



REPORT OF THE SERVICE DIRECTOR HR AND CUSTOMER SERVICE

WORKFORCE INFORMATION 2014

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 (NCC), including central employed staff and staff in NCC controlled schools, as part of a regular annual reporting regime.

Information and Advice

Background

2. Since January 2009 all public sector employers, including local authorities, have had a statutory duty under the Equality Act 2010 to publish information on an annual basis about the profile of their workforce, based on their "Protected Characteristics", in the format contained within the **attached** Workforce Information report.
3. The Protected Characteristics covered by the Act are: gender, age, ethnicity, disability, sexual orientation and religion/belief.
4. The workforce profile information is used to ensure that the Council's employment practices and services are free from discrimination and prejudice and to identify any necessary remedial action.
5. It is also used to identify trends to inform effective Workforce Planning, including succession planning and talent management.
6. The Council benefits from drawing from its Local Labour Market the full range of skills and perspectives available to contribute to a diverse workforce. The local community benefits from receiving high quality, appropriate services from a workforce which has a profile which is properly representative of that community.
7. The Council has an established network of employee support groups for its Black and Minority Ethnic, its Lesbian, Gay, Bisexual and Transgender and its Disabled employees. These groups are involved in the Council's decision making processes and work with managers, particularly when service teams are carrying out equality impact assessments and need to consult.

Basis of reporting

8. The latest annual workforce information for Nottinghamshire (NCC) is **as at 1st April 2014** when the overall workforce headcount of centrally employed permanent and temporary staff, many of whom are part time employees, stood at 9,172 and an additional 9,457 employed in NCC controlled schools, totalling 18,629 overall.
9. Since 2012 the data in this report has been generated through the Council's Business Management System (BMS), and is based on the Full Time Equivalent (FTE) occupancy of posts, rather than headcount.
10. This provides a standard measure to enable the Council to compare our performance with other benchmark local government employers, for example through the CIPFA Value for Money report, and is a better measure of the relative impact of multiple employments which are consolidated, reflecting the complexity of working arrangements across the Council.
11. As at 1st April 2014 this equates to a permanent and temporary workforce FTE of 6678.23 direct NCC employees, or 13249.36 FTE when schools are included.
12. The report also shows the degree to which the County Council's centrally employed and school based workforce has changed over the extended period 2010 to 2014 (a period over which organisational change and associated service redesign and restructuring have been a constant), in relation to their protected characteristics.
13. The information from this report will help inform the County Council's Workforce Strategy for 2014 -18, including workforce planning, to ensure that it has a flexible and diverse workforce which will enable it to deliver its service priorities as set out in its Strategic Plan as it embarks on a period of significant transformation through the *Redesigning Your Council* programme.
14. At the request of Personnel Committee on 6th November 2013 this most recent Workforce Information report now includes a breakdown of protected characteristics by grade.

Key trends

15. The full Workforce Information Report for 2014 is attached as an **Appendix**.
16. Underpinning the data in the report is the impact on workforce numbers of service review and redesign in response to organisational transformation and budget pressures including headcount reduction and transfers out to other employers as well as academy conversions, and natural turnover, all of which have led to an incremental reduction in the Full Time Equivalent (FTE) number of people employed by the Council overall.
17. In the 12 month period since the last Workforce Information report the reduction equated to 410.85 FTE excluding schools and 974.58 FTE when schools are included
18. The report illustrates that this ongoing trend of reduction 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.

19. **Age:**

- The County Council has an ageing workforce and as at 1st April 2014, over 60% of all NCC employees were within the 36-45 and 46-55 age groups, an increase of 3.23 percentage points since 2010, indicating a trend which would be expected given the ageing demograph of the wider community and the effect of this on the Local Labour Market (LLM).
- The number of all employees aged over 55 (who are eligible to receive their Local Government pension if made redundant and therefore more likely to volunteer), has remained relatively stable, being only 0.37 percentage points fewer than in 2010, as equilibrium has been maintained by the relative upward shift in the age profile of the remaining workforce.
- The proportion of NCC employees under 25 years of age also remains relatively stable at just over 5% which continues to compare poorly to 14.24% of the Nottinghamshire population who are aged 16-25.

20. **Disability:**

- The proportion of all employees who declare themselves disabled is consistent with the 2013 figure and is now at 2.87% overall, a positive trend showing an increase of 0.18 percentage points since 31st March 2012. The percentage is higher for centrally employed staff only when schools are excluded, standing at 4.65%.
- No comparable data is available for the community as data collected for the Census is not based on the definition adopted by the Council which is that provided by the Equality Act 2010.
- Similarly no current disability data is available for the LLM as the Office of National Statistics have changed the definition in their data collection and relevant data for the period reflected in this report will be available for and contained in the next NCC Workforce Information report in April 2015.

21. **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 7.71%, comparing favourably to 7.36% in the wider Nottinghamshire Community but remaining below the 8.96% in the LLM.
- Amongst the Council's BaME workforce there is a predominance of Black/Black British employees closely followed by other White employees and then Asian/Asian British employees amongst centrally employed staff, whilst in schools other White then Asian/Asian British employees make up the majority of the BaME representation with a relatively low proportion of Black/Black British representation.

22. **Gender:**

- The gender balance in both the Community of Nottinghamshire and its LLM is roughly 50/50. As a County Council which 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.
- In 2010 the overall split across the workforce between men and women was around 25% male and 75% female; this has shifted towards greater balance in favour of men who now make up around 31% of the directly employed workforce.
- The picture is different in NCC controlled schools, where the split is now 14% male to 86% female reflecting the fact that it has historically been challenging to recruit male teaching staff in primary schools which now make up the majority of those still under NCC control.

23. **Sexual Orientation:**

- Overall disclosure rates (**see paragraph 30 - table 1**) for sexual orientation have improved overall by 2 percentage points since April 2013. However they remain too low for meaningful statistical analysis and there is no comprehensive comparative national, community or LLM data, the 2011 Census did not collect population information on sexual orientation.
- Of those employees who have disclosed the majority, 96.74% of direct employees and 98.85% of school base employees, have declared themselves to be Heterosexual.

24. **Religion and Belief:**

- Disclosure rates for religion and belief (**see paragraph 30 - table 1**) have improved overall by 3 percentage points since April 2013 to 45% but also remain low. Community data is available through the 2011 Census; however there is no available LLM comparator data.
- Out of the 45% of employees overall who have declared, 62.46% of direct employees have a religious belief and 6.64% of these are non-Christian, which is considerably higher than the community comparator of 2.57%, and just above at 2.60% for school based employees.

25. **Grade:**

- The information set out in section 3c of the appended Workforce Information Report indicates the following trends:
 - i. Older workers are more likely to be in the more senior posts which would be expected given that career progression and age are intrinsically linked.
 - ii. The majority of the lowest paid NCC employees are female, indicative of the fact that the majority of the Council's frontline work force, around 4,000 employees, are part time women workers.

- iii. Women are less well represented in the most senior posts corresponding with, Group Manager level and above but are comparatively well represented at the next level down, Team Manager/Service Manager. This pattern is replicated for BaME employees.
- iv. Disabled employees are over represented in mid graded posts, which include first line management posts, compared to other grades of post.
- v. Overall there continues to be an under-representation of women, BaME and Disabled employees in senior management posts.

Disclosure rate

- 26. 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 Council's Business Management System (BMS) at the point of recruitment.
- 27. There continues to be a 100% disclosure rate for gender and also for age; the BMS is able to update and report on data relating to age on an automatic basis.
- 28. Other 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, from April 2013 in schools, now enables those individuals with direct access to the system 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.
- 29. In principle this system development should have increased the accuracy and rate of disclosure for both centrally employed staff and those in schools. The comparative disclosure rates for 2014 are set out in the table.
- 30. Whilst disclosure rates for sexual orientation and religion/belief have improved, those for disability have remained static. Further work is therefore required to improve the rates of disclosure in these key areas.

Table 1 : Disclosure Rates 2013 and 2014 (FTE):

	2013			2014		
	NCC Total	Schools	Directly employed	NCC Total	Schools	Directly employed
Disability	82%	77%	88%	82%	77%	88%
Ethnicity	85%	80%	90%	84%	79%	89%
Sexual Orientation	40%	27%	52%	42%	32%	53%
Religion/Belief	42%	29%	55%	45%	33%	56%

Priorities for improvement

31. Nottinghamshire County Council is facing unprecedented challenges and a period of significant change in response to the need to develop alternative solutions to delivering services in the face of declining financial resources, changing demographics and legislative changes. A whole-Council, fundamental, transformation programme "*Redefining Your Council*" provides the framework for the Council to focus on its priorities around these challenges.
32. The County Council has an ambition to be a good employer, as set out in its current Strategic Plan, and to model this to encourage other local employers in the County to adopt good employment practice to support economic growth, this includes a commitment to fairness and equality, including in employment.
33. The outcome of this should be a diverse workforce appropriately drawn from across the Local Labour Market which is reflective of the community served. This ambition is critical to the Council's future workforce planning and its refreshed Workforce Strategy for 2014-18 will reflect this.
34. Reinforced by the data from the previous 2013 Workforce report this ambition has already supported the delivery of the commitment to increase the number of work related learning opportunities for young people aged 16-24 within NCC, including apprenticeships, and work experience to help tackle youth unemployment. Since April 2014 NCC Apprentices have been paid the National Minimum Wage as opposed to trainee's rates and a target has been identified to increase the number of placements available by 1st April 2015.
35. 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, the Council recognises that disability relating to mental health issues is a significant issue. Managers will continue to be actively encouraged to make full and creative use of any reasonable adjustments, including redeployment, to support disabled people in work and retain them in employment wherever possible.
36. The Council is currently running a bespoke Leadership Development Programme for all of its Team Managers and equivalents. The majority, 69%, of participants are women. This should contribute to beginning to address the underrepresentation of women in the most senior posts in the Council by equipping them for future leadership roles.
37. The County Council subscribes to the annual national Stonewall Workplace Equality Index which measures the efforts of a wide range of public and private sector organizations in tackling discrimination and creating an inclusive workplace for lesbian, gay and bisexual employees. Using Stonewall's criteria as a model for good practice, feedback from the 2013 survey has been and will continue to be used to identify actions to improve the Council's engagement with its lesbian, gay, bisexual and transgender workforce which is ongoing.
38. In order to improve disclosure rates in future, the facility for employees to update their personal information through the ESS facility in the BMS will once again be promoted to employees who will be positively encouraged to disclose all of their own protected

characteristics. For those front line employees without direct access to BMS, managers will be requested to liaise with individuals with due sensitivity to ensure that their personal information is up to date and complete.

Other Options Considered

39. 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

40. 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

41. 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

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

Equalities Implications

43. 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.
44. The equality impact is directly highlighted throughout the report.

Human Resources Implications

45. The human resource implications are implicit within the body of the report. Trades Union colleagues have been consulted on the information contained within the report at the Central Joint Consultative and Negotiating Panel on 11th September 2014 and have provided their comments.

RECOMMENDATIONS

It is recommended that Members:

1. Note the information contained within this report
2. Note the actions for improvement

3. Approve the publication of the Workforce Information Report 2014 on the Council's public website.

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Constitutional Comments (SLB 15/08/14)

46. Personnel Committee is the appropriate body to consider the content of this report.

Financial Comments (NS 13/08/14)

47. There are no specific financial implications arising from this report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All