME</b>	<b>31/12/08</b>	<b>31/03/09</b>	<b>30/06/09</b>	<b>30/09/09</b>
	3299 <b>51.50%</b>	3445 <b>52.00%</b>	3447 <b>52.07%</b>	3452 <b>51.82%</b>
<b>% PART TIME</b>				
	2719 <b>42.44%</b>	2771 <b>41.83%</b>	2754 <b>41.60%</b>	2742 <b>41.16%</b>
<b>% MULTI PART TIME</b>				
	388 <b>6.06%</b>	409 <b>6.17%</b>	419 <b>6.33%</b>	467 <b>7.02%</b>
<b>TOTAL</b>	<b>6406</b>	<b>6625</b>	<b>6620</b>	<b>6661</b>

### Employment Status - BCBC



## Age Profile – BCBC

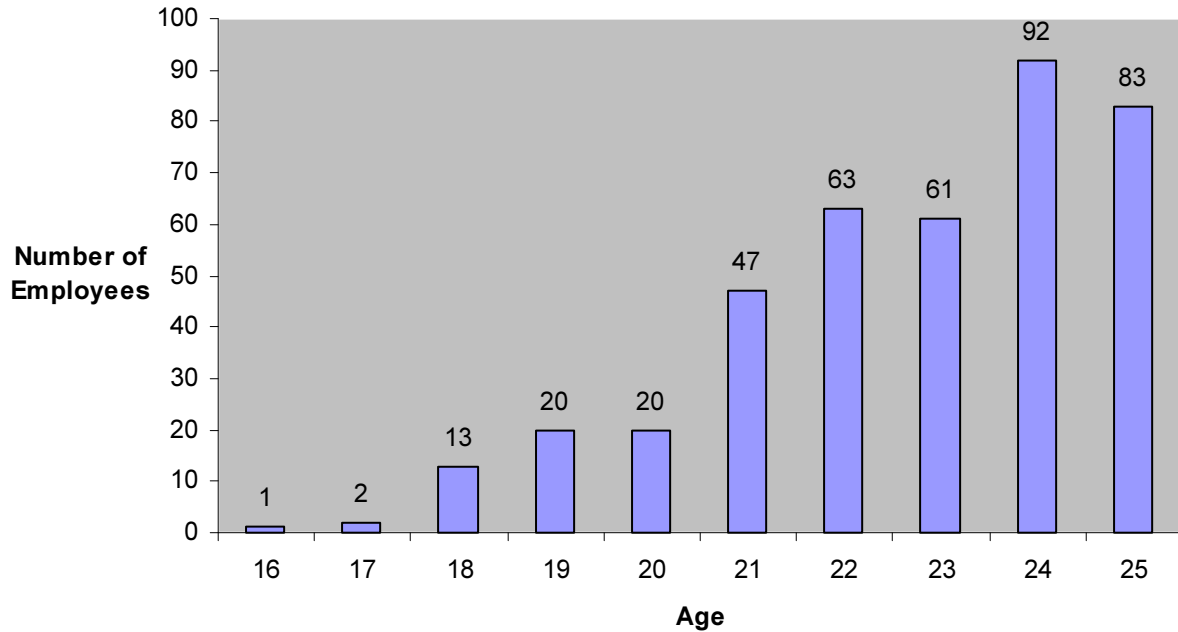
% AGE PROFILE	31/12/208	31/03/09	30/06/09	30/09/09
16 - 25	372 5.81%	392 5.92%	378 5.71%	402 6.04%
26 - 35	1327 20.71%	1369 20.66%	1343 20.29%	1347 20.22%
36 - 45	1862 29.07%	1898 28.65%	1908 28.82%	1922 28.85%
46 - 55	1834 28.63%	1903 28.72%	1904 28.76%	1920 28.82%
56 - 65	973 15.19%	1020 15.40%	1037 15.66%	1017 15.27%
65+	38 0.59%	43 0.65%	50 0.76%	53 0.80%
<b>Total</b>	<b>6406</b>	<b>6625</b>	<b>6620</b>	<b>6661</b>



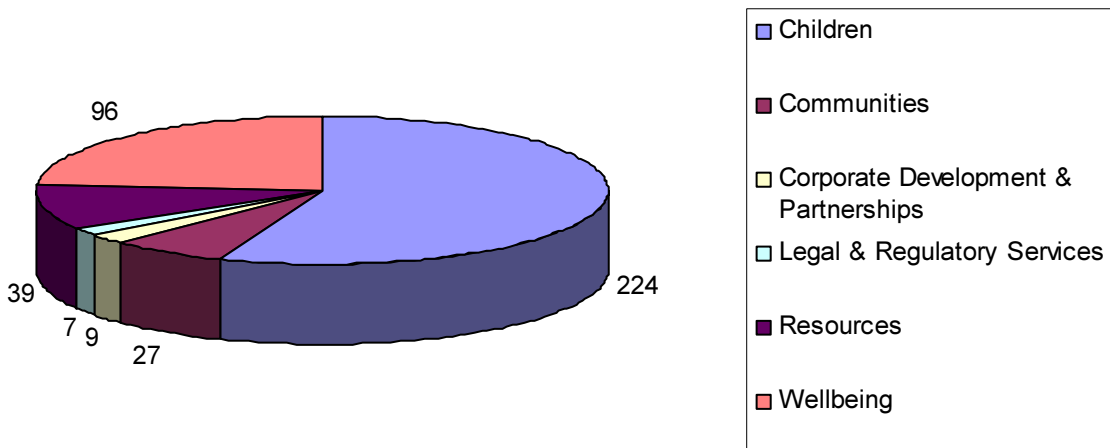
**DATA ANALYSIS – Overview of 16 – 25 Age Grouping**

Below is a graphical overview of 16 – 25 Age Grouping data and directorate split for 30<sup>th</sup> September 2009 for all BCBC Staff excluding Casual/Relief Workers

**BCBC 16 - 25 Age Grouping**



**Directorate Split of 16 - 25 Age Grouping**



**DATA ANALYSIS – Gender based on Pay Grade**

Below is a summary of data held on Trent as at 30th September 2009 based on gender/pay grade for all BCBC Staff excluding Casual/Relief Workers

Employees are placed into one of the following six categories:-

- **Scale 1 – 6** - Local government employees including Craft & Manual Workers employed up to scale 6.
- **Senior Officers** – Local government employees employed at Senior Officer level.
- **Principal Officers** – Local government employees employed at Principal Officer level.
- **Chief Officers** – Local government employees employed JNC level.
- **Soulbury & Youth Officers** – these include Educational Psychologists, Education Advisers and Youth Workers.

TOTAL HEADCOUNT
6661 Employees

	MALE	FEMALE
SCALE 1 - 6	839 <b>12.60%</b>	3618 <b>54.32%</b>
SENIOR OFFICERS	122 <b>1.83%</b>	109 <b>1.64%</b>
PRINCIPAL OFFICERS	231 <b>3.47%</b>	323 <b>4.85%</b>
CHIEF OFFICERS	9 <b>0.14%</b>	8 <b>0.12%</b>
SOULBURY & YOUTH OFFICERS	26 <b>0.39%</b>	56 <b>0.84%</b>
TEACHERS	349 <b>5.24%</b>	971 <b>14.58%</b>
<b>TOTAL</b>	<b>1576</b> <b>23.66%</b>	<b>5085</b> <b>76.34%</b>

**DATA ANALYSIS – Overview of BCBC Employees *including* Schools for BCBC Staff including all Casual/Relief Workers**

**Bridgend CBC**

**Age/Gender Split**

AGE/GENDER GROUPING								
		16 - 25	26 - 35	36 - 45	46 - 55	56 - 65	65+	SUM
Male	Full Time	52	258	371	419	297	3	<b>1400</b>
	Part Time	33	28	29	22	35	8	<b>155</b>
	Multi Part Time	4	9	4	4	0	0	<b>21</b>
	Casual/Relief	175	87	63	49	62	23	<b>459</b>
	<b>SUB TOTAL</b>	<b>264</b>	<b>382</b>	<b>467</b>	<b>494</b>	<b>394</b>	<b>34</b>	<b>2035</b>
Female	Full Time	121	532	564	572	260	3	<b>2052</b>
	Part Time	172	444	801	744	389	37	<b>2587</b>
	Multi Part Time	20	76	153	159	36	2	<b>446</b>
	Casual/Relief	335	251	194	136	114	25	<b>1055</b>
	<b>SUB TOTAL</b>	<b>648</b>	<b>1303</b>	<b>1712</b>	<b>1611</b>	<b>799</b>	<b>67</b>	<b>6140</b>
<b>SUM</b>		<b>912</b>	<b>1685</b>	<b>2179</b>	<b>2105</b>	<b>1193</b>	<b>101</b>	<b>8175</b>

## Ethnicity

ETHNICITY								
		Other Ethnic Origin	Asian or Asian British	Black or Black British	Mixed	Not Stated	White	SUM
Male	Full Time	1	0	4	4	268	1123	<b>1400</b>
	Part Time	0	0	0	0	41	114	<b>155</b>
	Multi Part Time	1	0	0	0	6	14	<b>21</b>
	Casual/Relief	1	1	0	0	208	249	<b>459</b>
	<b>SUB TOTAL</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>523</b>	<b>1500</b>	<b>2035</b>
Female	Full Time	3	6	1	5	324	1713	<b>2052</b>
	Part Time	7	12	3	5	534	2026	<b>2587</b>
	Multi Part Time	2	4	0	0	127	313	<b>446</b>
	Casual/Relief	1	7	2	2	446	597	<b>1055</b>
	<b>SUB TOTAL</b>	<b>13</b>	<b>29</b>	<b>6</b>	<b>12</b>	<b>1431</b>	<b>4649</b>	<b>6140</b>
<b>SUM</b>		<b>16</b>	<b>30</b>	<b>10</b>	<b>16</b>	<b>1954</b>	<b>6149</b>	<b>8175</b>

## Disability

DISABLED					
		Yes	No	Not Stated	SUM
Male	Full Time	25	901	474	<b>1400</b>
	Part Time	5	87	63	<b>155</b>
	Multi Part Time	0	12	9	<b>21</b>
	Casual/Relief	1	194	264	<b>459</b>
	<b>SUB TOTAL</b>	<b>31</b>	<b>1194</b>	<b>810</b>	<b>2035</b>
Female	Full Time	24	1398	630	<b>2052</b>
	Part Time	17	1657	913	<b>2587</b>
	Multi Part Time	3	235	208	<b>446</b>
	Casual/Relief	4	444	597	<b>1055</b>
	<b>SUB TOTAL</b>	<b>48</b>	<b>3744</b>	<b>2348</b>	<b>6140</b>
<b>SUM</b>		<b>79</b>	<b>4938</b>	<b>3158</b>	<b>8175</b>

## Welsh Speakers

WELSH SPEAKER					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	45	8	0	7	<b>60</b>
Female	129	56	10	26	<b>221</b>
<b>SUM</b>	<b>174</b>	<b>64</b>	<b>10</b>	<b>33</b>	<b>281</b>

## Welsh Writer

WELSH WRITER					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	30	4	0	5	<b>39</b>
Female	92	40	5	19	<b>156</b>
<b>SUM</b>	<b>122</b>	<b>44</b>	<b>5</b>	<b>24</b>	<b>195</b>

## Welsh Reader

WELSH READER					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	42	6	0	8	<b>56</b>
Female	112	52	6	26	<b>196</b>
<b>SUM</b>	<b>154</b>	<b>58</b>	<b>6</b>	<b>34</b>	<b>252</b>

## Unpaid Carers

UNPAID CARERS					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	45	1	0	5	<b>51</b>
Female	102	95	18	9	<b>224</b>
<b>SUM</b>	<b>147</b>	<b>96</b>	<b>18</b>	<b>14</b>	<b>275</b>



**DATA ANALYSIS – Overview of BCBC Employees *excluding* Schools for BCBC Staff including all Casual/Relief Workers**

**Bridgend CBC excluding Schools**

**Age/Gender Split**

AGE/GENDER GROUPING								
		16 - 25	26 - 35	36 - 45	46 - 55	56 - 65	65+	SUM
Male	Full Time	44	153	244	294	209	3	<b>947</b>
	Part Time	15	17	20	20	27	8	<b>107</b>
	Multi Part Time	2	7	2	1	0	0	<b>12</b>
	Casual/Relief	152	77	56	46	32	12	<b>375</b>
	<b>SUB TOTAL</b>	<b>213</b>	<b>254</b>	<b>322</b>	<b>361</b>	<b>268</b>	<b>23</b>	<b>1441</b>
Female	Full Time	59	246	279	299	156	2	<b>1041</b>
	Part Time	81	251	440	504	272	22	<b>1570</b>
	Multi Part Time	5	17	24	38	9	0	<b>93</b>
	Casual/Relief	296	161	126	85	41	7	<b>716</b>
	<b>SUB TOTAL</b>	<b>441</b>	<b>675</b>	<b>869</b>	<b>926</b>	<b>478</b>	<b>31</b>	<b>3420</b>
<b>SUM</b>		<b>654</b>	<b>929</b>	<b>1191</b>	<b>1287</b>	<b>746</b>	<b>54</b>	<b>4861</b>

## Ethnicity

ETHNICITY								
		Other Ethnic Origin	Asian or Asian British	Black or Black British	Mixed	Not Stated	White	SUM
Male	Full Time	1	0	1	4	144	797	<b>947</b>
	Part Time	0	0	0	0	23	84	<b>107</b>
	Multi Part Time	1	0	0	0	4	7	<b>12</b>
	Casual/Relief	1	1	0	0	156	217	<b>375</b>
	<b>SUB TOTAL</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>327</b>	<b>1105</b>	<b>1441</b>
Female	Full Time	1	6	1	3	63	967	<b>1041</b>
	Part Time	5	9	3	3	180	1370	<b>1570</b>
	Multi Part Time	2	3	0	0	21	67	<b>93</b>
	Casual/Relief	1	4	1	2	290	418	<b>716</b>
	<b>SUB TOTAL</b>	<b>9</b>	<b>22</b>	<b>5</b>	<b>8</b>	<b>554</b>	<b>2822</b>	<b>3420</b>
<b>SUM</b>		<b>12</b>	<b>23</b>	<b>6</b>	<b>12</b>	<b>881</b>	<b>3927</b>	<b>4861</b>

## Disability

DISABLED					
		Yes	No	Not Stated	SUM
Male	Full Time	25	640	282	<b>947</b>
	Part Time	4	65	38	<b>107</b>
	Multi Part Time	0	7	5	<b>12</b>
	Casual/Relief	0	179	196	<b>375</b>
	<b>SUB TOTAL</b>	<b>29</b>	<b>891</b>	<b>521</b>	<b>1441</b>
Female	Full Time	16	833	192	<b>1041</b>
	Part Time	13	1171	386	<b>1570</b>
	Multi Part Time	1	53	39	<b>93</b>
	Casual/Relief	3	349	364	<b>716</b>
	<b>SUB TOTAL</b>	<b>33</b>	<b>2406</b>	<b>981</b>	<b>3420</b>
<b>SUM</b>		<b>62</b>	<b>3297</b>	<b>1502</b>	<b>4861</b>

## Welsh Speakers

WELSH SPEAKER					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	19	7	0	4	<b>30</b>
Female	37	29	1	10	<b>77</b>
<b>SUM</b>	<b>46</b>	<b>36</b>	<b>1</b>	<b>14</b>	<b>107</b>

## Welsh Writer

WELSH WRITER					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	14	3	0	2	19
Female	22	25	1	7	55
<b>SUM</b>	<b>36</b>	<b>28</b>	<b>1</b>	<b>9</b>	<b>74</b>

## Welsh Reader

WELSH READER					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	19	5	0	5	29
Female	28	26	1	10	65
<b>SUM</b>	<b>47</b>	<b>31</b>	<b>1</b>	<b>15</b>	<b>94</b>

## Unpaid Carers

UNPAID CARERS					
	Full Time	Part Time	Multi Part Time	Casual/Relief	SUM
Male	35	1	0	3	39
Female	73	76	3	5	157
<b>SUM</b>	<b>108</b>	<b>77</b>	<b>3</b>	<b>8</b>	<b>196</b>