

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO CABINET COMMITTEE - EQUALITIES**

**5 DECEMBER 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 data on the Council's workforce, together with comparative information and an update on developments that are employment related.

**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 is also crucial to achieving '*improving authority*' status within the Equality Improvement Framework 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.**

**4.1 Workforce Data**

4.1.1 Appendix 1 provides profiles of the workforce as at 31<sup>st</sup> March 2010, 30<sup>th</sup> September 2010, 31<sup>st</sup> March 2011 and 30<sup>th</sup> September 2011. It includes numbers of employees in relation to the equality strands identified in the Council's corporate equality scheme and action plan, i.e.:-

- Total employee headcount;
- Full and part time employees;
- Gender;
- Ethnicity;
- Disability;
- Age;
- Welsh speakers; and

- Unpaid carers.

Workforce data is based on employees not posts, and includes 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:-

- The total number of employees has increased by 54 since 31<sup>st</sup> March 2011 and by 61 since September 2010
- The number of part time employees has decreased by 55 since March 2011
- The number of full time employees has increased by 70 since March 2011
- The number of employees with caring responsibilities declared has remained static since March 2010
- The number of employees able to speak welsh has remained static since March 2011
- The number of employees aged 65 and over has remained almost constant since 31<sup>st</sup> March 2011.

4.1.2 Changes within the Council's workforce are being monitored and the information gathered will assist the development in 2011/12 of the Workforce Plan. Reports to this Committee on a twice yearly basis will enable areas of potential concern to be identified.

4.1.3 The following table outlines the reasons for 575 employees leaving between 1<sup>st</sup> October 2010 and 30<sup>th</sup> September 2011.

<b>Reason for Leaving</b>	<b>Number</b>
End of Contract	155
Ill Health	37
TUPE	4
Dismissals	8
Resignation	277
Age Retirement	72
Redundancy (Voluntary)	17
Redundancy (Compulsory)	5

Total leavers	575
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4.1.4 Between 1<sup>st</sup> October 2010 and 30<sup>th</sup> September 2011 there were 722 new starters in BCBC's workforce. Of these, 324 had zero hours contracts ie relief and casual employees and 398 were given contracted hours.

297 (41%) of the new starters were aged between 16 and 25 i.e.10% of the total 16 -25 age group applicants. 166 of the 297 were employed as relief/casual workers and 131 were contracted to between 2 hours and 37 hours per week.

4.1.5 In recent months, improvements to data capture at the recruitment stage have been implemented. Appendix 2 includes a table detailing the equalities data obtained via the Council's recruitment and selection processes, both online and hard copy applications, between 1<sup>st</sup> October 2010 and 30<sup>th</sup> September 2011.

It is clear from appendix 2 that:

- 34.5% of job applicants were male (23.6% of employees are male)
- 65.1% of job applicants were female (76.4% of employees are female)
- (0.4% of applicants did not disclose their gender)
- 2.94% of job applicants declared a disability (1.1% of employees have declared a disability)
- 5.1 % of job applicants were Welsh speakers (4% of employees are Welsh speakers)
- 2.1% of job applicants declared an ethnic background other than white (1% of employees state their ethnic origin in this way).

4.1.6 Below is a summary of workforce information as at 30<sup>th</sup> September 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**

	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
SCALE 1 - 6	<b>823</b>	<b>3593</b>	<b>4416</b>
SENIOR OFFICERS	<b>122</b>	<b>122</b>	<b>244</b>
PRINCIPAL OFFICERS	<b>281</b>	<b>328</b>	<b>609</b>
CHIEF OFFICERS	<b>8</b>	<b>7</b>	<b>15</b>
SOULBURY & YOUTH OFFICERS	<b>29</b>	<b>49</b>	<b>78</b>
TEACHERS	<b>330</b>	<b>1044</b>	<b>1374</b>
<b>TOTAL</b>	<b>1593</b>	<b>5143</b>	<b>6736</b>

## 4.2 Developments.

4.2.1 Equalities Data Capture: An exercise to capture accurate and up to date equalities data for all employees began in October 2011. The exercise was piloted within Human Resources and Organisational Development and ICT and Property and comprised 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 P.C., such an approach will not be appropriate for all employees and, therefore, alternative methods will be considered.

4.2.2 Strategic Equality Plan: The council will publish its first Strategic Equality Plan and equality objectives in April 2012. One requirement of the plan will be for the council to publish employment information by protected characteristic. In addition to the employee information reported to the Cabinet Committee on a half yearly basis, the council will, on the 31<sup>st</sup> March annually, also report on:

- The number of employees applying to change position with an outline of those that were successful and those that were not
- The number of employees applying for training with an outline of those that were successful and those that were not
- The number of employees involved in disciplinary and/or grievance procedures as a complainant or as an employee against whom an issues has been raised

The equalities data capture exercise described in paragraph 4.2.1 above will ensure that the information provided will be accurate and up to date.

4.2.3 Job Evaluation and Equal Pay: The council is currently consulting on proposals for its new Pay and Grading Scheme following the completion of the Job Evaluation Project. The council has reviewed the way staff are remunerated in line with the 1997 Single Status Agreement and is committed to treating all of its employees in a fair and equitable manner. The Job Evaluation Project focuses on the relative responsibilities of jobs undertaken by employees.

The conclusion of the assessment of impact of the council's proposals undertaken by an independent expert is that:-

- The proposed pay structure improves the gender pay gap on a grade by grade basis. As employees progress through the structure with annual increments the gap will narrow even further
- The proposed structure demonstrates a visible narrowing of the gender pay gap in both basic pay and total pay.

4.2.4 British Sign Language: Deaf awareness raising training sessions and formal British Sign Language Training is currently being developed in conjunction with Action for Hearing Loss (formerly RNID). Employee Groups with a customer interface will be targeted with Deaf Awareness Sessions and several customer contact centre staff have been identified to undertake BSL Training.

4.3 Areas of focus of the Human Resources Service Unit in the next 12 months continue to be:-

4.3.1 To complete the workforce plan taking in to account the impact of workforce changes resulting from the Council's budget and ongoing efficiencies agenda.

4.3.2 To continue to provide Human Resources support to service areas undertaking 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 Coalition Government removed the default retirement age from October 2011. Employees who attain the age of 65 will now be able to remain in employment in the same way as other employees. Following the removal of the DRA, BCBC may now see an increase in the number of employees over 65 years of age.

4.3.4 Disability 2 ticks symbol: The Council was awarded the "2 ticks" symbol in 2010 and is currently being reassessed by Job Centre Plus for the award to be renewed until 2012.

## **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**

Whilst no Equality Impact Assessment has been carried out, 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.

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**Date: 12<sup>th</sup> November 2011**

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**Background papers: None.**