

## **REPORT OF THE SERVICE DIRECTOR - HR AND CUSTOMER SERVICE**

### **WORKFORCE INFORMATION 2013**

#### **Purpose of the Report**

1. The purpose of this report is to provide Personnel Committee with an updated summary of the profile of the workforce for Nottinghamshire County Council, including central employed staff and staff in maintained schools, as part of a regular annual reporting regime.

#### **Information and Advice**

2. Since January 2009 all public sector employers, including local authorities, have had a statutory duty under the Equality Act 2010 to publish information about the profile of their workforce, based on their "Protected Characteristics", on an annual basis in the format contained within this report.
3. The collection of this data and the use of it to inform key workforce initiatives underpin the Council's commitment to ensuring that its employment practices and services are free from discrimination and prejudice: fit for purpose and enable delivery of good quality, affordable, services and high standards of customer care.
4. The latest annual workforce information for Nottinghamshire (NCC) is as at 1<sup>st</sup> April 2013 when the overall workforce headcount of centrally employed permanent and temporary staff stood at 9,666 and 10,053 in schools, 19,719 overall.
5. Since 2012 the data in this report has been generated through the Council's Business Management System (BMS), and is therefore based on the Full Time Equivalent (FTE) occupancy of posts, rather than headcount. This provides a standard measure to enable the Council to compare our performance with other benchmark employers, for example through the CIPFA Value for Money report.
6. The report also shows how the County Council's centrally employed and school based workforce has changed over the extended period 2010 to 2013 in relation to gender, age, ethnicity, sexual orientation and religion/belief which are the protected characteristics covered by the Equality Act 2010.
7. The information from this report feeds into the County Council's Workforce Strategy and has a key impact on the workforce planning of the Council to

ensure that it has a flexible and diverse workforce which will enable it to deliver its key priorities.

8. The current Workforce Information Report covers a period when the Council underwent significant restructuring and therefore the report does not include data on individual departments as the extent and on-going nature of this makes comparison difficult.
9. The information in the current Workforce Information Report will be used by managers in completing Equality Impact Assessments for the business cases to underpin the budget process for 2014/15.

### **Key trends**

10. The full Workforce Information Report for 2013 is attached as **Appendix 1**.
11. Underpinning the data in the report is the impact on staffing numbers of on-going service review and redesign in response to budget pressures, academy conversions and transfers out to other employers, as well as natural turnover, which have led to a significant overall reduction in the Full Time Equivalent (FTE) number of people employed by the Council over the period 2010 to 2013. In the 12 month period covered by this report this equated to a reduction of 1,700 FTE.
12. The report illustrates that this has not however had a negative impact on the overall profile of the remaining workforce and the key points regarding the Council's workforce profile that are evident from the data published in the report are highlighted in the following paragraphs.

### **Age:**

- Just over 60% of all County Council employees were within the 36-55 age groups, an increase of 3.80% points since 2010, indicating an expected trend given the ageing profile of the wider community and the effect of this on the Local Labour Market (LLM).
- The average age of the workforce is currently 46 years of age.
- The number of all employees aged over 55, has remained relatively stable, being only 0.36% points fewer than in 2010.
- The proportion of NCC employees under 25 years of age also remains relatively stable at just over 5% which compares with 14.24% of the Nottinghamshire population who are aged 16-25.

### **Disability:**

- The proportion of all employees who declare themselves disabled has remained fairly constant over the last few years and is now at 2.88% overall. An increase of 0.18% points since 31<sup>st</sup> March 2012. The percentage is higher for centrally employed staff, when schools are excluded, standing at 4.69% against a LLM of 5.30%.

### **Ethnicity:**

- The proportion of employees declaring themselves as not being White British (i.e. they are in the black and minority ethnic groups (BaME)) has also remained relatively constant since 2010 at just below 5.5% overall. When schools are excluded this equates to 7.69%, compared to 7.36% in the wider Nottinghamshire Community and 8.20% in the LLM.
- Amongst BaME workforce there is a fairly even distribution of Black/Black British, Asian/Asian British and other White employees amongst centrally employed staff, whilst in schools other White and Asian/Asian British employees make up the majority of the BaME representation.

### **Gender:**

- The gender balance in both the Community of Nottinghamshire and its LLM is roughly 50/50. The overall balance across the workforce between men and women has remained fairly constant since 2010 at around 25% male and 75% female, although this balance has shifted further in 2013 in favour of women to 23% male and 77% female. This is as low as 15% male to 85% female in NCC controlled schools, now mostly Primaries, in which it has historically been challenging to recruit male teaching staff.
- As a County Council which currently retains most of its frontline services in-house, Nottinghamshire will inevitably attract a high proportion of female employees because of its wide range of family friendly policies and the part time nature of many of its employments.

13. The profile of top 5% of earners within the Council are broadly representative of the wider workforce in terms of disability and ethnicity.

### **Disclosure rate for protected characteristics**

14. New employees are requested to declare their protected characteristics on their application forms. Data in respect of the successful candidate is then entered into the BMS at the point of recruitment. Information such as date of birth and gender are essential requirements at point of recruitment. Provision of other information is voluntary but employees are encouraged to provide this.
15. Protected characteristics, including an employee's disability status, may change during the course of their employment. The introduction of the BMS at the end of 2012, and from April 2013 in schools, now enables individuals to update their own data direct through the Employee Self Service (ESS) facility on their computer dashboard or through their manager if they do not have day

to day access to the ESS facility. In principle this system development should increase the accuracy and rate of disclosure for centrally employed staff at 1<sup>st</sup> April 2013 and will do so for the 2014 report onward for schools.

16. The comparative disclosure rates set out in the table below do not however bear this out with disclosure rates for religion and belief and sexual orientation remaining too low to draw out any meaningful trends. Further work will therefore be required to encourage employees to provide this information. However, the timing of this will require careful consideration.

**Disclosure Rates 2012-2013 (based on FTE):**

	2012			2013		
	NCC Total	Schools	Centrally employed	NCC Total	Schools	Centrally employed
Disability	89%	77%	92%	82%	77%	88%
Ethnicity	85%	79%	92%	85%	80%	90%
Sexual Orientation	36%	23%	52%	40%	27%	52%
Religion/Belief	38%	24%	55%	42%	29%	55%

*\*There is a 100% disclosure rate for both age and gender*

**Priorities for improvement:**

17. A refreshed Workforce Strategy for 2014-18 is being developed to underpin the Council's new Strategic Plan with regard to the Council's ambition to be a good employer and encourage other employers in the County to adopt good employment practice to support economic growth and employment. This will be the subject of consideration by Personnel Committee at a later date.
18. Reinforced by the data from the 2013 Workforce Report; this will incorporate a commitment to develop strategies to increase the number of work related learning opportunities for young people within NCC, including apprenticeships, traineeships and work experience to help tackle youth unemployment. This approach is further reinforced by the Council's Youth Employment Strategy.
19. The Council's existing recruitment, redeployment and redundancy selection policies and procedures take into account the duty of an employer to make

reasonable adjustments in relation to disabled employees. Further consideration will be given to identifying opportunities, encouraging disabled people to apply for County Council jobs and encouraging managers to creatively explore the use of reasonable adjustments, including redeployment, to support disabled people in work and retain them in employment wherever possible.

20. In addition, in order to improve disclosure rates in future, the facility for employees to update their personal information through the Self Service facility in the BMS will be promoted to employees who will be positively encouraged to disclose all of their own protected characteristics.

### **Other Options Considered**

21. The County Council regularly reviews the way it presents this type of statistical information with the aim to make it as clear and as concise as possible.

### **Reason for Recommendation**

22. The County Council has a statutory duty to publish workforce information on an annual basis. It is important that elected members are aware of this information when determining the strategic direction of the County Council and other related policies.

### **Statutory and Policy Implications**

23. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Implications for Service Users**

24. This information is available to Service Users and the general public via the County Council's public website.

### **Equalities Implications**

25. The publication of the Workforce Information Report ensures that the County Council complies with its statutory duty under the Equality Act 2010. Actions undertaken by the Council to address any potential inequalities identified from the data as set in the report would further support compliance with this duty.
26. The equality impact is directly highlighted throughout the report.

### **Human Resources Implications**

27. The human resource implications are implicit within the body of the report. Trades Union colleagues have had access to the information contained within the report and have provided their comments. It will be an agenda item for further discussion at a future Central Joint Consultative and Negotiating Panel.

## **RECOMMENDATION**

It is recommended that Members:

1. Note the information contained within this report and approve the publication of the Workforce Information Report 2013.
2. Note the priorities for improvement to be reflected in the Council's new Workforce Strategy.

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### **Constitutional Comments (KK 04/10/13)**

28. The proposals in this report are within the remit of the Personnel Committee.

### **Financial Comments (SEM 08/10/13)**

29. There are no specific financial implications arising directly from this report.

### **Background Papers**

None

### **Electoral Division(s) and Member(s) Affected**

All