

Workforce Profile Information 2017

Contents

Part 1 – Introduction	3
Part 2 – Executive summary	6
Part 3 – Disclosure Rates	9
Part 4 - Workforce Profile	10
4a - Profile of Nottinghamshire County Council over time.	10
4b - Profile of NCC employees broken down by department compared with the community and local labour market	14
4c - Profile of NCC employees by grade of post	20
Part 5 - Recruitment Profile	23-24

This report has been produced by the County Council's Human Resources team which is part of its Resources department. Any additional information or queries should be directed to the email address: david.holmes@nottscc.gov.uk.

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 the equality profile data it holds for its directly employee workforce on a regular annual basis. The latest workforce information for Nottinghamshire County Council (NCC) is based on data as at April 2017.

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. Whilst this development set a new baseline for year on year performance reporting it continues to make meaningful comparison to historical data prior to 2012, very difficult.

The report shows how NCC's workforce has changed over the most recent five years, 2013–2017 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.

For comparison purposes, data for the current year is broken down by service department and reflects the Council's interim structure as at 1st September 2015. Comparisons of the NCC workforce against the local community (Nottinghamshire county population) and the local labour market (LLM) are also shown where meaningful comparator data is available.

Whilst it is a legal requirement to publish relevant information about the workforce, the information is also used to inform the ongoing development and delivery of the County Council's Workforce Strategy. The Council uses the Chartered Institute for Public Finance and Accounting (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 most current Workforce Information Report is made 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: as at April 2017

Topic or Acronym	Definitions	Notes
Who's included	Permanent NCC employees	Direct employees of NCC only
	Temporary NCC Employees	
Who's not included	Relief workers	
	Casual workers	
	Agency Workers	
Protected characteristics analysed	Gender	Data self-validated by employees on an on-going basis
	Ethnic group	
	Age	
	Disabled status	
	Sexual orientation	
	Religion/belief	
Heads/headcount	Number of individual employees	
FTE	The employees full time equivalent (FTE) occupancy of any posts to which they are employed to account for the many employees who work less than full time	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.
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 most recent (2011), census
Local labour market (LLM)* 88% of NCC employees currently live at postcodes within this LLM definition	Households reflecting entire adult population (aged 16+) of Nottinghamshire plus Nottingham City	Office of National Statistics Annual Population Survey 2016 (Jan 2016 – Dec 2016)
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	
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	

Part 2 – Executive summary

Basis of reporting:

- Nottinghamshire County Council's direct full time equivalent workforce (FTE) as at April 2017 was 5456.59 fte
- This represents a reduction of 554.29 fte overall in the 12 months since April 2016. The majority of this reduction reflects the transfer out of staff to arms length organisations providing services, including Libraries and Highways, on behalf of the Council during the financial year 2016/17
- As at April 2017, 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 again since April 2016
- The initiative to further encourage employees to declare and update their personal data is regularly refreshed
- Disclosure rates for Disability, Ethnicity, Religion and Belief and Sexual Orientation have all improved since April 2016
- 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 over 64.5% of its workforce now being aged 46 or over, compared to just under 62% in 2016
- 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 again reduced slightly from 2.64% to 2.54% 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 further increased from 8.04 to 8.38%
- The BaME group most represented at 3.01% is employees identifying as Black British
- This compares favourably with the current representation in the community served which is 7.36% (2016 figure) (based on 2011 census)
- Representation of BaME employees in the NCC workforce is lower than the 9.10% 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 again increased from 4.97% in April 2016 to 5.14% in April 2017
- 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 21.20%
- 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 significant majority of the overall NCC workforce at 73.43%, compared with 68.14% in 2016, compared to 50.74% in the Community and 50.80% in the 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 33.99% of all employees on these grades
- Women continue to be proportionately most highly represented in lower paid front line posts reflecting the large numbers of women employed part time in directly provided front line services, including Catering and Cleaning and non-managerial grades where the representation of women is most reflective of the workforce gender split as a whole
- At 66.01% the least proportional representation for women is at the most senior levels within NCC although this has improved from 60.54% in 2016.

Religion and Belief

- At 41.80%, the percentage of NCC employees who have declared that 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, 52.30%, are Christian
- No LLM comparator data is available.

Sexual Orientation

- Of those employees who have declared their sexual orientation 3.17% are Lesbian, Gay, Bisexual or Transgender (LGB) compared to 3.25% in April 2016
- 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 for career progression.

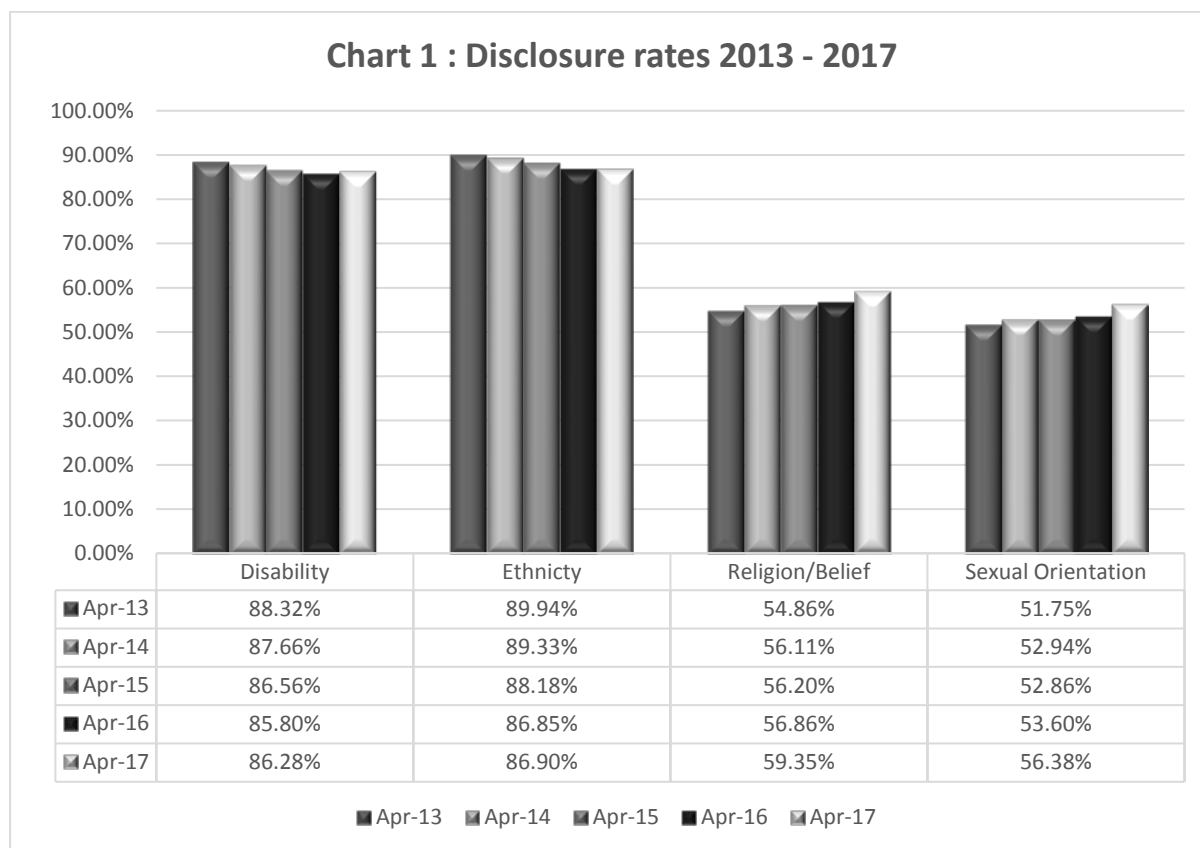
The Council will identify action to address the under-representation of any protected characteristic where this is evidenced by the data in this report.

Part 3 – Disclosure Rates

3a Disclosure rates

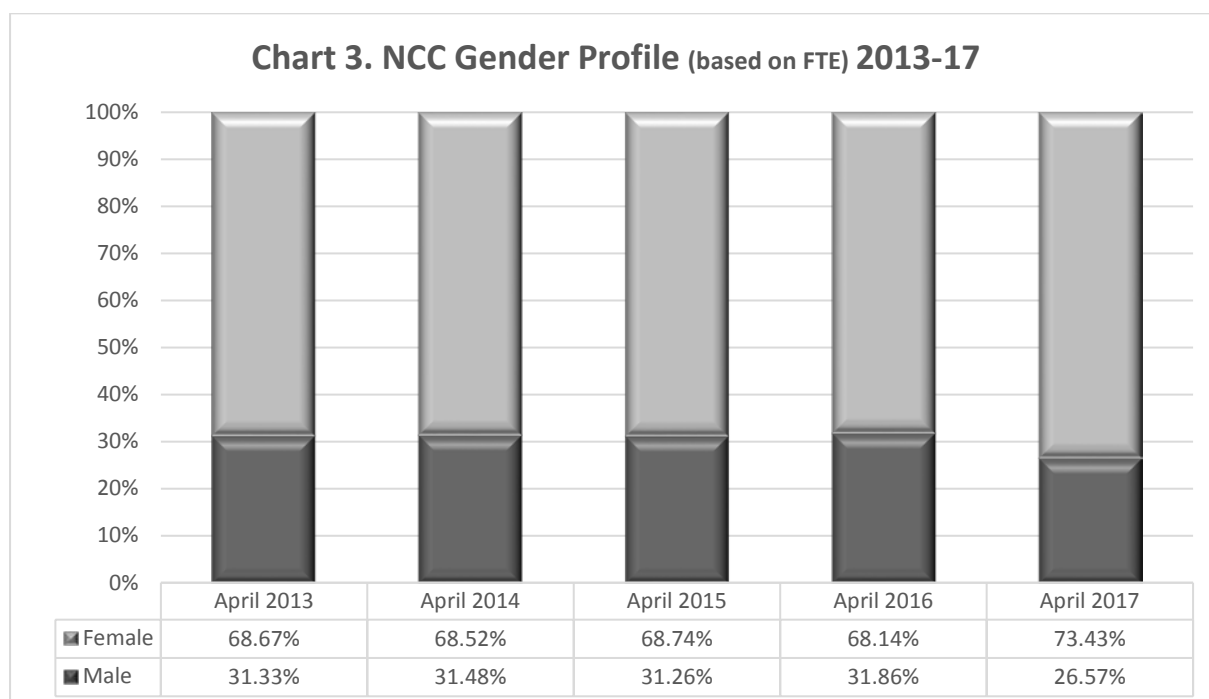
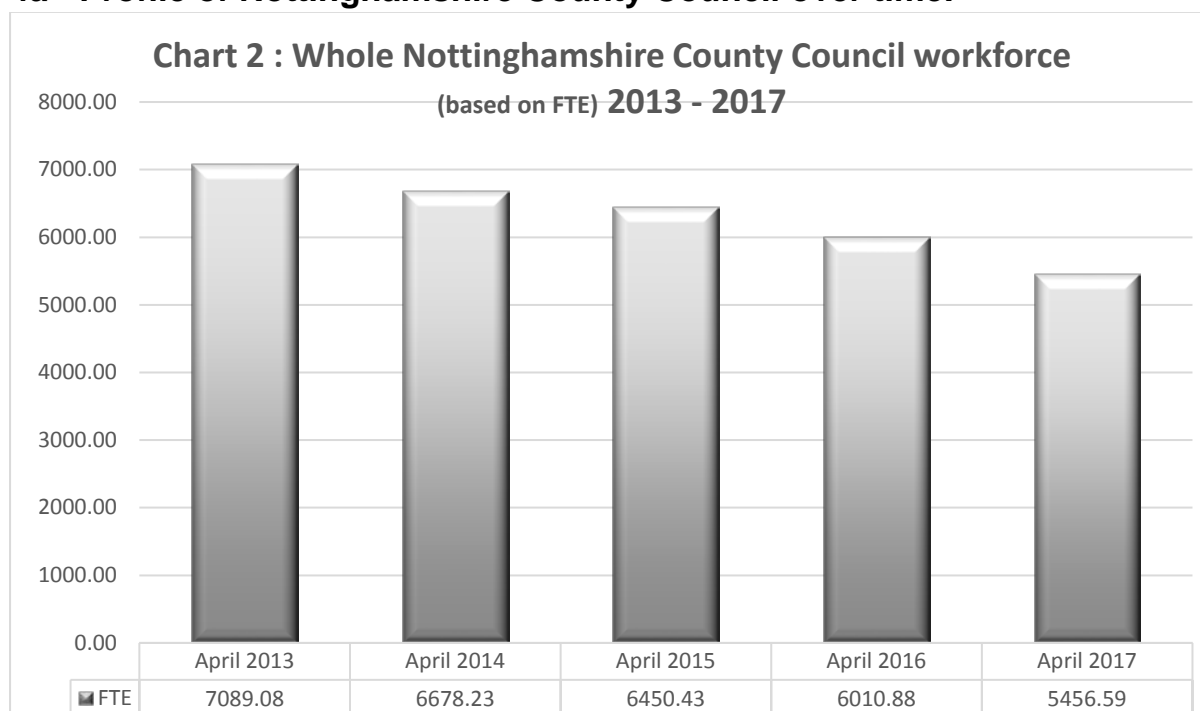
Disclosure rates for gender and age can be extrapolated from payroll data and are therefore 100%. Those for disability, ethnicity, religion/belief and sexual orientation have all risen from the last year. Whilst disclosure rates for sexual orientation and religion/belief continue to improve, the level 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 aimed at engaging with staff to explain the positive reasons for holding this information and to encourage them to update their personal details are issued via the NCC intranet, at regular intervals, most recently in June and July 2017. Disclosure rates for all protected characteristics have improved since 2016.



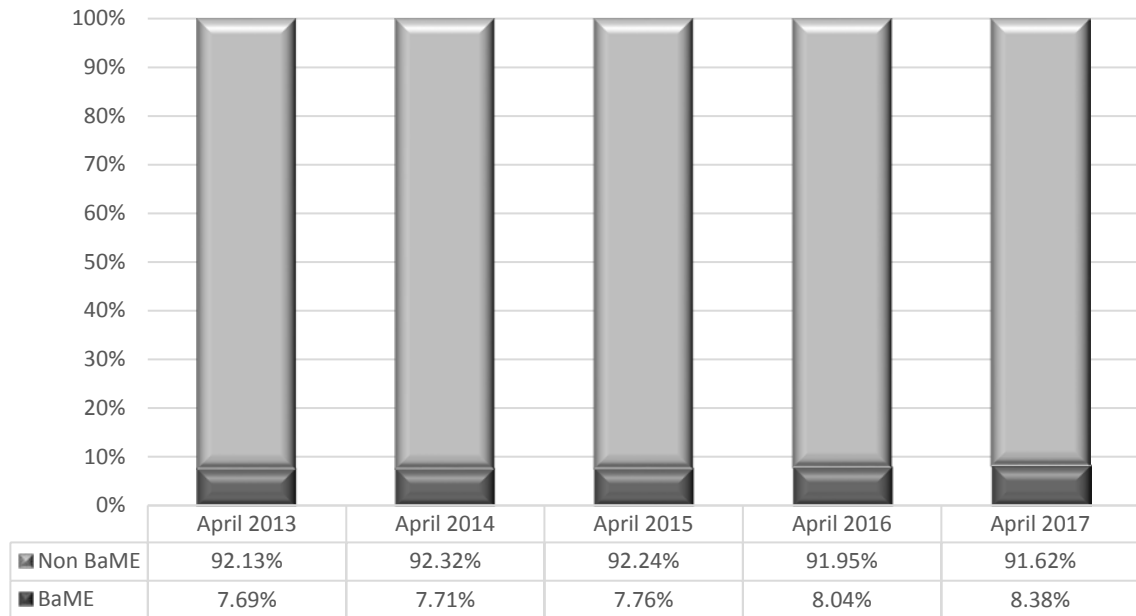
Part 4 - Workforce Profile

4a - Profile of Nottinghamshire County Council over time.



In 2017 16 NCC employees stated that they were transgender (different gender to what they were at birth).

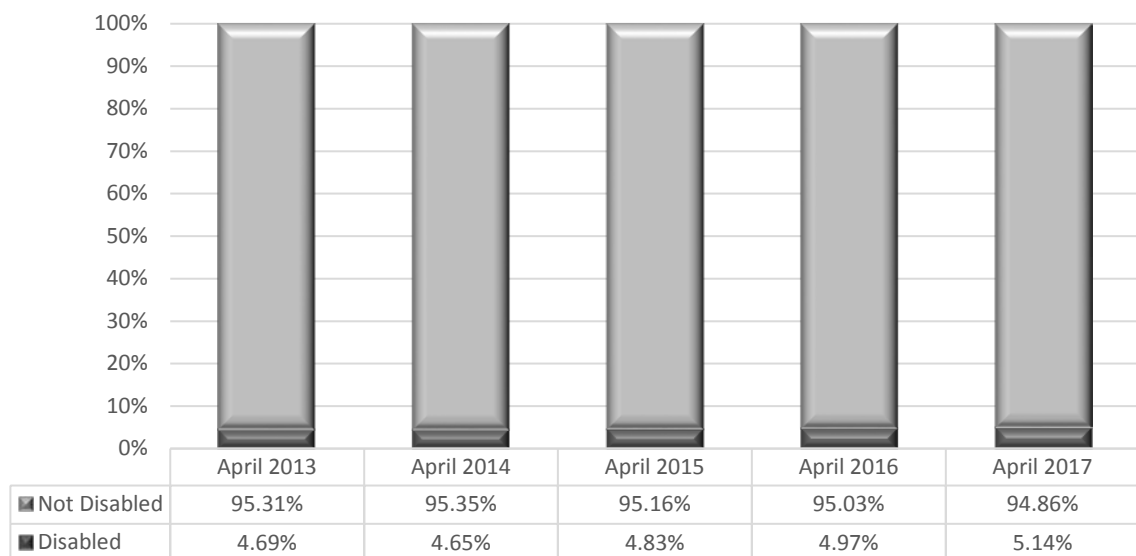
**Chart 4. Whole NCC Ethnicity Profile (based on FTE)
2013- 2017**



Non-disclosures are removed when calculating %. Overall disclosure rate for ethnicity in 2017 is 86.9%.

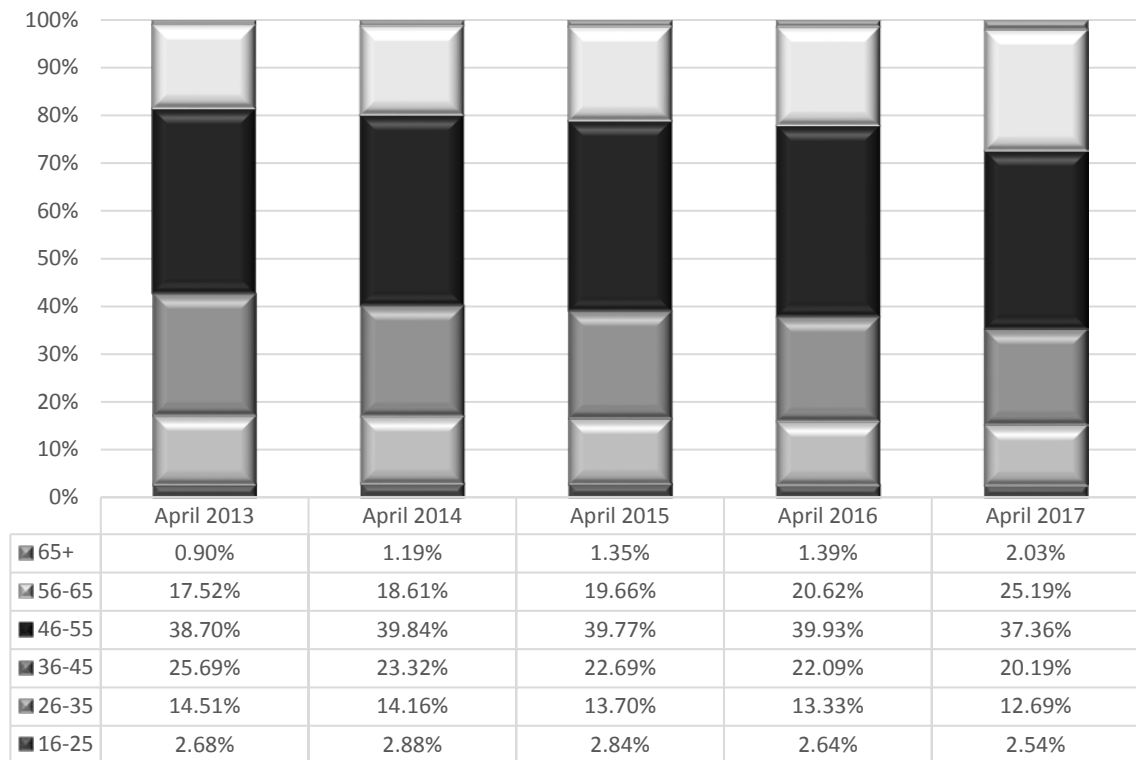
BaME definition is anyone who has not declared themselves as 'White British / English / Scottish / Welsh / N.Irish'.

**Chart 5. Whole NCC Disability Profile (based on FTE)
2013-17**

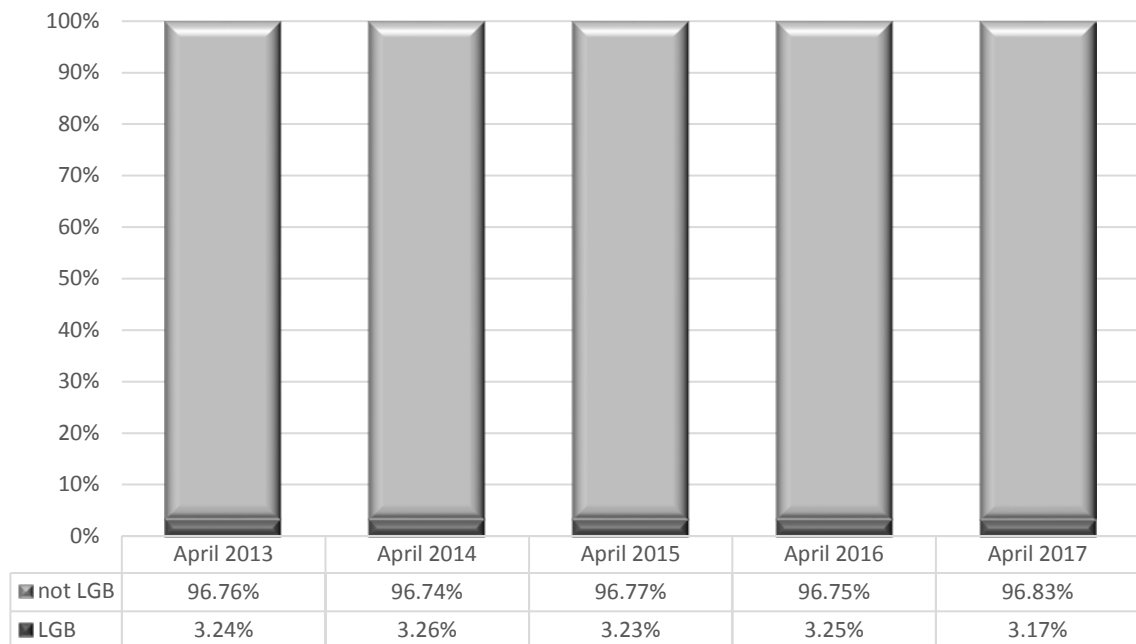


Non-disclosures are removed when calculating %. Overall disclosure rate for ethnicity in 2017 is 86.3%.

Chart 6. Whole NCC Age Profile (based on FTE) 2013-17

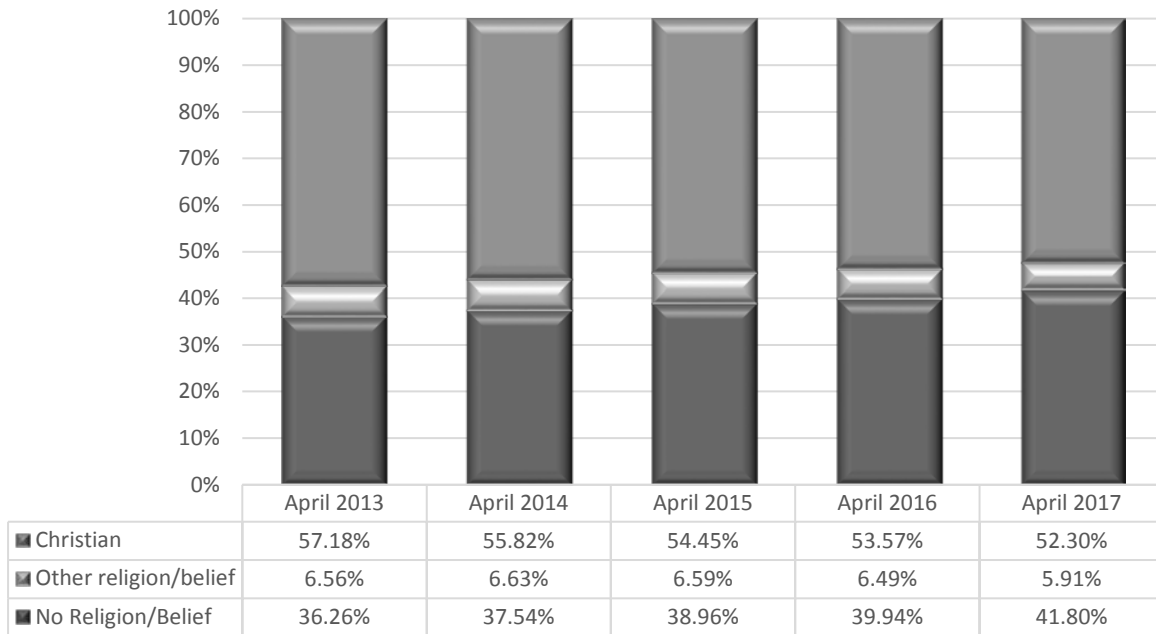


**Chart 7. Whole NCC Sexual Orientation Profile
(based on FTE) 2013-17**



Non-disclosures are removed when calculating %.
Overall disclosure rate for sexual orientation in 2017 is 56.4%.

Chart 8. Whole NCC Religion/Belief Profile
(based on FTE) 2013-17



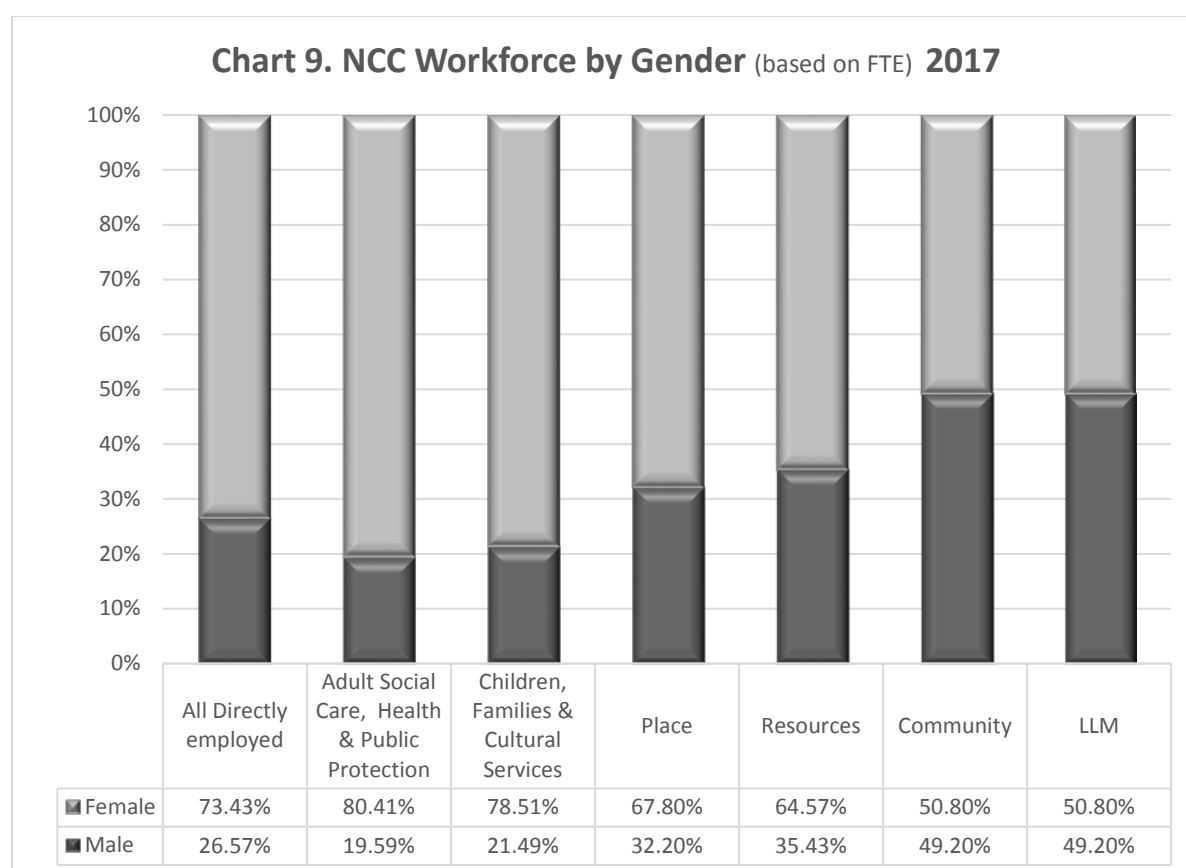
Non-disclosures are removed when calculating %.

Overall disclosure rate for religion/belief in 2017 is 59.6%.

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

Workforce Profile of Nottinghamshire County Council (NCC) 2017

Table 1	FTE	Positions
All Directly employed	5456.59	8155
Adult Social Care, Health & Public Protection	1611.46	1991
Children, Families & Cultural Services	1320.23	2014
Place	1367.69	2825
Resources	1157.20	1325



In 2017 16 employees across NCC stated they were transgender (that they had a different gender to what they were at birth).

Chart 10. NCC Workforce by Ethnicity (based on FTE) 2017

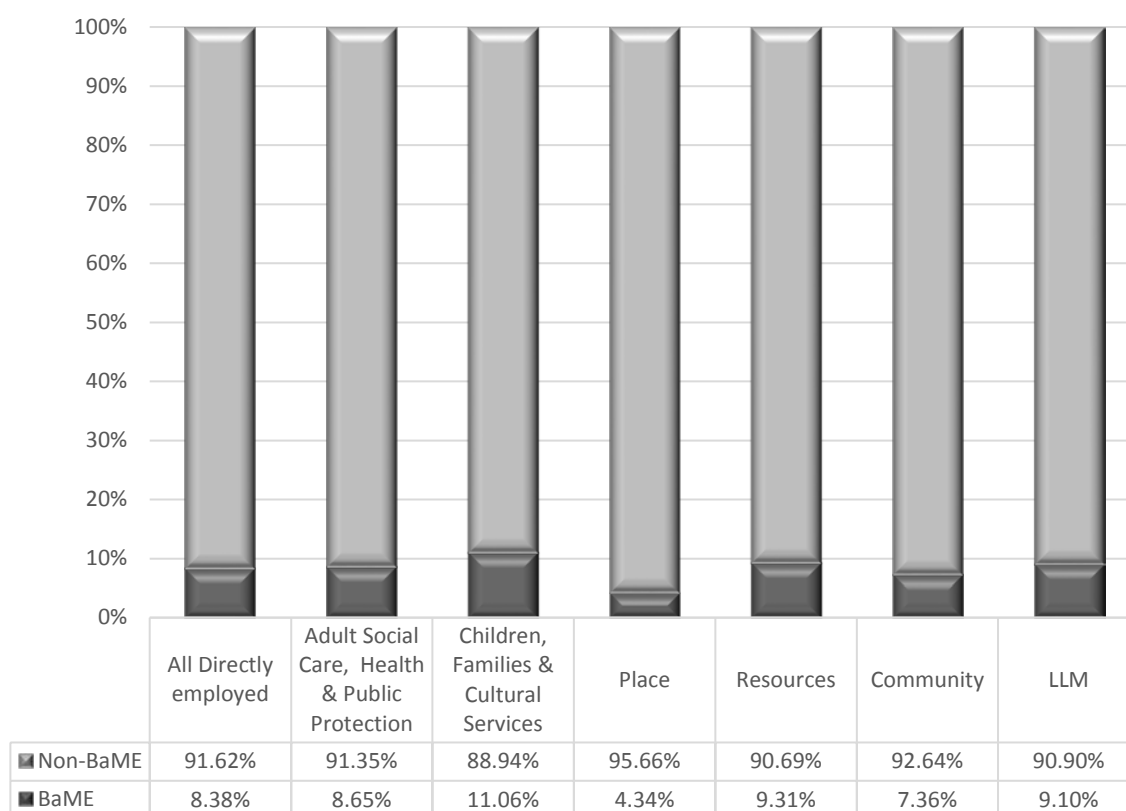


Table 2		
Based on FTE	Directly employed	Community
Non BaME (White British)	91.62%	90.50%
Asian/Asian British	1.94%	3.30%
Black/Black British	3.01%	3.10%
Mixed	1.09%	0.60%
Other Ethnic Group	0.20%	2.50%
Other White	2.15%	

Non-disclosures are removed when calculating %.

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

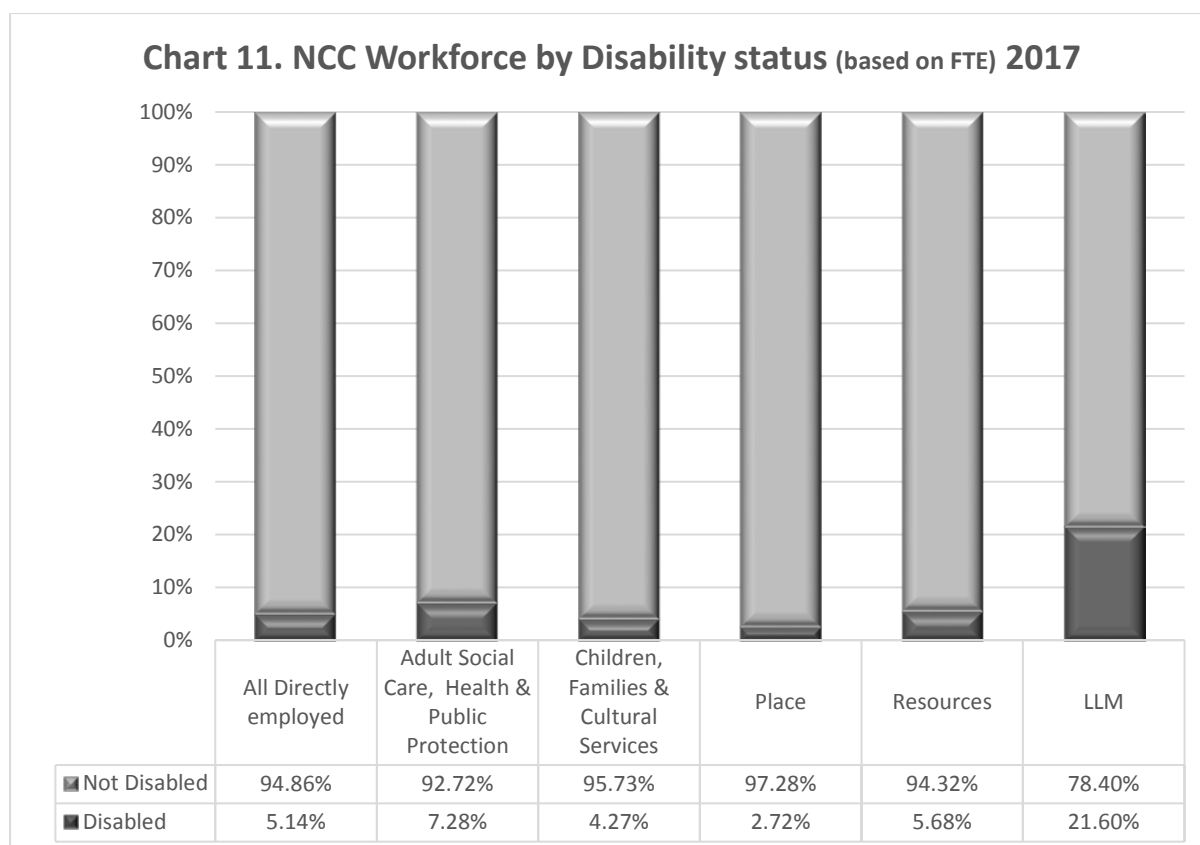


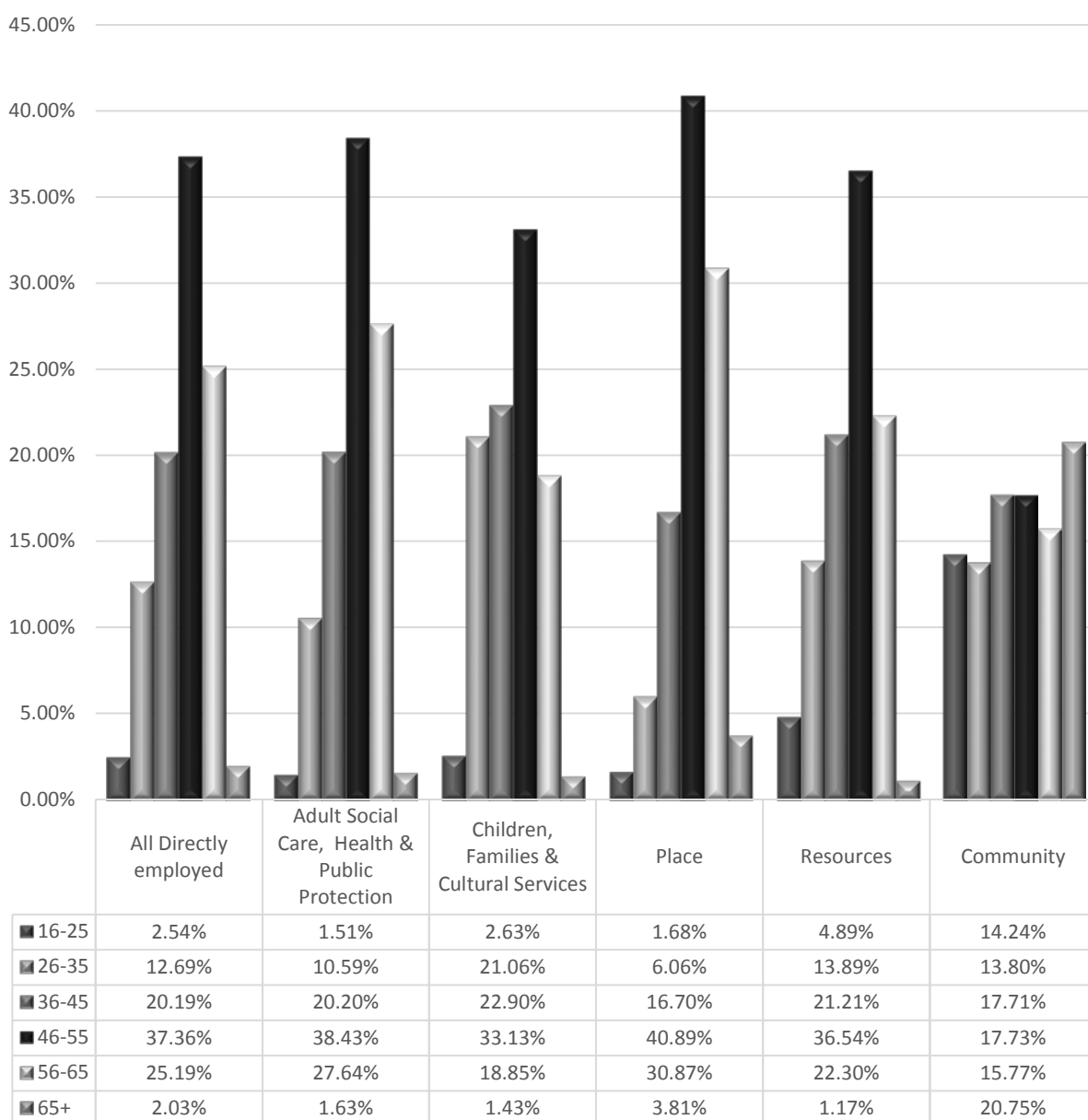
Table 2		
Based on FTE	Directly employed	Community
Non BaME (White British)	91.62%	90.50%
Asian/Asian British	1.94%	3.30%
Black/Black British	3.01%	3.10%
Mixed	1.09%	0.60%
Other Ethnic Group	0.20%	2.50%
Other White	2.15%	

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 12. NCC Workforce by Age (based on FTE) 2017



The LLM data uses different age group categories and is not comparable.

**Chart 13. NCC Workforce by Sexual Orientation (based on FTE)
2017**

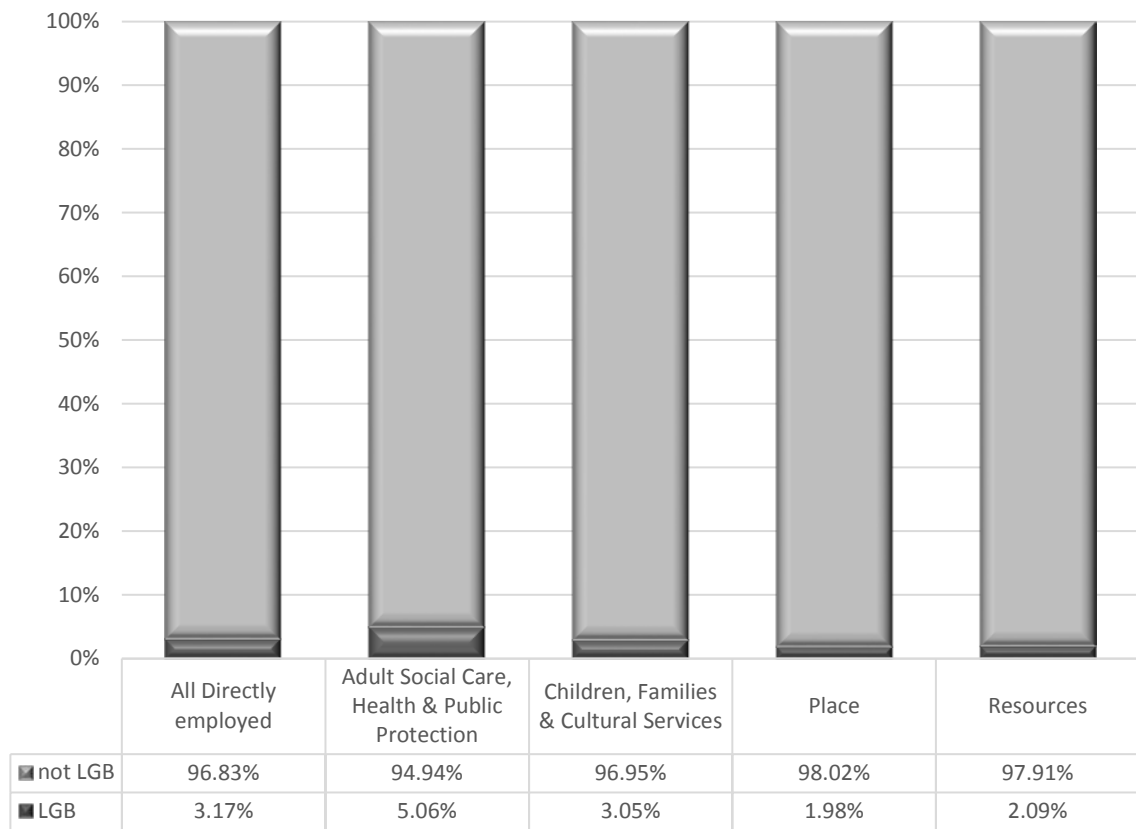


Table 3	Based on FTE
Bisexual	0.87%
Gay man	1.17%
Heterosexual	96.83%
Lesbian	1.12%

Non-disclosures are removed when calculating %.

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

The relatively low NCC disclosure rate of 56.38% for LGB is likely to impact on the quality of this data.

Chart 14. NCC Workforce by Religion/Belief (based on FTE) 2017

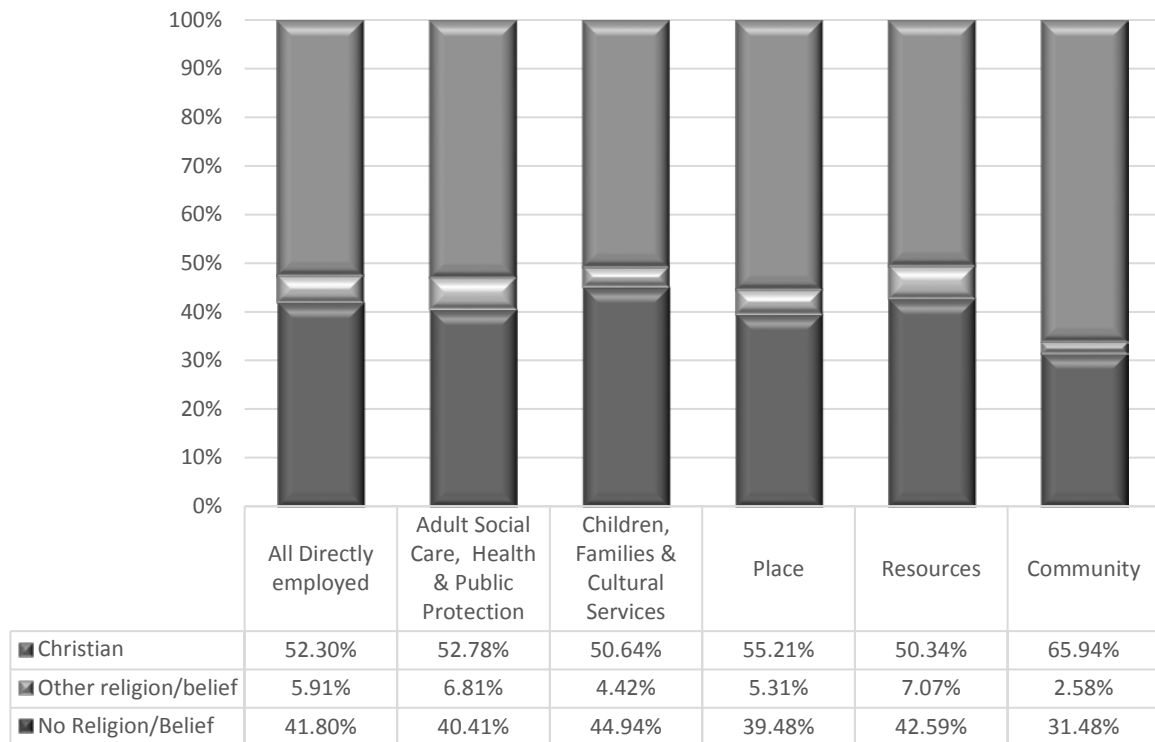


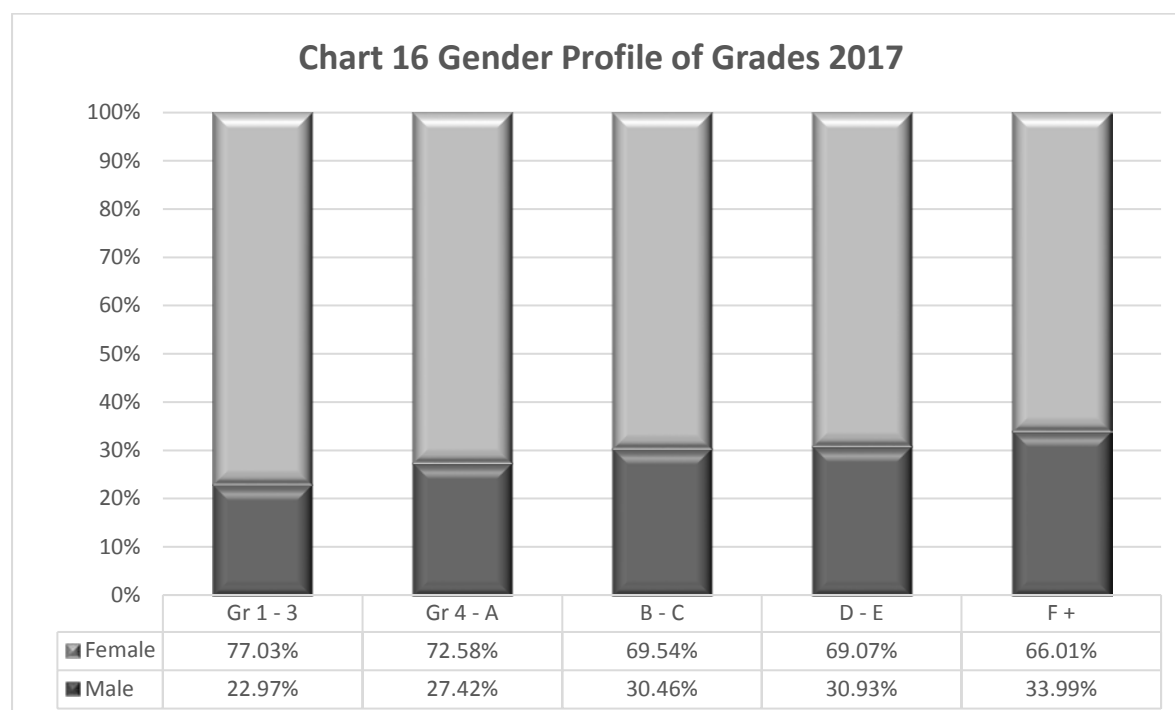
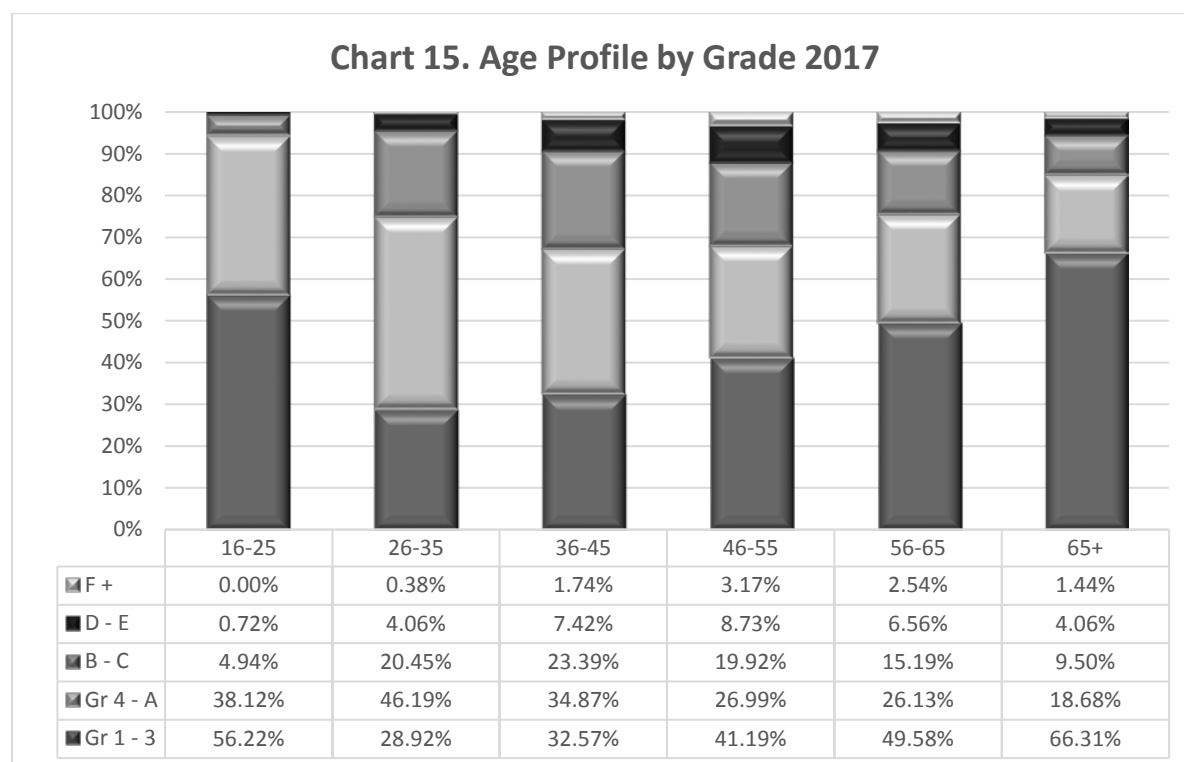
Table 4		
	NCC Directly employed	Community
Buddhist	1.19%	0.25%
Christian	52.30%	65.94%
Hindu	0.51%	0.48%
Jewish	0.03%	0.10%
Muslim	1.06%	0.95%
Other belief	1.08%	0.37%
Other religion	1.48%	
Sikh	0.57%	0.43%
No religion/belief	41.80%	31.48%
Disclosure rate	59.35%	93.02

No data was collected on religion for the LLM. Chart 14 above groups together all religions/beliefs other than Christian. These are shown in greater details in table 4.

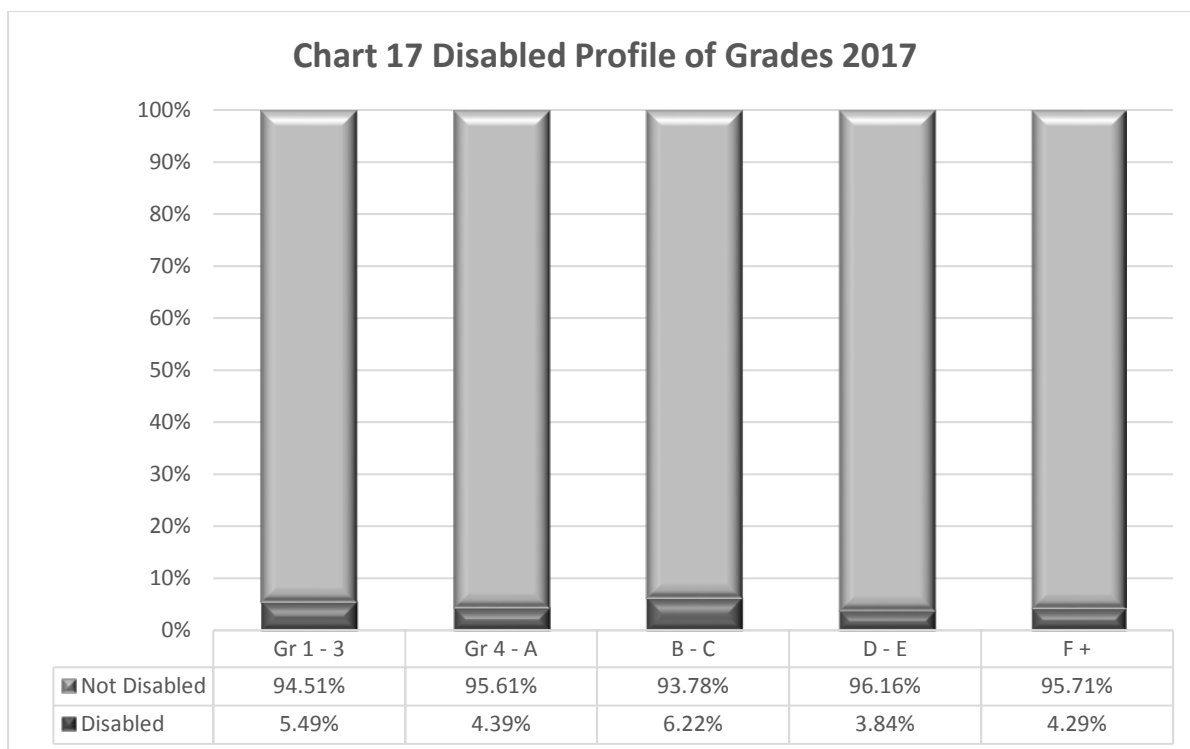
Non-disclosures are removed when calculating %.

The relatively low NCC disclosure rate of 59.35% for Religion/Belief is likely to impact on the quality of this data.

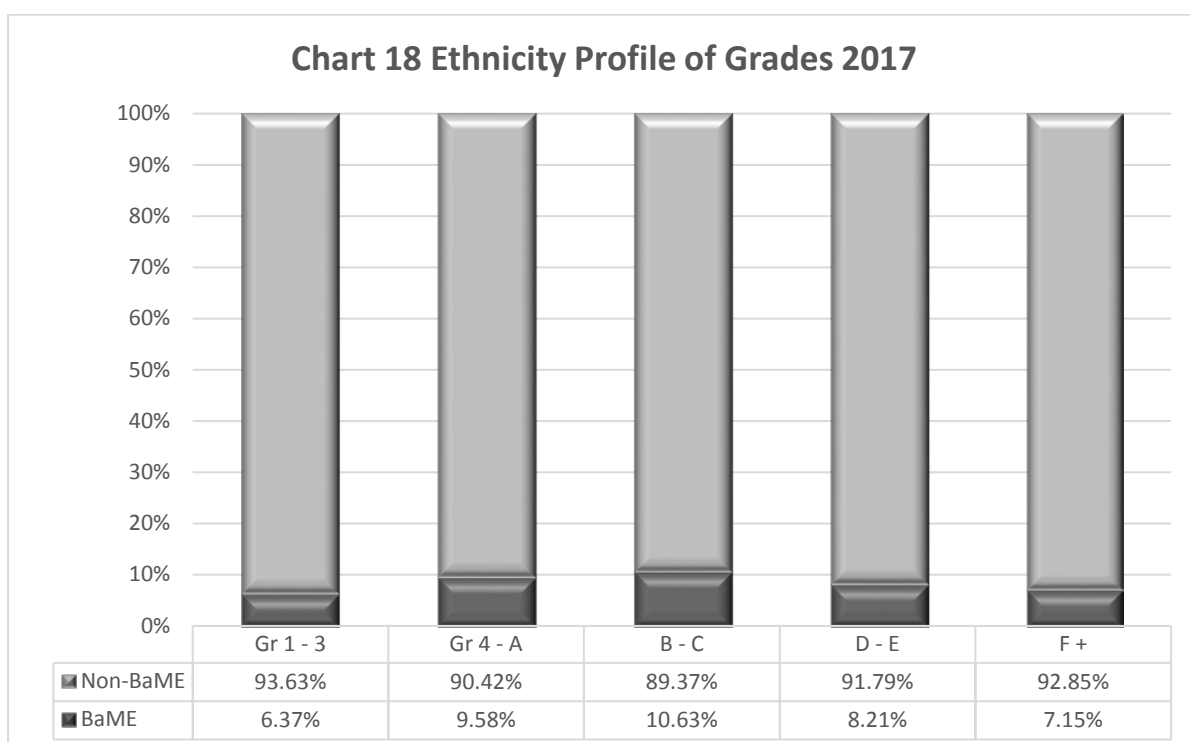
4c - Profile of NCC employees by grade of post (Non-declarations are excluded in all cases)



All data is based on fte. NCC gender profile is male 26.57%, female 73.43%

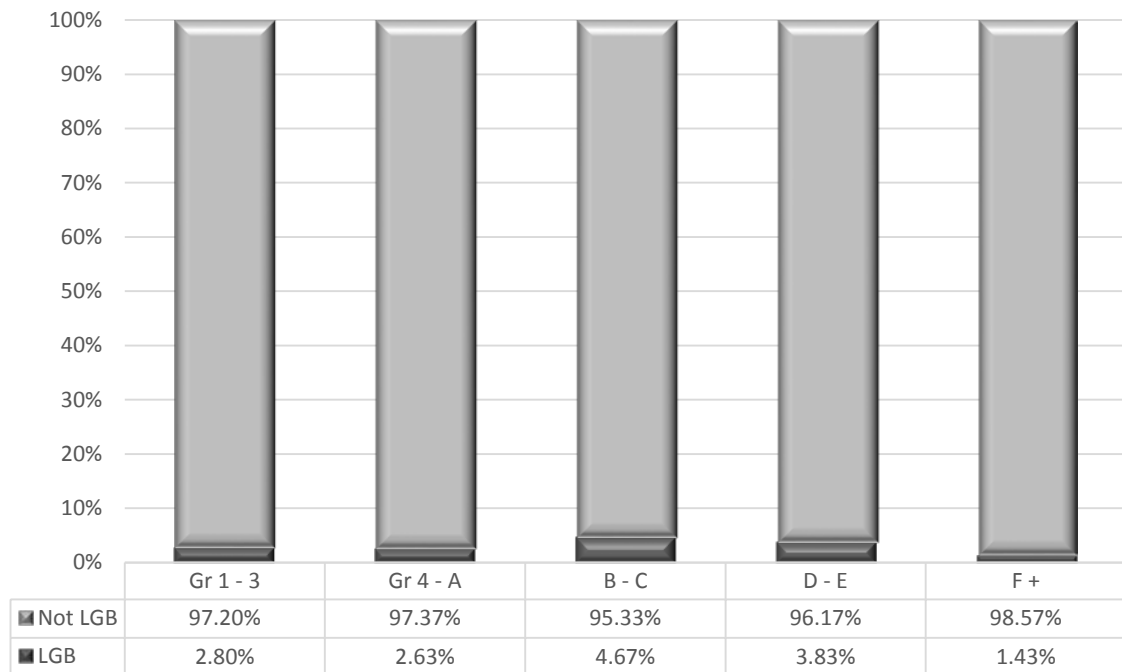


All data is based on fte. NCC profile is Disabled – 5.14%, Not disabled – 94.86%



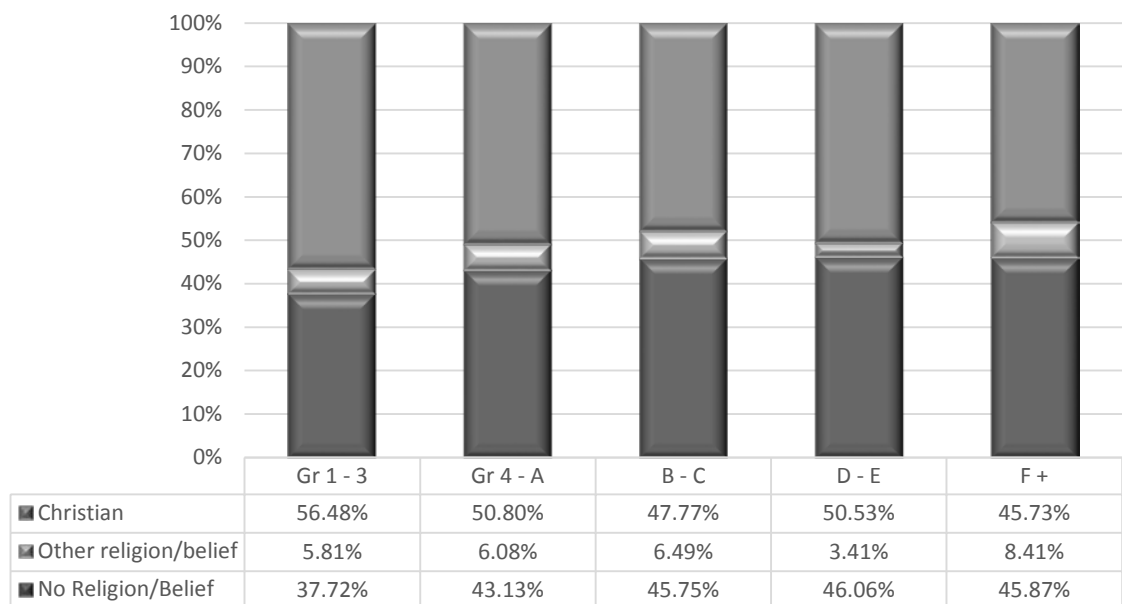
All data is based on fte. NCC profile is BaME – 8.38%, non BaME – 91.62%

Chart 19 Sexual orientation by grades 2017



All data is based on fte. NCC profile is LGB – 3.17%, Not LGB – 96.83%. The relatively low NCC disclosure rate in this area is likely to impact on the quality of this data.

Chart 20 Religion/Belief by grade 2017



All data is based on fte.

NCC profile is No Religion/Belief – 41.8%, Other Religion/Belief – 5.91%, Christian – 52.3%. The relatively low NCC disclosure rate in this area is likely to impact on the quality of this data.

Part 5 – Recruitment Profile

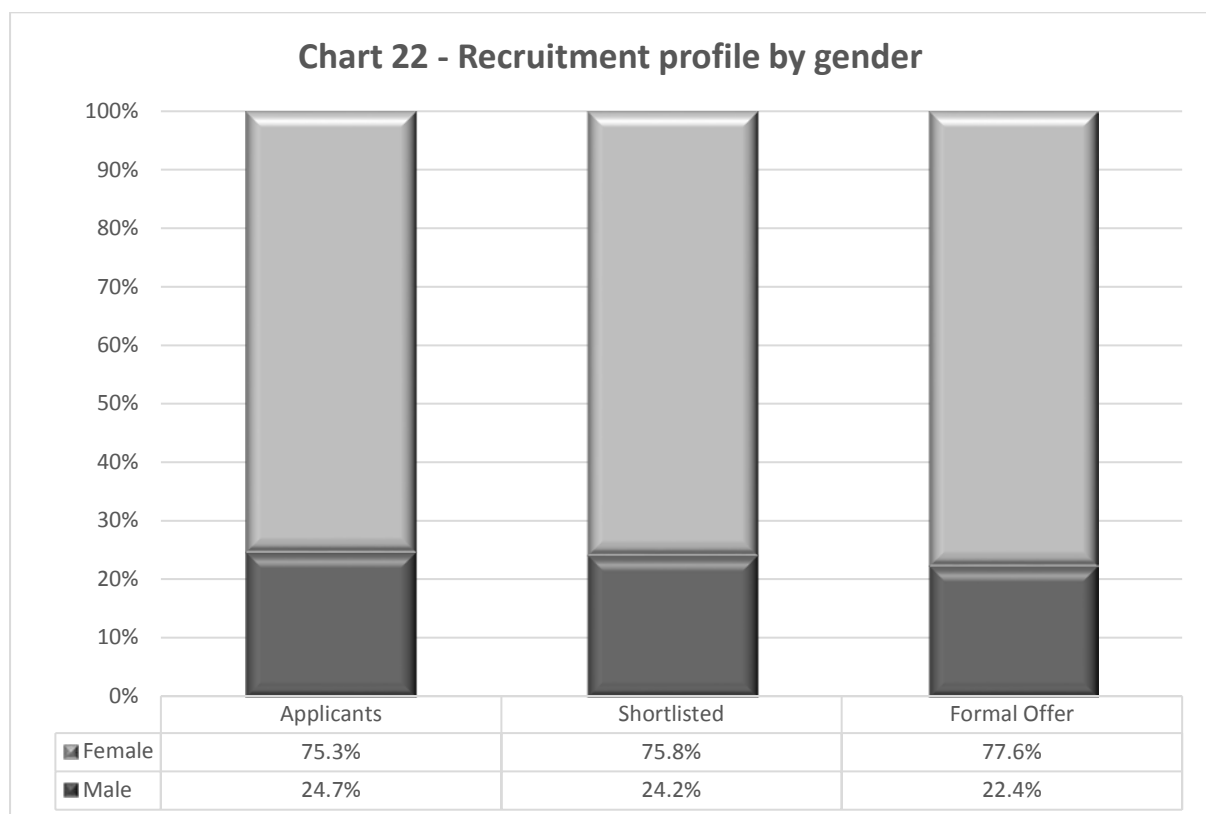
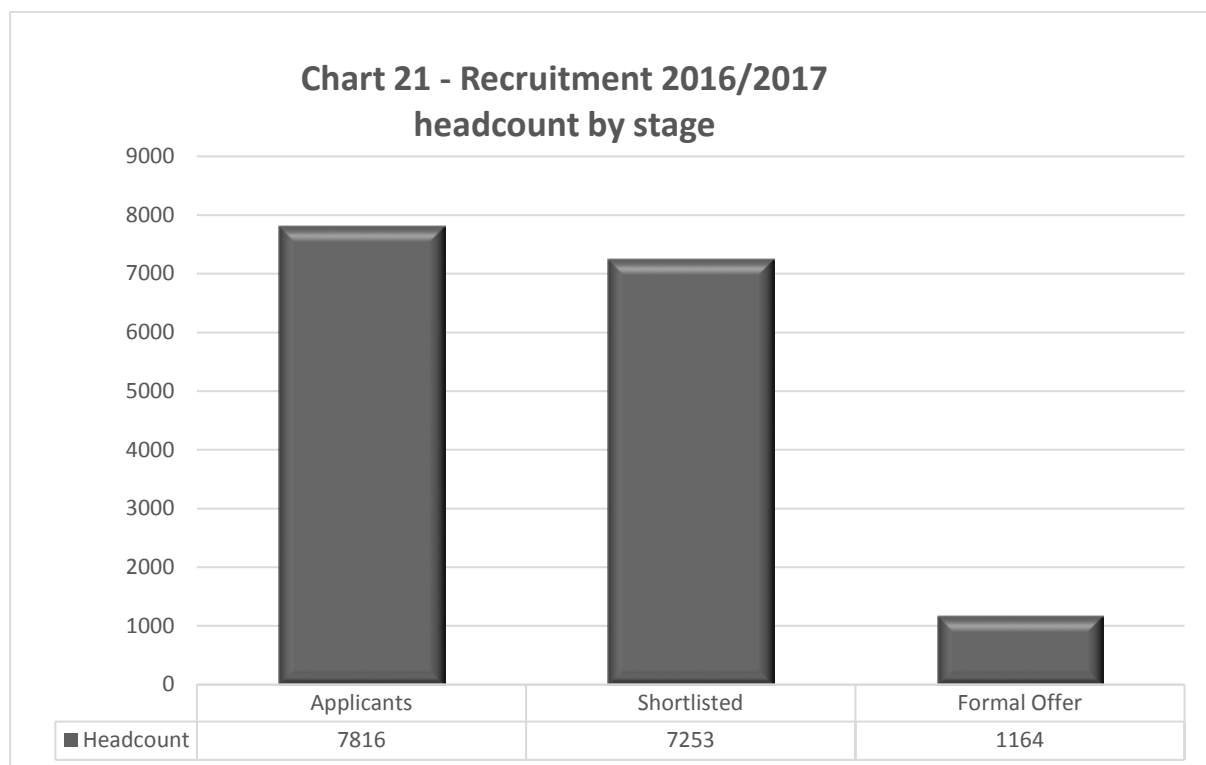


Chart 23 - Recruitment profile by declared ethnic origin

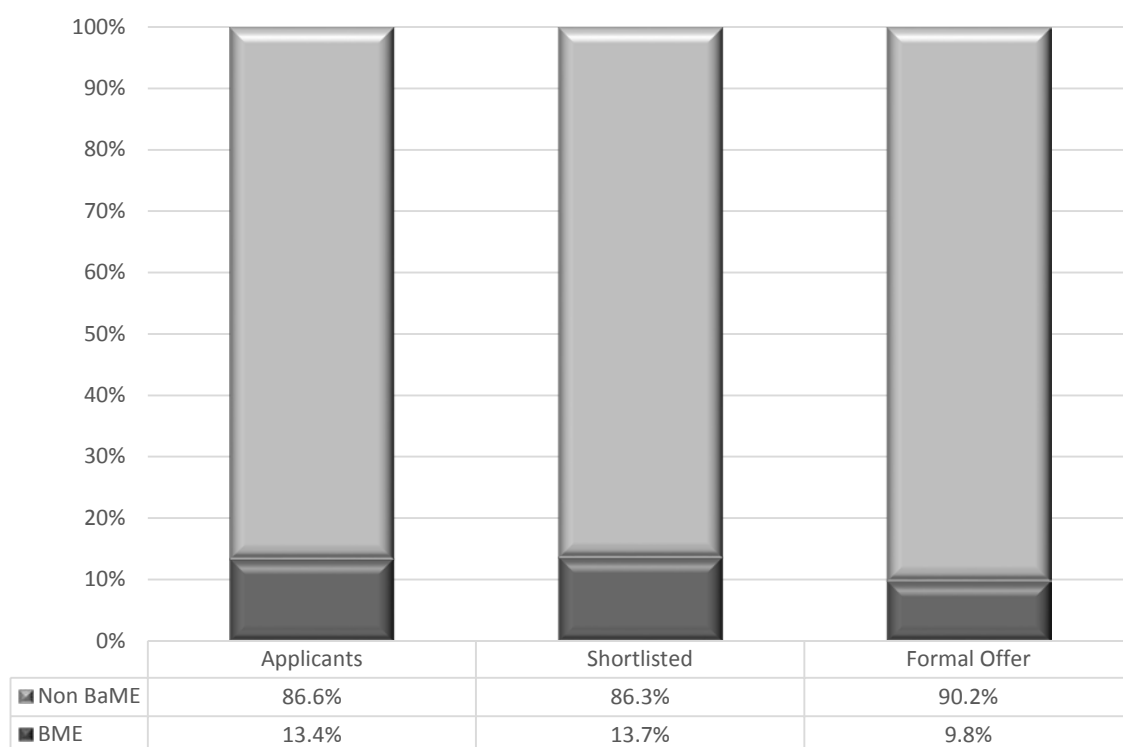


Chart 24 - Recruitment profile by disability

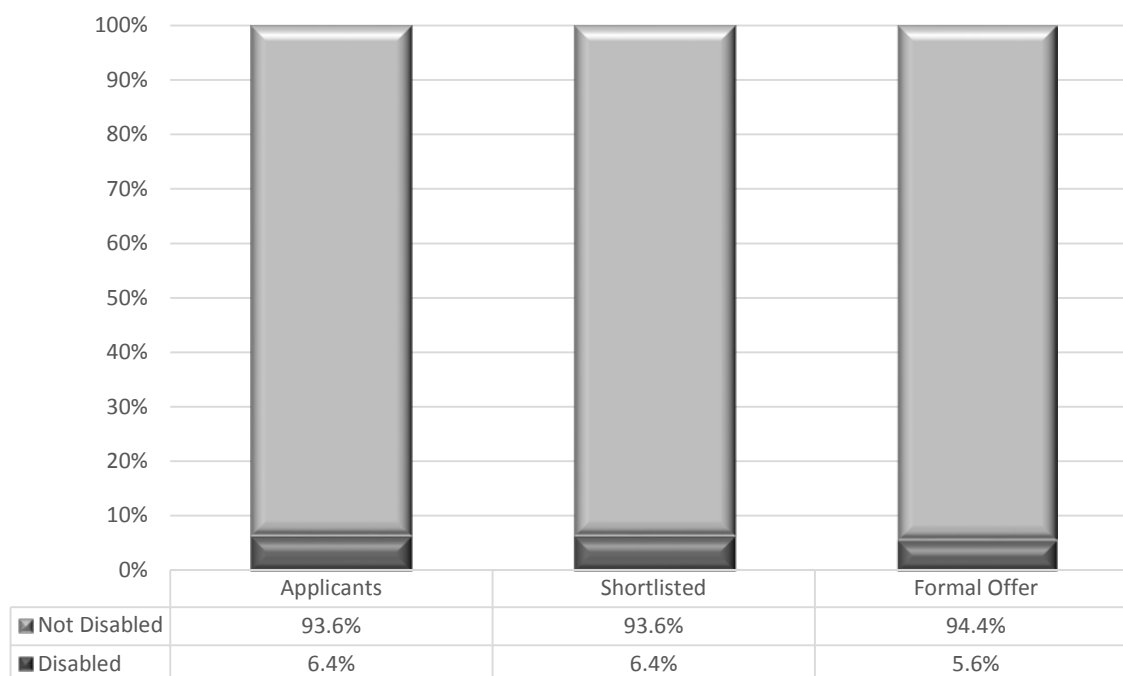


Chart 25 - Recruitment profile by sexual orientation

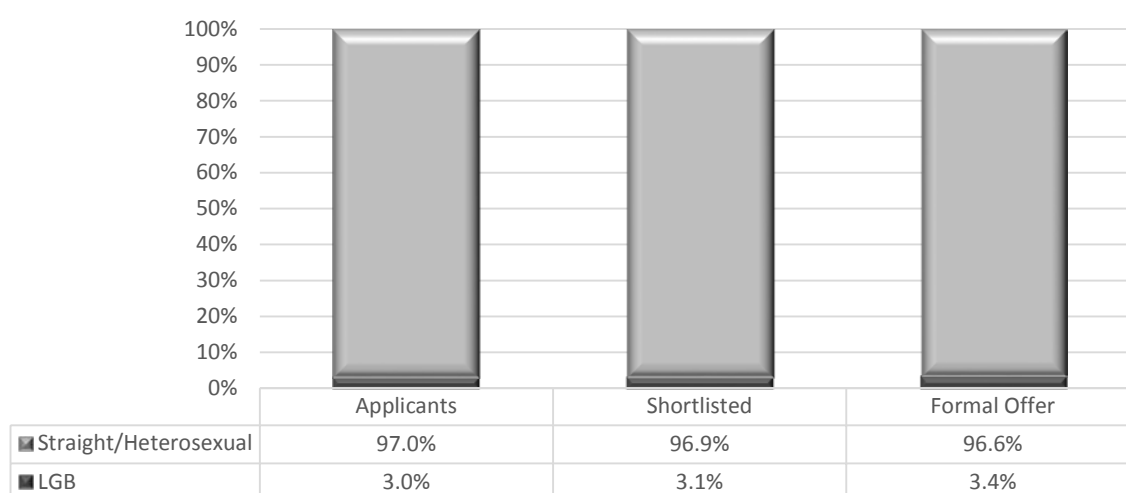


Chart 26 - Recruitment profile by declared religion/belief

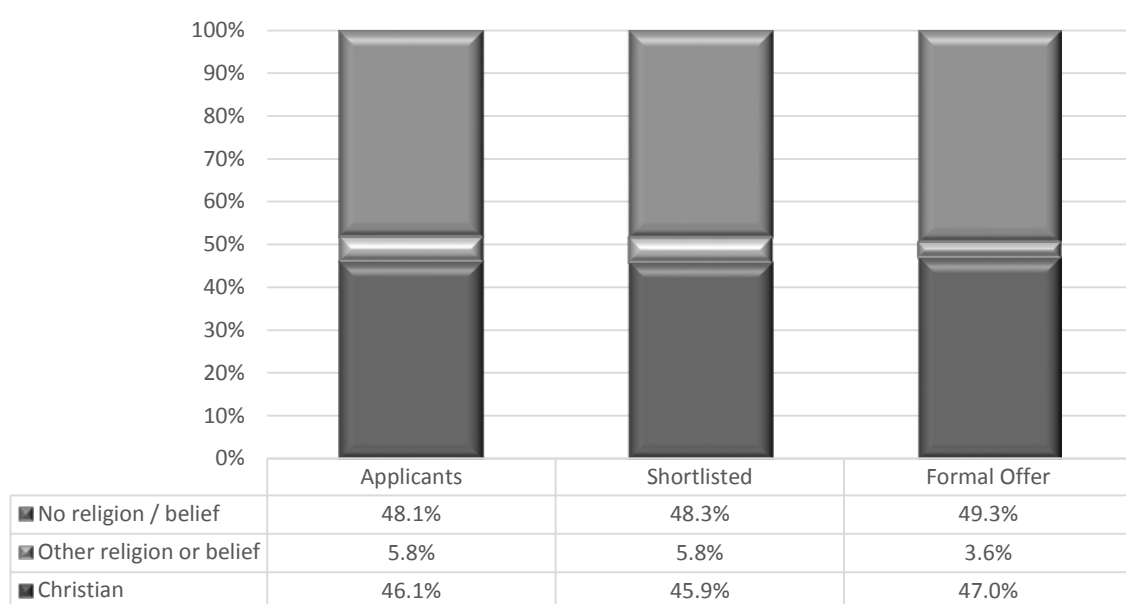


Table 5

Table 5			
Characteristic	Percentage of all applicants receiving a formal offer of employment	Local Labour market	Community
Gender/Female	77.6%	50.8%	50.8%
Ethnicity/BaME	9.8%	9.10%	7.36%
Disability/Declared a disability	5.6%	21.6%	N/A
Sexual Orientation/LGB	3.4%	N/A	N/A