

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

**26 June 2012**

**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 30<sup>th</sup> September 2010, 31<sup>st</sup> March 2011, 30<sup>th</sup> September 2011 and 31<sup>st</sup> March 2012. It includes numbers of employees in relation to the equality strands identified in the Council's Strategic Equality Plan and Draft 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:

- a) The total number of employees has increased by 90 since 30<sup>th</sup> September 2011 and by 151 since September 2010
- b) The number of part time employees has increased by 91 since March 2011
- c) The number of full time employees has increased by 53 since March 2011
- d) The number of employees with caring responsibilities declared has reduced by 68 since March 2011
- e) The number of employees able to speak welsh has reduced by 12 since March 2011
- f) The number of employees aged 65 and over has increased by 8 since 31<sup>st</sup> March 2011.

4.1.2 Changes within the Council's workforce are monitored and information gathered has assisted the development in 2012 of the council's 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 1187 employees leaving between 1<sup>st</sup> April 2011 and 31<sup>st</sup> March 2012.

<b>Reason for Leaving</b>	<b>Number</b>
End of Contract	178
Ill Health (LGPS)	18
TUPE	471*
Dismissals	4
Resignation	344
Age Retirement	89
Redundancy (Voluntary)	32
Death in Service	5
Capability (Performance)	3
Capability (Health)	24

Redundancy (Compulsory)	19
Total leavers	1187

\*The 471 TUPE leavers results from the transfer of the council's leisure services to the social enterprise Halo Leisure. Of the 471 employees transferred 197 were casual or relief employees.

4.1.4 Below is a summary of workforce information as at 31<sup>st</sup> March 2012 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	850	3847	4697
SENIOR OFFICERS	130	138	268
PRINCIPAL OFFICERS	227	251	478
CHIEF OFFICERS	8	7	15
SOULBURY & YOUTH OFFICERS	31	51	82
TEACHERS	330	956	1286
<b>TOTAL</b>	<b>1576</b>	<b>5250</b>	<b>6826</b>

## 4.2 Developments.

4.2.1 Equalities Data Capture: A pilot exercise to capture accurate and up to date equalities data for all employees began in October 2011. The exercise began within Human Resources and Organisational Development and ICT and Property and comprised an electronic survey the results of which were migrated into Trent. Final data cleansing and quality checking is being undertaken following which the exercise will be rolled out incrementally to all other service units. 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 published its first Strategic Equality Plan and equality objectives in April 2012. One requirement of the plan is 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, commencing on 31<sup>st</sup> March 2013, 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.

The council will also begin the development of the various themes within the SEP Action Plan.

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.
- 4.2.5 “Louder than Words” Charter: During August 2012, the council will be re assessed for the “Louder than Words” Charter award from Action for Hearing Loss (formerly RNID). Significant developments have been made by the council in its approach to employees and customers who are deaf or who have suffered hearing loss and it is hoped that these developments will result in the award of the Charter.
- 4.2.6 Autism Awareness: An E: Learning Module has been developed and will be launched in the summer of 2012. The module will raise employees’ and managers’ awareness of autistic spectrum disorder and the support tools and approaches that exist.
- 4.2.7 Employee Development and Training: A Development and Training matrix has been developed which outlines Equality and Diversity training requirements and the various groups of employees requiring this training. The Development and Training Plan will be rolled out incrementally commencing in the summer of 2012 and will range from a basic Equality and Diversity overview to a more advanced session for employee roles with a clear customer interface. Sessions will also be provided on Equality Impact Assessments and Welsh Language. It is envisaged that elected members will also require elements of these training sessions.
- 4.3 Areas of focus of the Human Resources Service Unit in the next 12 months continue to be:-
- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 Strategic Equality Plan: Supporting the Strategic Equality Plan is a draft action plan. Development of the themes within the objective The Council’s Role as an Employer will begin in 2012 with initial focus being on the development of staff networks and a review of the induction process.

## **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 Cabinet Equalities Committee receives and considers this workforce report.

**Vanessa Young**  
**Assistant Chief Executive – Performance**  
**Date: 16<sup>th</sup> June 2012**

**9. Contact officers:**

Sarah Kingsbury  
Head of Human Resources and Organisational  
Development

**Email: [Sarah.kingsbury@bridgend.gov.uk](mailto:Sarah.kingsbury@bridgend.gov.uk)**  
**Telephone: 643209**

Paul Williams  
Human Resources Business Partner

**Email: [Paul.williams@bridgend.gov.uk](mailto:Paul.williams@bridgend.gov.uk)**

**Telephone : 643520**

**Background papers: None.**