

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO CABINET COMMITTEE - EQUALITIES

23 MAY 2011

REPORT OF THE ASSISTANT CHIEF EXECUTIVE - PERFORMANCE

6 MONTHLY REPORT ON EQUALITY IN THE WORKFORCE

1. Purpose of Report.

The purpose of this report is to provide the Cabinet Committee with background data on the Council's workforce and work being undertaken to promote equality in the workplace.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

Analyses of workforce data help mitigate the risk of failure to meet our statutory duties in respect of equalities and a range of the objectives identified in the Corporate Plan.

3. Background.

3.1 Reliable workforce data enables us to assess our performance in relation to the Council's statutory duties set out under the Equality Act and the Council's Welsh Language Scheme. It also supports achievement of *'improving authority'* status within the Equality Improvement Framework and provides meaningful information to aid decision-making.

3.2 Also, under the Wales Programme for Improvement, the Council is required to report annually on ethnicity and disability rates within its workforce.

4. Current situation / proposal.

4.1 Workforce Data

4.1.1 Appendix 1 provides profiles of the workforce at six monthly intervals over the last two years. It includes data on the numbers of employees within the equality strands identified in the Council's corporate equality scheme i.e.:-

- Total employee headcount;
- Full and part time employees;
- Gender;
- Ethnicity;

- Disability;
- Age;
- Welsh speakers; and
- Unpaid carers.

The data is based on employees not posts, and includes all casual and relief employees who work on a regular basis but not agency workers.

Some points of note from the data in appendix 1 are that:-

- a) The total number of employees has remained relatively constant over the period
- b) The ratio of male: female workers is also relatively constant
- c) The ratio and number of part time employees has increased slightly in recent periods
- d) There has been a corresponding reduction in the ratio of full time employees
- e) The number of employees who have declared caring responsibilities fluctuates between the periods
- f) The number of welsh speaking employees has increased
- g) The age profile of the workforce has changed little over the period in terms of % in each age band and the number of employees aged 65 and over has also remained fairly constant.

4.1.2 Workforce data is being monitored regularly and the information gathered will assist the development of the Workforce Plan. Reports to this Committee on a twice yearly basis will enable Members to be advised of any areas of potential concern. 547 employees left the Council between 1st April 2010 and 31st March 2011 and the following table identifies the number within each of the main reasons:-

Reason for Leaving	Number
End of Contract	267
Ill Health	50

Redundancy (Voluntary)	4
Resignation	209
Age Retirement	17
Total	547

4.1.3 In recent months, improvements to data capture at the recruitment stage have been implemented. Some of the changes in data included within the equality strands summarised in Appendix 1 may be attributable to existing employees making online job applications and as part of that process, then updating their personal details in the TRENT system. Appendix 2 includes a table detailing the equalities data obtained through the Council's recruitment and selection processes, via both online and hard copy applications, between 1st April 2010 and 31st March 2011.

Analysis of the data in Appendix 2 and Appendix 1 shows that:-

- 36% of job applicants were male (23.4% of employees are male)
- 64% of job applicants were female (76.6% of employees are female)
- 4.6% of job applicants declared a disability (1.1% of employees have declared a disability)
- 10.5 % of job applicants were Welsh speakers (4.1% of employees are Welsh speakers)
- 3% of job applicants declared an ethnic background other than white (99% of current employees state their ethnic origin as White).

4.1.4 Below is a summary of workforce information as at 31st March 2011 based on gender/pay grade for all BCBC Staff excluding Casual/Relief Employees.

The information places employees into one of 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 and
- **Teachers**

	MALE	FEMALE	TOTAL
SCALE 1 - 6	821	3557	4378
SENIOR OFFICERS	123	120	243
PRINCIPAL OFFICERS	237	377	614
CHIEF OFFICERS	8	7	15
SOULBURY & YOUTH OFFICERS	17	53	70
TEACHERS	343	1018	1361
TOTAL	1566	5116	6682

4.2 Developments.

4.2.1 At the last meeting of the Committee a report was presented on equalities training. The report detailed the outcomes of a training needs analysis undertaken which identified those employees requiring training and which led to the development and delivery of appropriate programmes. Equalities training undertaken between December 2010 and March 2011 included:

- * General Equality and Diversity Awareness Training
- * Disability Equality Training
- * Race and Cultural Awareness Training.
- * Basic Skills

Plans have been put in place to include equalities training within the member development programme in 2011/12.

4.2.2 Equality Impact Assessments have been completed on Human Resources policies and procedures up to 31st May 2011 are as follows:

- * Absence Management Policy
- * Appraisal
- * Capability Policy
- * Dignity at Work Policy
- * Disciplinary Policy
- * Disputes Resolution

- * Domestic Abuse
- * Early Retirement, Ill Health and Redundancy
- * Grievance Policy
- * Leave Arrangements
- * Parental Leave
- * Professional Fees
- * Redundancy and Redeployment
- * Work Experience

No issues of concern have emerged from the EIA process.

4.2.3 At Cabinet Committee - Equalities on 13th December 2010, concern was expressed at the ratio of male teachers to female teachers employed within the Council's schools and the effect that this could have on children with no male role model in their families. The following data is an extract of the GTCW Register of Qualified Teachers as at 13th April 2011 which outlines the male/female split as follows:

Analysis of teachers in Wales, South East Wales and Bridgend

	Female (%)	Male (%)	Total (%)
Teachers registered with GTC Wales	21,755 (74.6%)	7,407 (25.4%)	29162 (100%)
Newly qualified teachers in Wales	1,126 (75%)	376 (25%)	1502 (100%)
Teachers employed in South East Wales	6501 (73.82%)	2305 (26.18%)	8806 (100%)
Teachers employed in BCBC	1018 (74.80%)	343 (25.20%)	1361 (100%)

It is clear from the above table that the demography of teachers in the Council is comparable to that of teachers in Wales and South East Wales. The Welsh Assembly Government has advised that there have been enrolment changes to initial teacher training (ITT) courses in Wales showing increasing proportions of male students. Female enrolments to ITT courses decreased by seven per cent in 2009/10 whilst male enrolments increased slightly by one per cent. Compared with five years previously, both female and male enrolments have decreased since 2004/05. Within these changes female enrolments decreased by 24 per cent whilst male enrolments only decreased by nine per cent.

4.2.4 Equalities Data Capture: An exercise to capture accurate and up to date equalities data for all employees will begin in 2011. The exercise will be piloted within Human Resources and Organisational Development and ICT during May/June 2011 and

will comprise an electronic survey the results of which will be loaded via uplink into Trent. Whilst an electronic survey is an appropriate conduit to obtain equalities data for employees with access to a computer, such an approach will not be appropriate for all employees and, therefore, alternative methods will be considered.

- 4.2.5 The recruitment and selection policy has been reviewed and detailed managers' guidelines have been developed which take account of the new Equality Act and incorporate advice and guidance on equality and Welsh language issues. This includes the arrangements for the guaranteed interview scheme, which makes provision for applicants with a disability, who meet the criteria for an advertised position to be shortlisted for interview. This guidance is reinforced through the recruitment and selection workshop for managers.
- 4.3 Areas of focus of the Human Resources Service Unit in the next 12 months include:-
 - 4.3.1 Continue to develop the workforce plan taking into account the impact of workforce changes resulting from the Council's budget, associated service configurations and ongoing efficiencies agenda.
 - 4.3.2 To continue to provide Human Resources support to service areas undertaking organisational reviews and to ensure that relevant workforce issues are managed in a fair and timely manner in accordance with Council's policies and statutory equality duties.
 - 4.3.3 Default Retirement Age (DRA): The UK Government will remove the default retirement age from October 2011. Employees who attain the age of 65 after this date will be able to remain in employment in the same way as other employees. Following the removal of the DRA, the Council may see an increase in the number of employees over 65 years of age.

5. Effect upon Policy Framework & 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. Equality Impact Assessment

This is an information report and as such, no Equality Impact Assessment has been carried out. However, this report provides the Committee with information which will positively assist in the delivery of the Authority's equality duties.

7. Financial Implications.

None in this report.

8. Recommendation.

- 8.1 That the Equalities Committee receives and considers this workforce report.

David MacGregor
Assistant Chief Executive – Performance
12 May 2011

- 9. Contact officers:**
Sarah Kingsbury
Head of Human Resources and Organisational
Development

Email: Sarah.kingsbury@bridgend.gov.uk
Telephone: 643209

Paul Williams
Debra Beeke
Human Resources Business Partners

Email: Paul.williams@bridgend.gov.uk
Debra.beeke@bridgend.gov.uk
Telephone : 643520

Background papers: None.