



**Nottinghamshire  
County Council**

# **Workforce Profile Information 2016**

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If you would like to receive this report in an alternative format or language please contact us on the above email address.

# Part 1 – Introduction

The purpose of this report is to provide an annual summary of the profile of the workforce for Nottinghamshire County Council by its protected characteristics as defined under the Equality Act 2010.

All public sector employers, including local authorities, have a statutory duty under the Equality Act (2010) to publish equality information on a regular annual basis. The latest workforce information for Nottinghamshire County Council (NCC) is based on data as at **April 2016**.

The Council's Business Management System (BMS), was introduced in December 2011, resulting in the workforce information being analysed in terms of full time equivalents (fte), whilst in previous years, it was based on headcount. This continues to make meaningful comparison to historical data prior to 2012, very difficult.

The report also shows how NCC's workforce has changed over the five years, 2012–2016 and relates to gender, age, ethnicity, disability, sexual orientation and religion/belief which are the protected characteristics covered by the Equality Act (2010). This data underpins the Council's commitment to ensuring that its employment practices and services are free from discrimination and prejudice and fulfil the core statutory duty placed on all public sector employers, including local authorities, to:

- monitor the profile of their workforce by the protected characteristics
- publish the relevant data on a regular basis (annually)
- identify any negative trends or issues and take any necessary action to address these.

The report also analyses how this data

- changes over time
- compares with the community we serve
- compares with the local labour market

Data for the current year is shown broken down by department and reflects the Council's interim structure as at 1<sup>st</sup> September 2016, data relating to Public Health is now incorporated with Adult Social Care and Health (ASCHPP). This allows comparisons to be made between departments and between any department and all directly employed NCC staff. Comparisons of the NCC workforce against the local community and the local labour market are also shown where possible.

Whilst it is a legal requirement to publish relevant information about the workforce, the information is also used to inform the County Council's Workforce Strategy. The Council uses CIPFA Value for Money Indicators as its standard benchmark measures. Where possible, data definitions in this report match the CIPFA definitions to ensure consistency and thereby facilitate comparisons between reports produced by the Council and other County Councils in its benchmarking group.

The Workforce Information Report is available to members of the public as well as Council employees through the Council's public website.

## Disclosure Rates

An analysis of disclosure rates can be found in section 3.

## Data Collection and Definitions:

Topic	Definitions	Notes
Time frame	As at April 2016	NCC data
Who's included	Teachers	Schools staff labelled as 'NCC Schools' are only those employed in NCC controlled schools. Data labelled as 'Directly employed' relate to those employed by NCC outside of schools.
	Schools support staff	
	Permanent employees	
	Temporary employees	
Who's not included	Relief	Data validated by employees on on-going basis.
	Casual	
	Agency	
Protected Characteristics analysed	Gender	Data validated by employees on on-going basis.
	Ethnic group <sup>1</sup>	
	Age	
	Disabled status	
	Sexual orientation	
	Religion/belief	
FTE	Full time equivalent	All data is based on full time equivalent (fte) unless otherwise stated. For example, 1.0 fte = 37 hours worked per week; 0.5 fte = 18.5hrs worked per week.
Heads/Headcount	Number of employees	
Posts/Incumbencies	If an employee holds more than one post (incumbency) they will be counted for each post they hold	Many of the County Council's posts are part time. Therefore some employees have more than one post
Community we serve	All Nottinghamshire residents (excludes City)	From 2011 census
Local labour market (LLM)	Households reflecting entire adult population (aged 16+) of Nottinghamshire plus Nottingham City	Office of National Statistics Annual Population Survey 2015 (Jan 2015 – Dec 2015)
Category/Acronym	Definition	
BaME	all ethnicity categories other than British/English/Scottish/Welsh/N.Irish	
Disabled	individuals who consider themselves to be disabled under the Equality Act 2010	
NCC	Nottinghamshire County Council	
FTE	Full time equivalent	
ASCH&PP	Adult Social Care and Health and Public Protection	
CFCS	Childrens, Families and Cultural Services	
Period/Year	Source of workforce profile data	
April 2012 onwards	Business Management System	

<sup>1</sup> As per 2011 census definitions

# Part 2 - Executive Summary

## Basis of reporting:

- Nottinghamshire County Council's direct workforce as at April 2016 was **6010.88 fte**
- This represents a reduction of **439.55 fte** overall in the 12 months since April 2015. The majority of this reduction is due to the establishment of the Inspire Community Benefits Society and the transfer of those staff out of the direct employment of the County Council
- As at April 2016, the proportion of employees disclosing their personal information from which this report is derived is 100% for both gender and age.
- As indicated in Part 3 disclosure rates for sexual orientation and religion remain lower than for the other protected characteristics although they have risen since April 2015.
- The initiative to further encourage employees to declare and update their personal data is regularly refreshed
- Disclosure rates for Disability and for Ethnicity have fallen since April 2015
- The graphs in Part 4 section a) summarises overall performance across the whole council workforce
- Section b) of Part 4 separates out this data by department), as well as providing relevant Community and Local Labour market comparison
- Part 4 section c) breaks the data down by grade

## Key Trends:

### Age

- The County Council's workforce overall has an increasingly ageing workforce, with just under 60% of its workforce now being aged 46 or over, compared to under 61% in 2015.
- There is a direct correlation between age and experience, employees aged 46 to 55 continue to be more likely to be in the most senior posts
- The highest percentage of older workers, aged 56 plus, are in the lowest paid frontline posts
- The proportion of NCC employees overall who are aged under 25 years has reduced slightly from 2.84% to 2.64% in the last 12 months
- Community and Local Labour Market (LLM) comparators for young people aged 16-25 do not allow for meaningful comparison as a significant majority of this cohort remain in full time education or training.

### Ethnicity

- The proportion of NCC employees that classify themselves as Black and Minority Ethnic has increased from 7.76% to 8.04%
- This compares favourably with the current representation in the community served which is 7.36%
- Representation of BaME employees in the NCC workforce is lower than the 9.50% in the Local Labour Market (LLM)

- The highest representation of BaME employees is in mid-graded posts at professional and first line management level.

### **Disability**

- The proportion of employees overall, including, who classify themselves as having a disability has increased from 4.83% in April 2015 to 4.97% in April 2016
- This is significantly lower than the percentage of people with a declared disability, as defined by the equality Act 2010, in the LLM which is now 22.30%.
- There is no meaningful Community Comparator as the national census definition of disability is not based on the Equality Act definition
- The highest representation of disabled employees is also in mid-level professional and line management posts.

### **Gender**

- Women make up the majority of the overall NCC workforce at 68.14% compared to 50.80% in both the Community and LLM
- Proportionate to their overall representation in the wider work force, men continue to be most highly represented in the most senior posts at and above Group Manager level where they make up 39.6% of all employees on these grades
- Women continue to be proportionately most highly represented in the lowest paid front line posts.
- The representation of women at Team Manager level is most reflective of the workforce as a whole
- At 60.54% the least proportional representation for women is at the most senior levels within NCC.

### **Religion and Belief**

- Of those employees who have declared, the percentage declaring they have no religion or belief is higher than that in the local Community which is 31.48%
- The significant majority of those employees who have declared a religion or belief, 53.57%, are Christian
- No LLM comparator data is available.

### **Sexual Orientation**

- Of those employees who have declared their sexual orientation 3.25% are Lesbian , Gay, Bisexual or Transgender (LGB)
- No LLM or Community comparator data is available.

### **Commitment to improvement:**

As part of its Workforce Strategy, the Council has a range of measures in place to ensure that it continues to attract, develop and retain a diverse workforce appropriately drawn from across the Local Labour Market which is reflective of the community served and to offer equal opportunity through defined career pathways.

This will enable the Council to take steps to address the under-representation of any protected characteristic where this is evidenced by the data in this report.

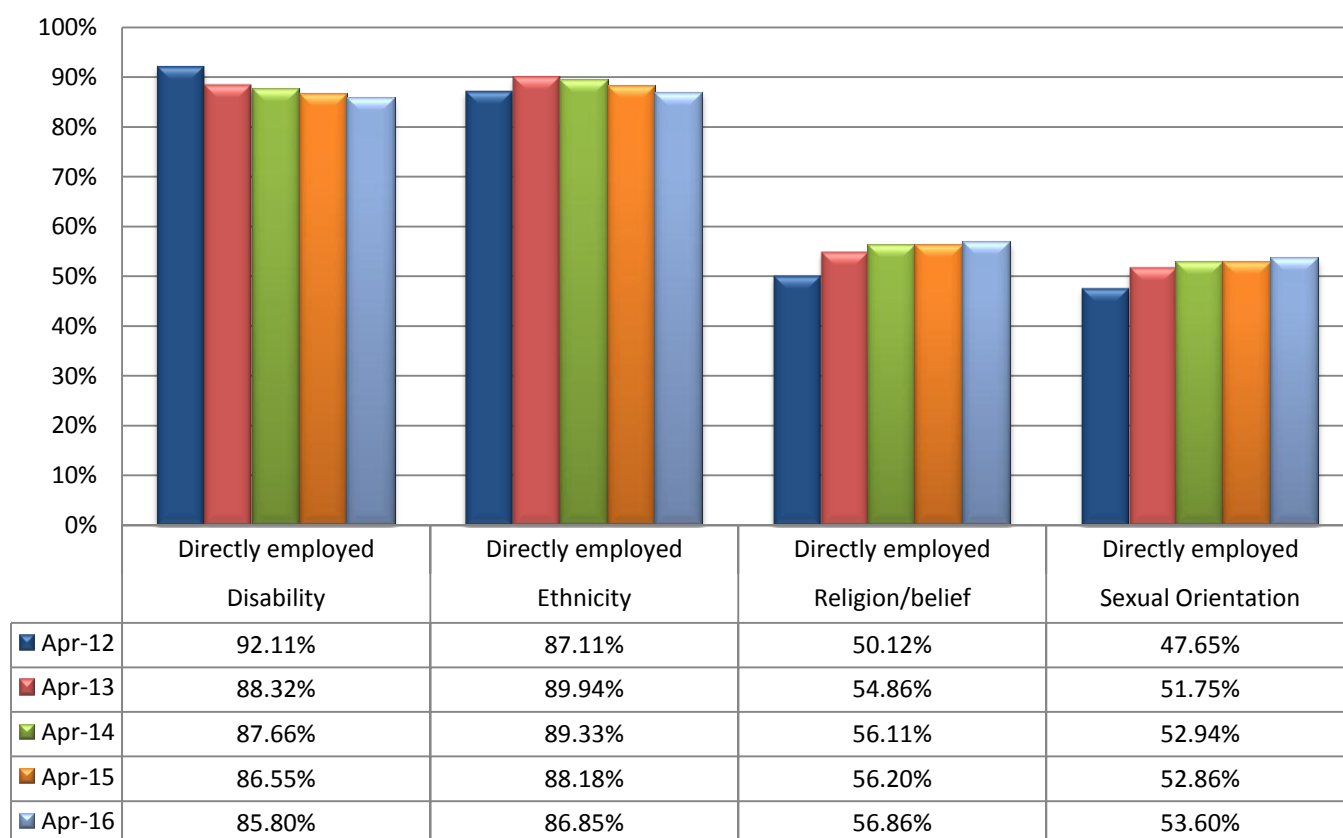
# Part 3 – Disclosure Rates

## 3a Disclosure rates

Disclosure rates for gender and age are 100%. Those for disability and for ethnicity have fallen from the last year. Whilst disclosure rates for sexual orientation and religion/belief are improved, the level of non-disclosure remains a factor when interpreting the data. Since the introduction of the BMS system in November 2011, NCC employees have been able to update their own personal data using the Employee Self Service (ESS) facility on the Business Management System (BMS).

Communications encouraging staff to update their personal details were sent out via the intranet, Team Talk and Frontline magazine during December 2014, January 2015. A refreshed communication to engage with staff, explain the positive reasons for holding this information and to encourage them to update their details was issued in August 2015 and this will be reissued in June 2016.

**Chart 1: Disclosure rates 2012-2016**

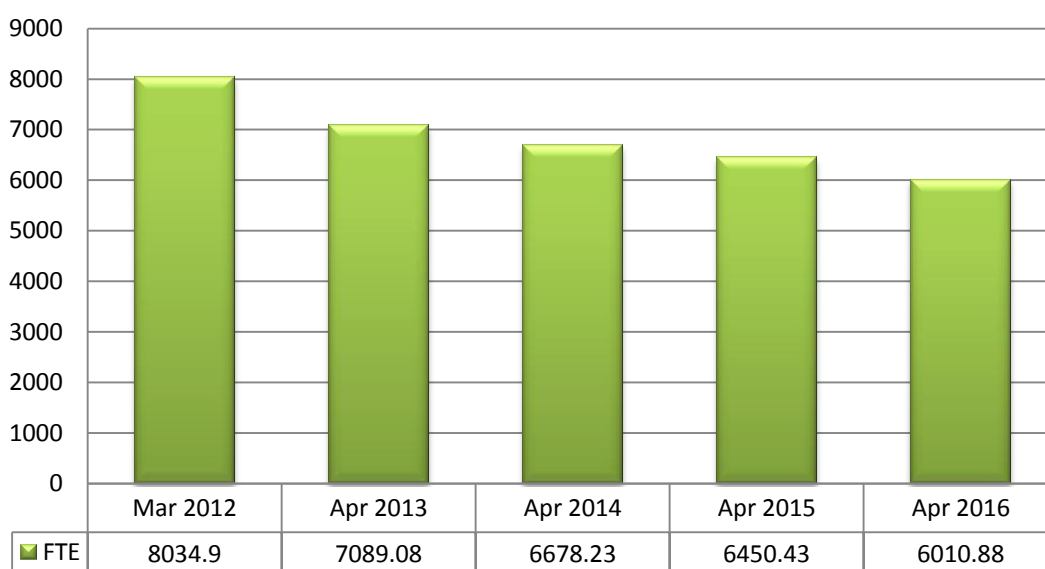


# Part 4 - Workforce Profile

## 4a Profile of Nottinghamshire County Council over time.

### Nottinghamshire County Council (NCC) Workforce 2012-2016

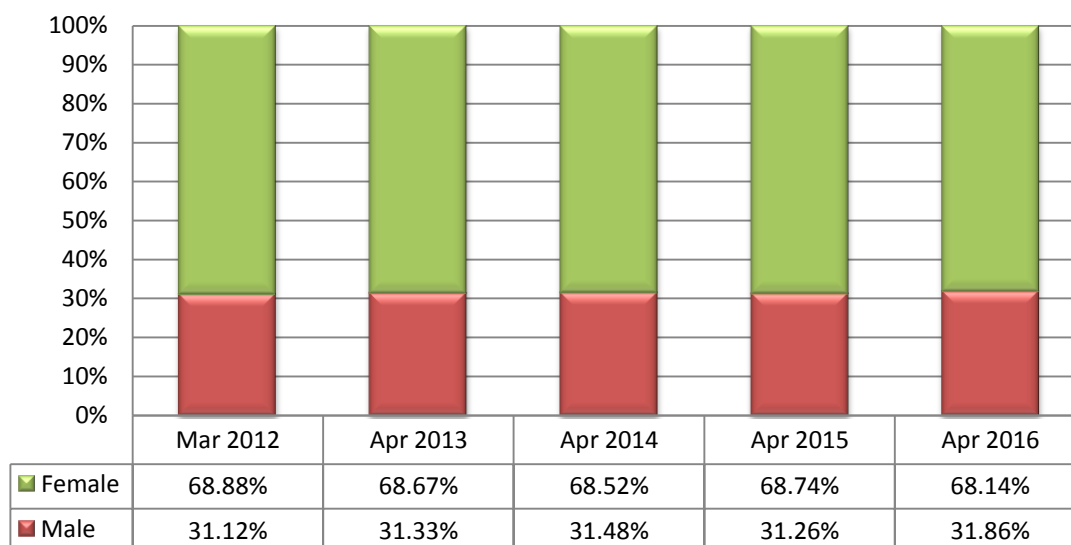
**Chart 1. Whole Nottinghamshire County Council Workforce**  
(based on FTE) 2012-15



### Workforce Profile of Nottinghamshire County Council (NCC) 2012-2016

All based on FTE

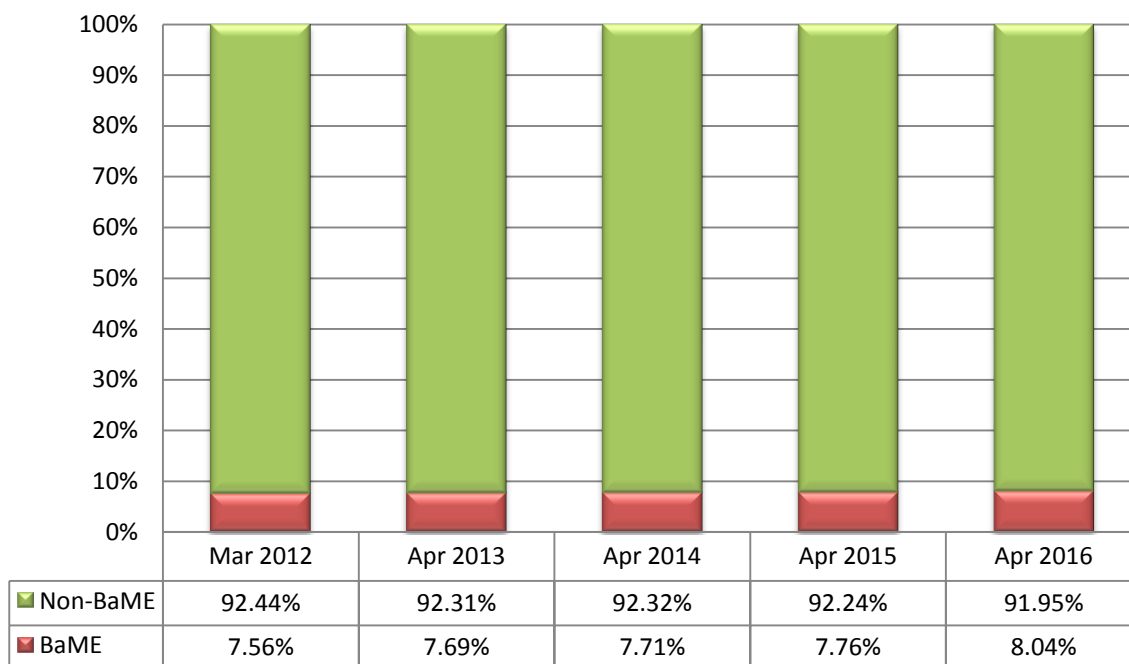
**Chart 2. NCC Gender Profile (based on FTE) 2012-16**



In 2016 16 employees across NCC stated they were transgender (different gender to what they were at birth)



**Chart 3. Whole NCC Ethnicity Profile (based on FTE)**  
**2012- 2016**



Non-disclosures are removed when calculating %. Overall non-disclosure for 2016 is 14%

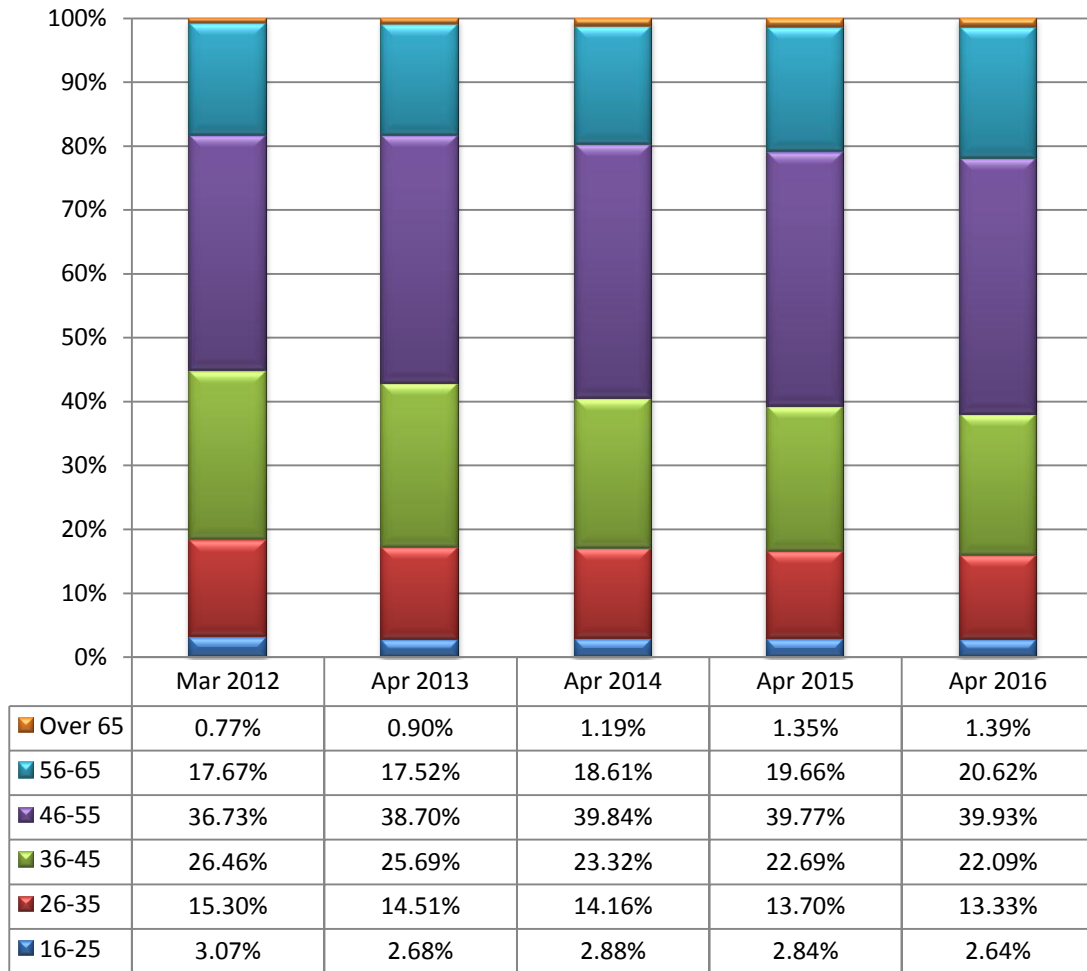
BaME definition is anyone who is not declared themselves as White British/English/Scottish/Welsh/N.Irish

**Chart 4. Whole NCC Disability Profile (based on FTE)**  
**2012-16**



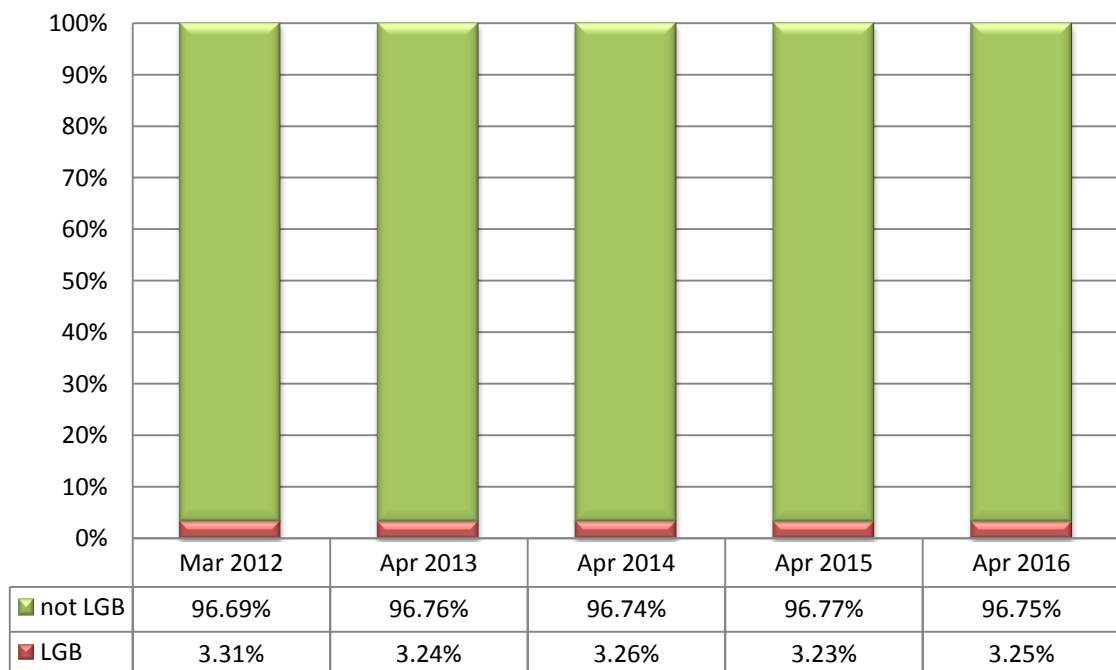
Non-disclosures are removed when calculating %, Overall non-disclosure for 2016 is 13%

**Chart 5. Whole NCC Age Profile (based on FTE) 2012-16**



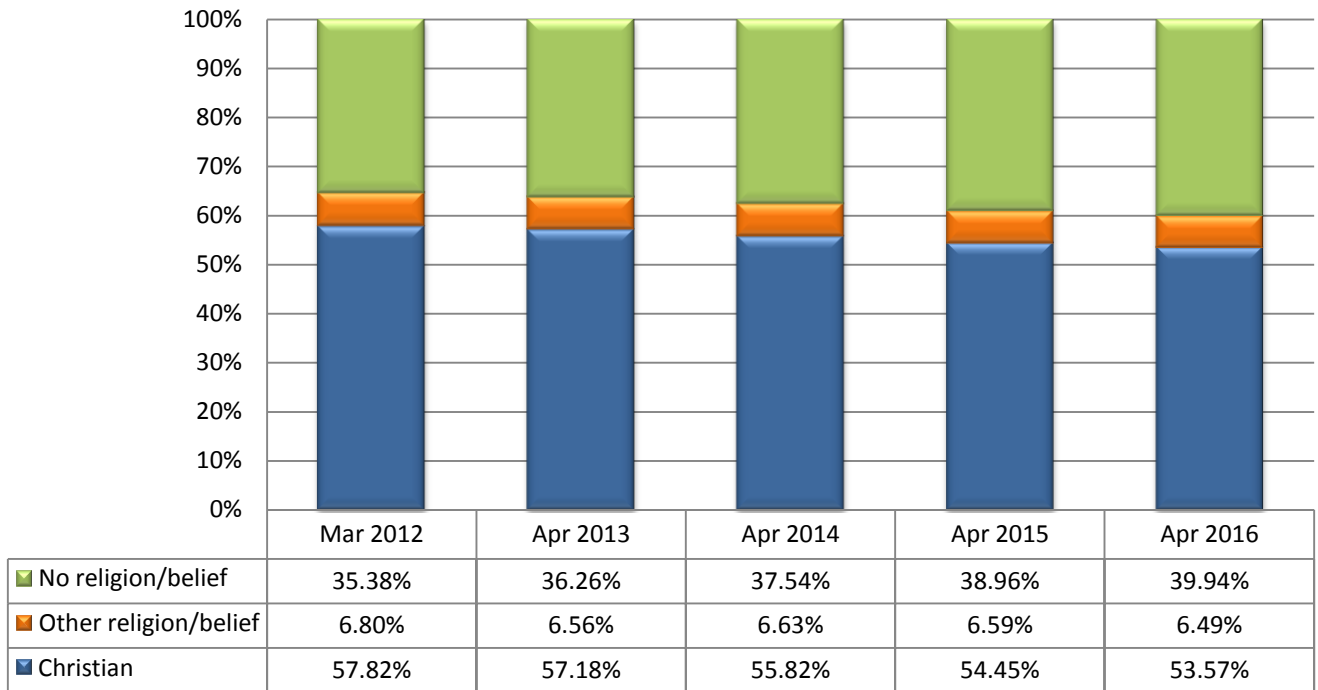
100% disclosure

**Chart 6. Whole NCC Sexual Orientation Profile  
(based on FTE) 2012-16**



Non-disclosures are removed when calculating % non-disclosure for 2016 is 54%

**Chart 7. Whole NCC Religion/Belief Profile**  
(based on FTE) 2012-16



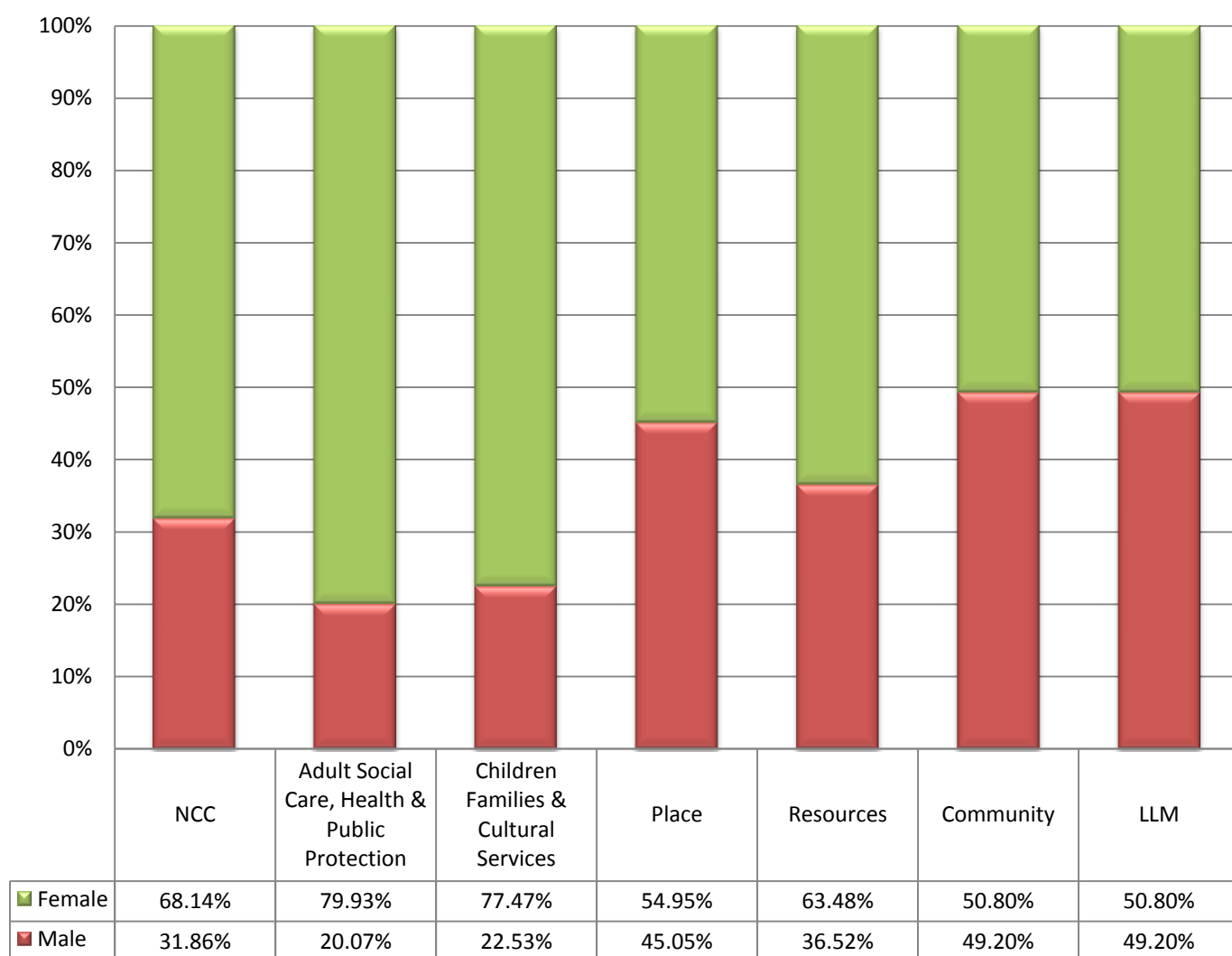
Non-disclosures are removed when calculating % non-disclosure for 2016 is 52%

## 4b Profile of NCC employees broken down by department compared with the community and local labour market

### Workforce Profile of Nottinghamshire County Council (NCC) 2016

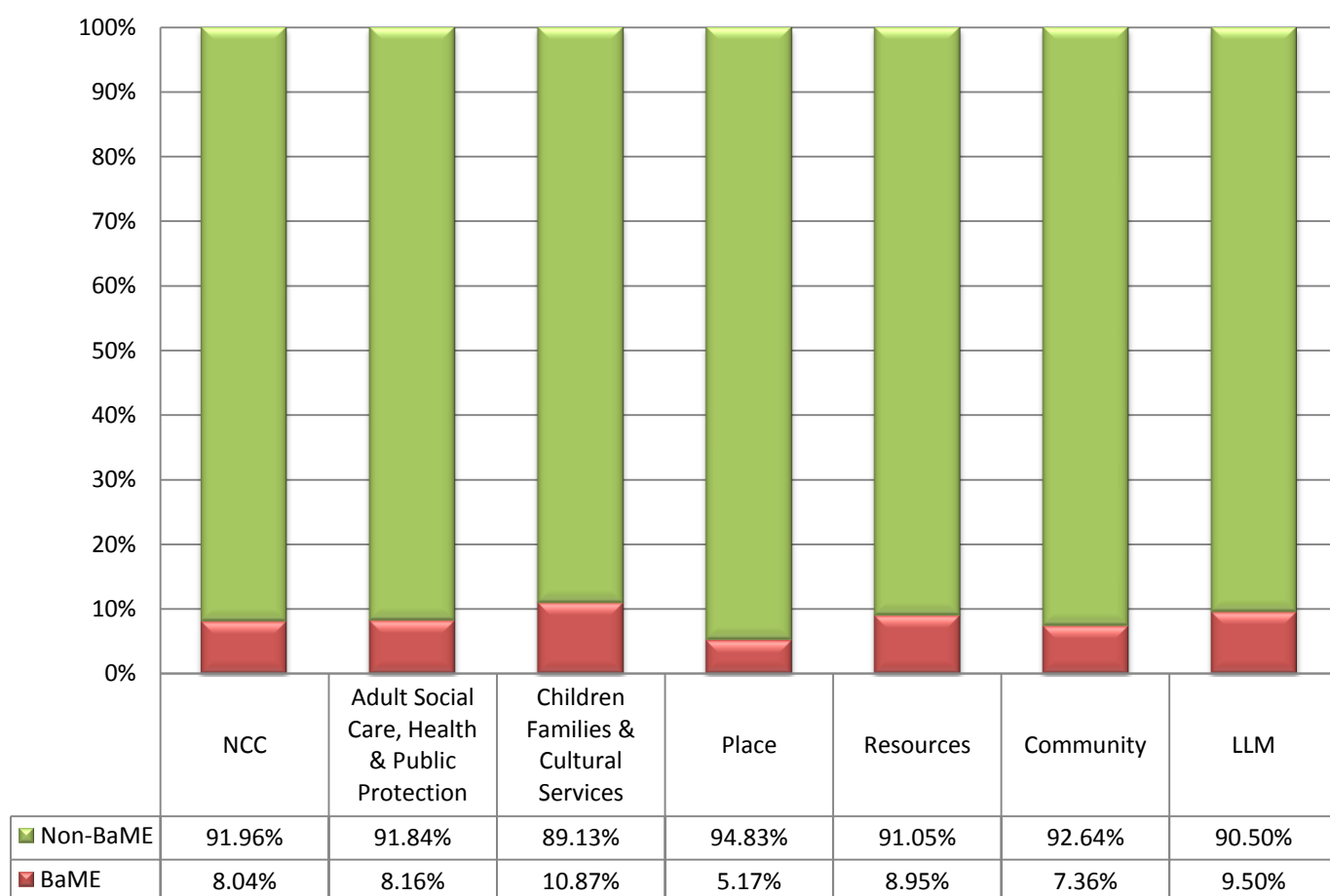
Table 1.	FTE	Posts
All directly employed	6010.88	8919
Adult Social Care Health and Public Protection	1559.46	1926
Children Families & Cultural Services	1332.21	2120
Place	1910.46	3503
Resources	1208.74	1370

**Chart 8. NCC Workforce by Gender 2016**



In 2016 16 employees across NCC stated they were transgender (that they had a different gender to what they were at birth)

**Chart 9. NCC Workforce by Ethnicity 2016**



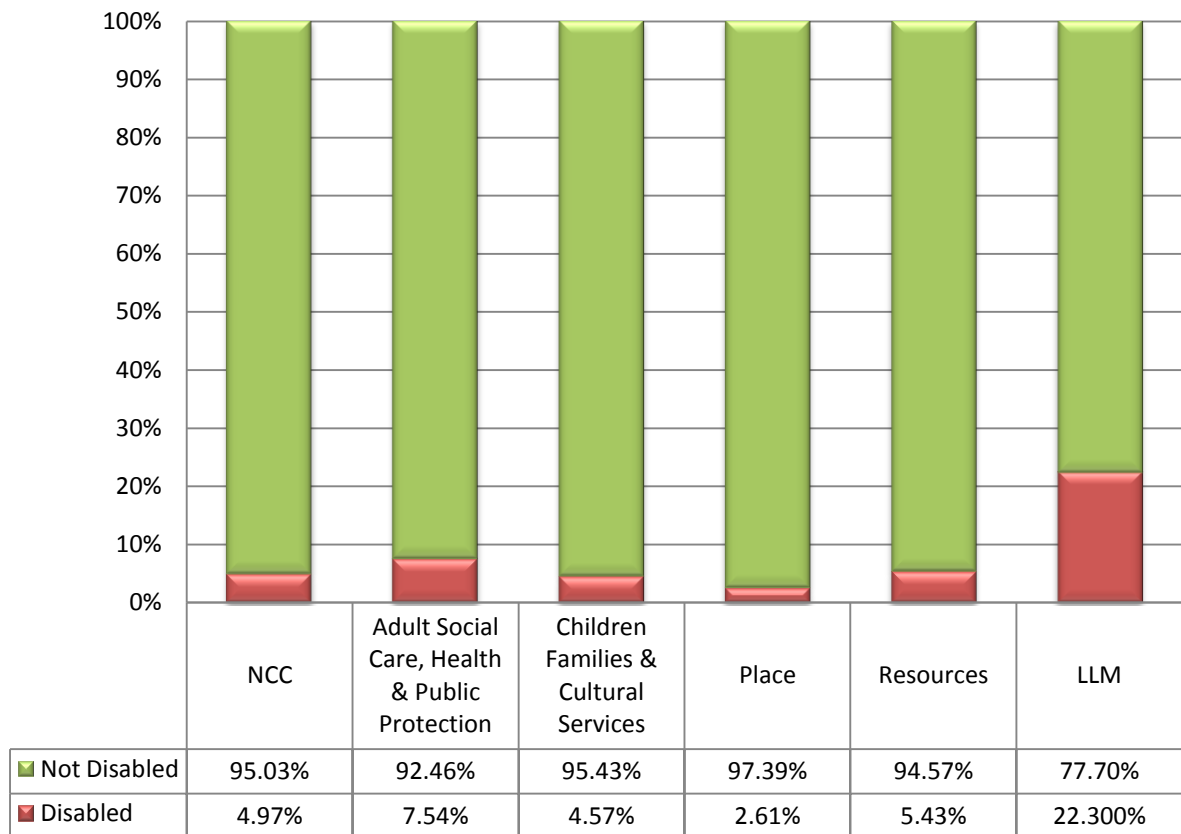
Non-disclosures are removed when calculating %

BaME definition is anyone who is not declared themselves as White British/English/Scottish/Welsh/N.Irish

<b>Table 2</b>		
<b>Based on FTE</b>	<b>Directly employed</b>	<b>Community</b>
Non-BaME (white British)	91.96%	90.5%
Asian/Asian British	2.01%	3.3%
Black/Black British	2.24%	3.1%
Mixed	0.68%	0.6%
Other white	2.10%	2.5%
Other ethnic group	1.02%	
Disclosure rate	86.85%	100%

Non-disclosures are removed when calculating %

**Chart 10. NCC Workforce by Disability status 2016**

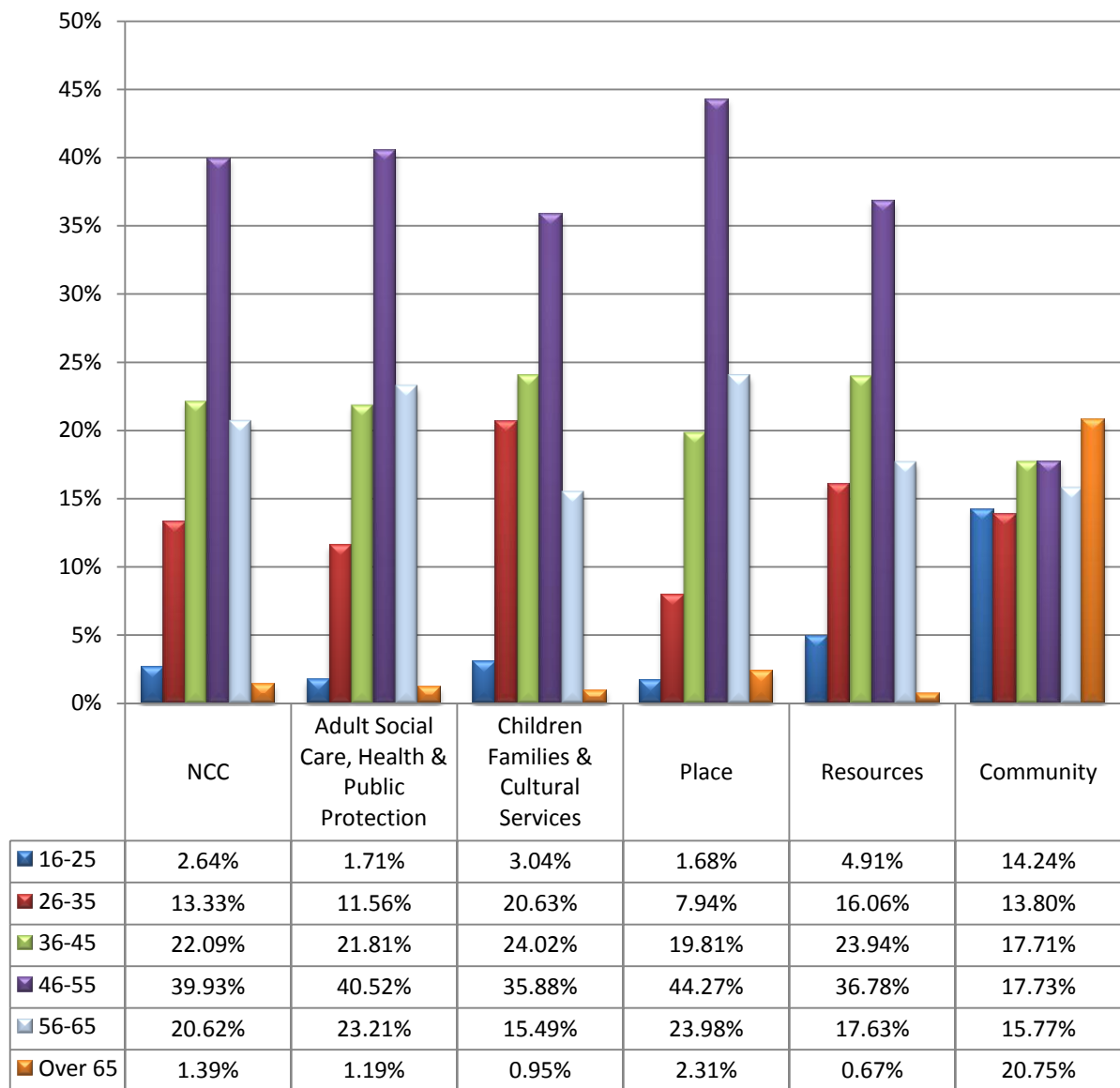


Data is not available for the community comparative, as disability figures collected via the census are not based on the Equality Act (2010) definition.

Data for the LLM is based on the Equality Act (2010) and is defined as EA Core disabled, meaning - those who have a long-term disability which substantially limits their day to day activities. This matches the Council's application form definition which is used to collate data at the point of recruitment.

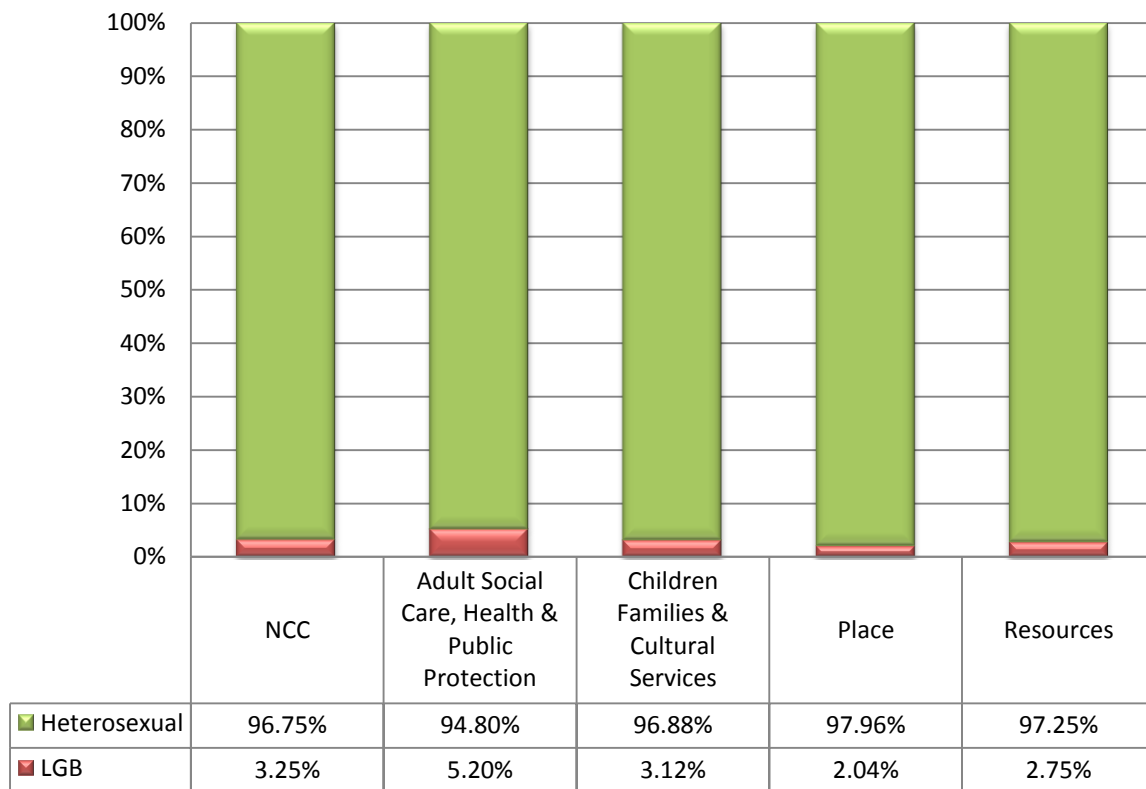
The LLM figure is considerably higher than previously published figures, based on the former DDA definition. This could be due to a number of factors, including methodology, question wording and changes in government policy (e.g. entitlement to benefits) influencing how people answer.

**Chart 11. NCC Workforce by Age 2016**



LLM data for age uses different age group categories so is not comparable.

**Chart 12. NCC Workforce by Sexual Orientation 2016**



Non-disclosures are removed when calculating %

No data was collected on sexual orientation for the LLM or 2011 census.

Table 3	Based on FTE
Bisexual	0.73%
Gay	1.18%
Heterosexual/ straight	96.77%
Lesbian	1.31%
Disclosure rate	52.86%

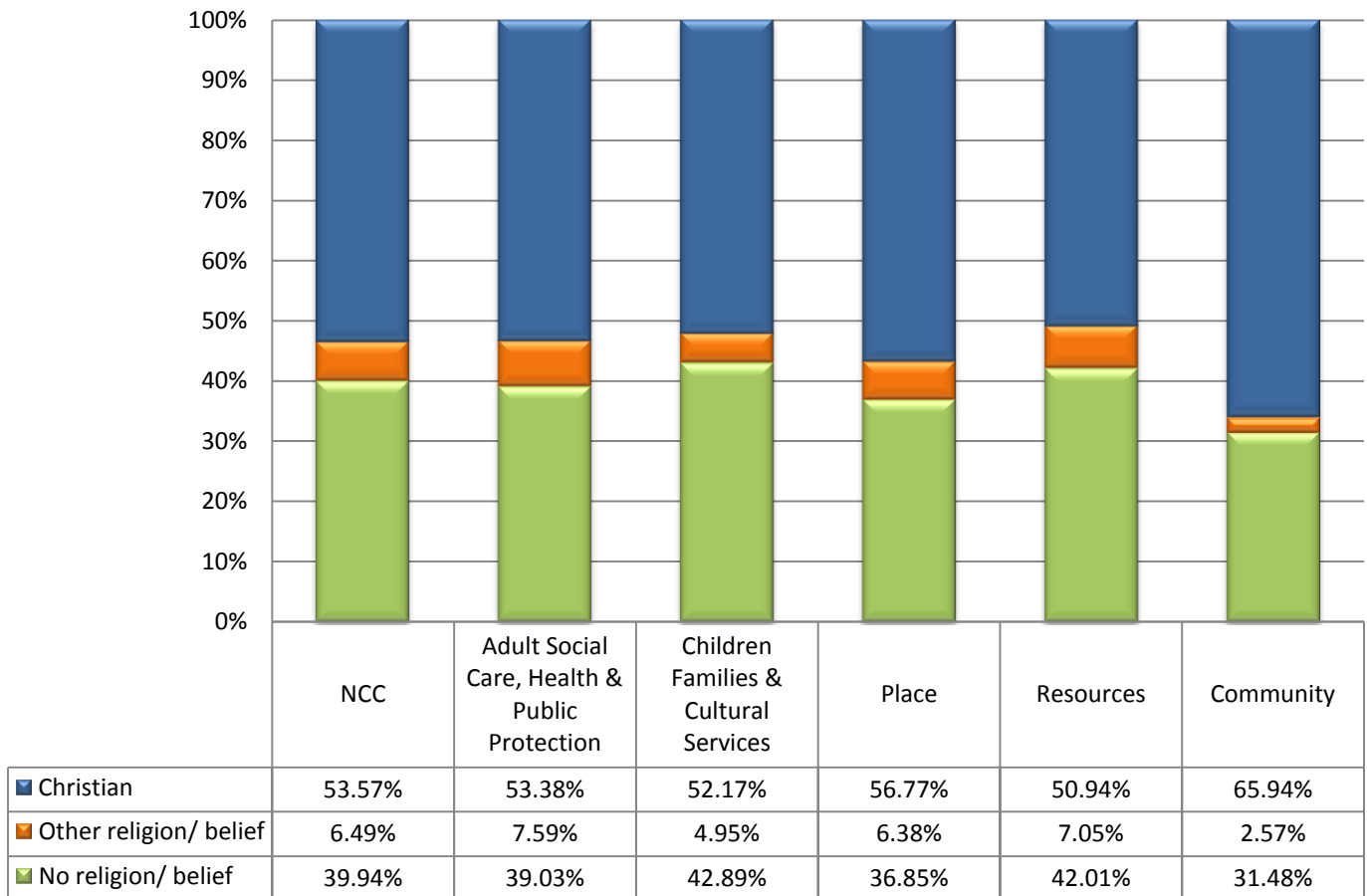
Non-disclosures removed when calculating %

The relatively low disclosure rate for LGB is likely to impact on the quality of this data.



No data was collected on religion for the LLM. The chart below groups all religions/beliefs other than Christian, together. However, these are broken down in the table that follows.

**Chart 13. NCC Workforce by Religion/Belief 2016**



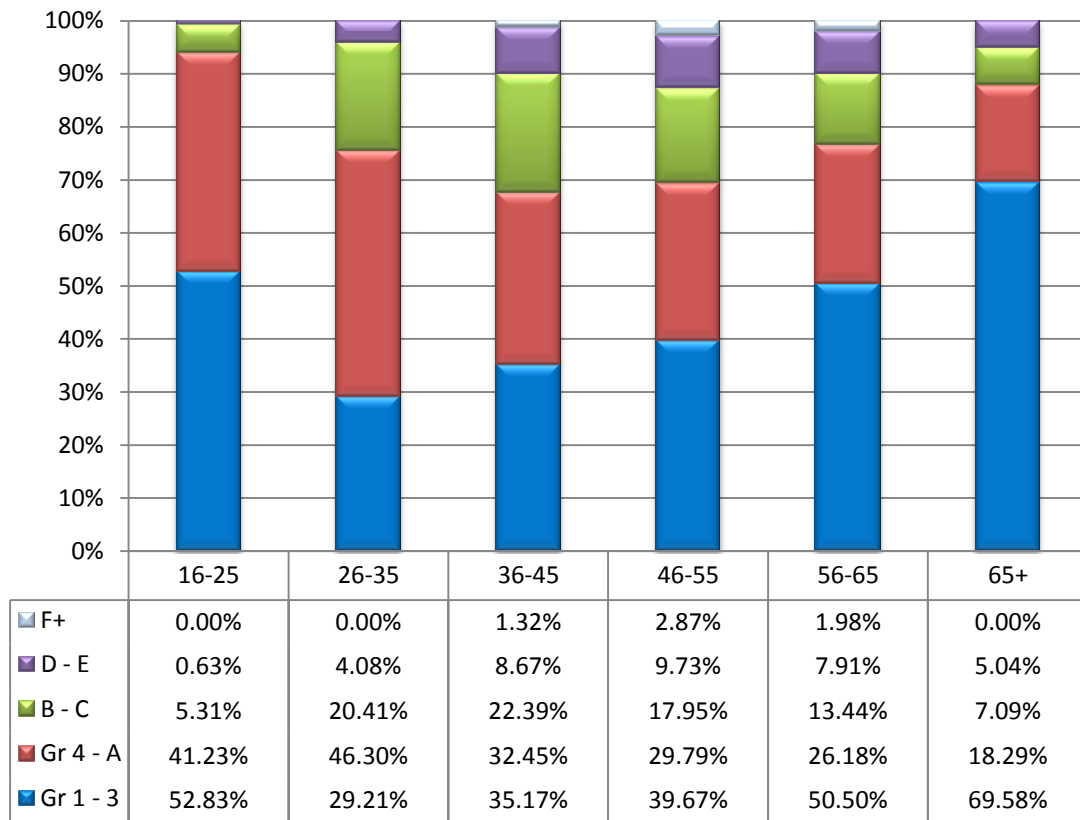
Non-disclosures are removed when calculating %

Table 4		
	Directly employed	Community
Buddhist	1.52%	0.25%
Christian	53.57%	65.94%
Hindu	0.59%	0.48%
Jewish	0.09%	0.1%
Muslim	0.84%	0.95%
Sikh	0.68%	0.43%
Other religion/ belief	3.22%	0.37%
No religion/ belief	39.94%	31.48%
Disclosure rate	56.9%	93.02%

Non-disclosures removed when calculating %

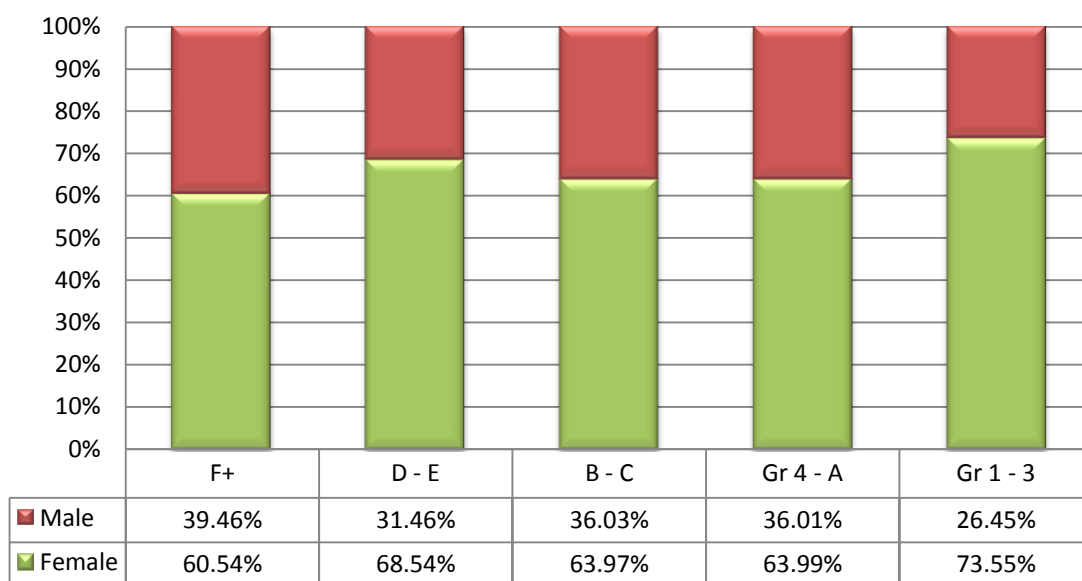
**4c Profile of NCC employees by grade of post**  
(non declarations are excluded in all cases)

**Chart 14. Age Profile by Grade 2016**



All data based on FTE

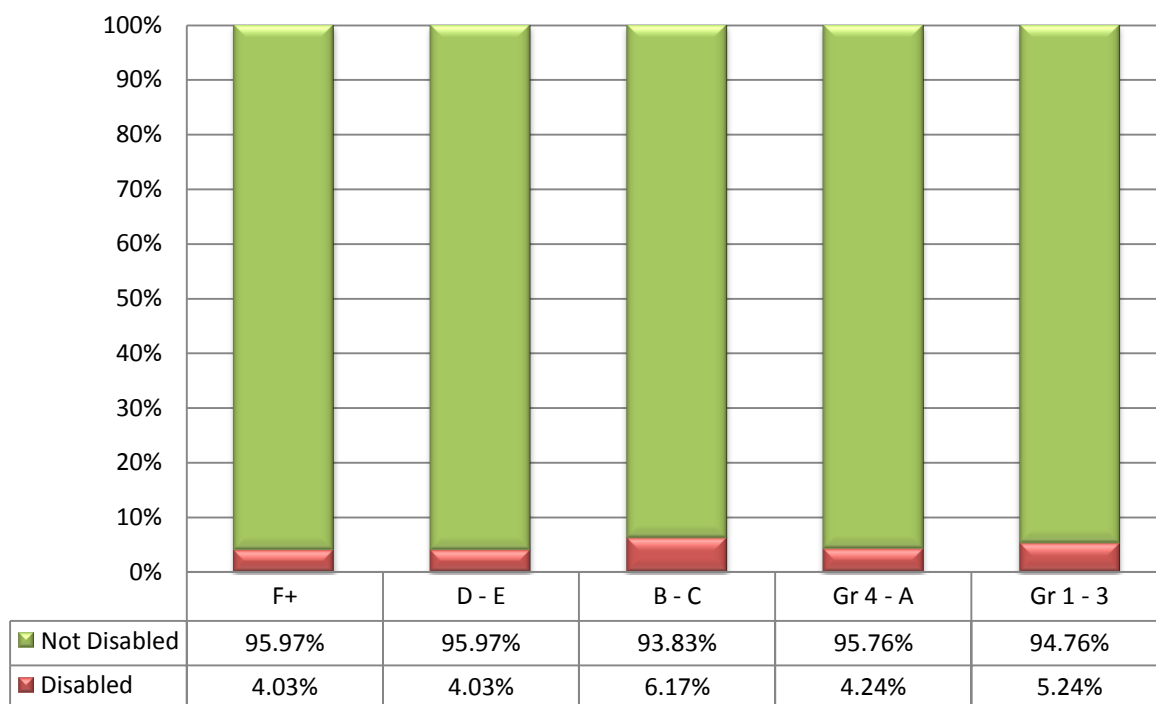
**Chart 15. Gender Profile of Grades 2016**



All data based on FTE

NCC gender profile is Male – 31.86%, Female – 68.14%

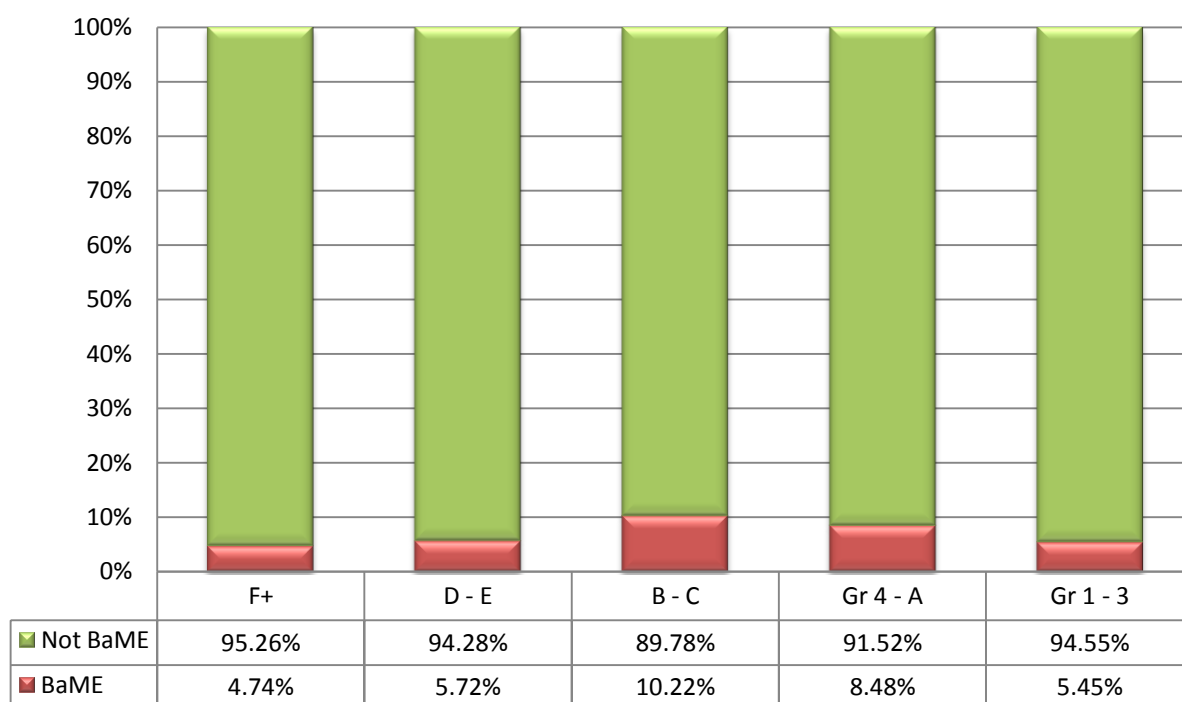
**Chart 16. Disabled Profile of Grades 2016**



All data based on FTE

NCC profile is Disabled – 4.97%, Not Disabled – 95.03%

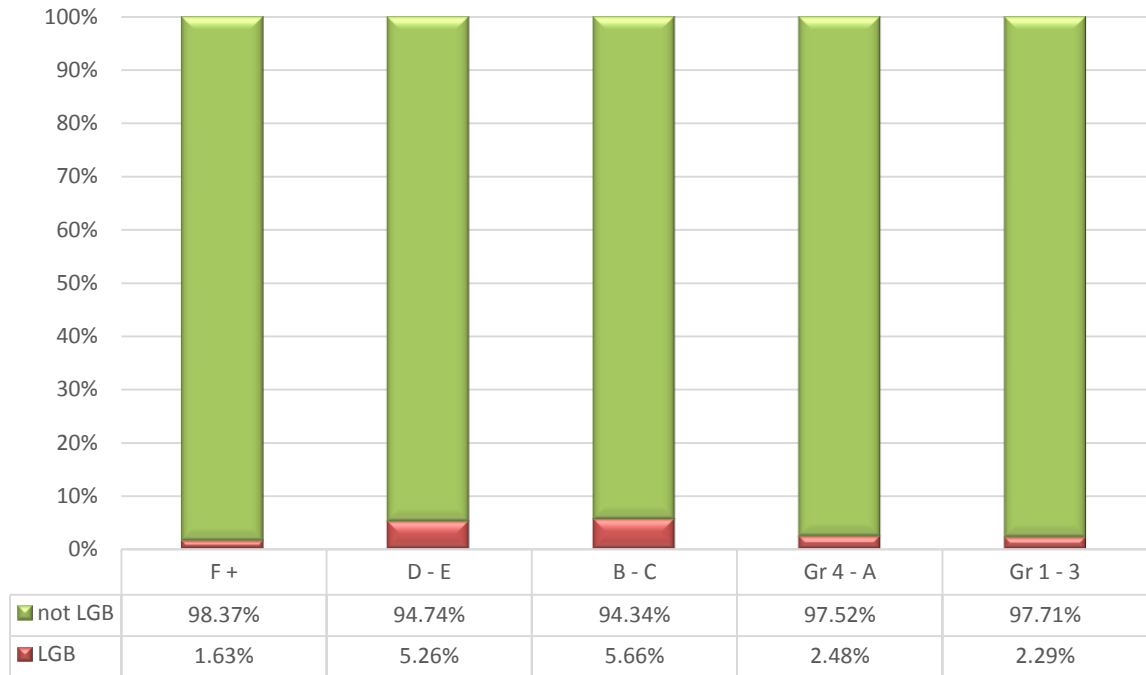
**Chart 17 Ethnicity Profile of Grades 2016**



All data based on FTE

NCC profile is BaME – 8.04%, Not BaME – 91.96%

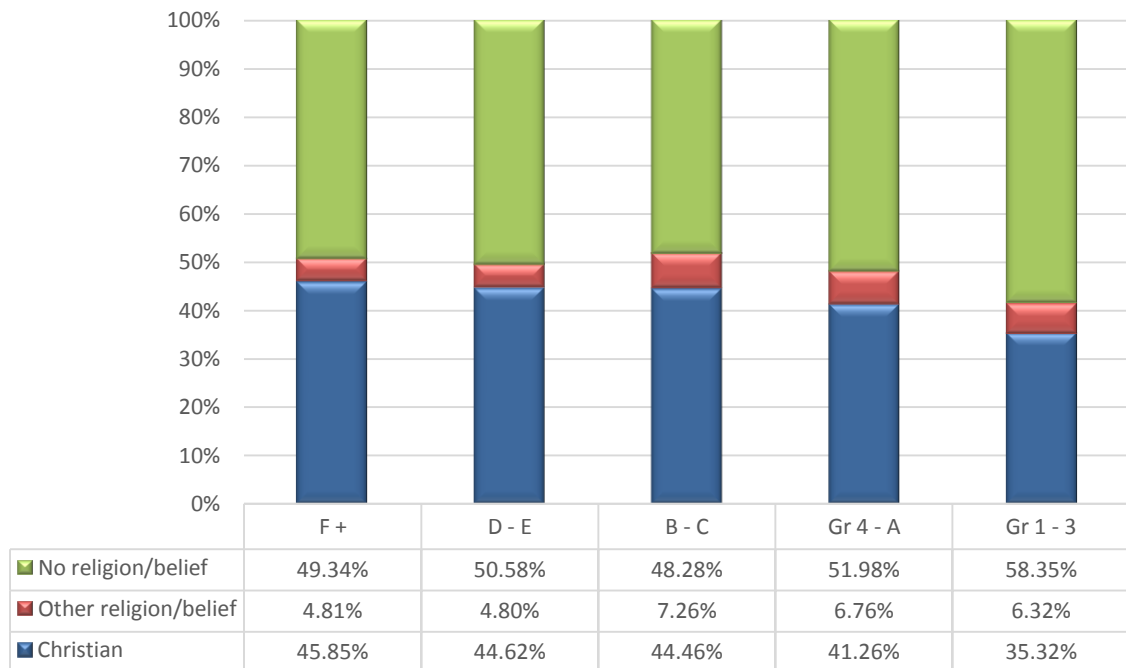
**Chart 18 Sexual orientation by grades 2016**



All data based on FTE

NCC profile is LGB – 3.25%, Not LGB – 96.75%

**Chart 19 Religion/Belief by grade 2016**



All data based on FTE

NCC profile is No Religion/Belief – 39.94%, Other Religion/Belief – 6.49%, Christian – 53.57%