



**Nottinghamshire  
County Council**

# **Workforce Information Report 2015**

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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.

All public sector employers, including local authorities, have a statutory duty under the Equality Act (2010) to publish equality information on an annual basis. The latest workforce information for Nottinghamshire County Council (NCC) is based on data as at April 2015.

The report also shows how NCC's workforce has changed over a six year period, 2010 – 2015 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

The Business Management System 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 comparison to historical data prior to 2012, very difficult.

Data for the current year is shown broken down by department. This allows comparisons to be made between departments and between any department and all directly employed staff or all NCC staff (including schools). Comparisons of the NCC workforce against the local community and the local labour market are also shown.

Whilst it is a legal requirement to publish information about the workforce, the information is also used to inform the County Council's Workforce Strategy. A strategic decision has been made by the Council that the CIPFA Value for Money Indicators will be used as the standard benchmark measures going forward. Where possible, data definitions in this report match the CIPFA definitions to ensure consistency and thereby facilitate comparisons between reports produced by the Council.

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.

## Low Bases

This data is based on employees' declared information. The relatively small number of employees in Public Health mean that all diversity measures other than age and gender contain declared information on less than 30 employees. This is deemed too small to provide statistically valid or meaningful percentages.

## Data Collection and Definitions

Topic	Definitions	Notes
Time frame	As at April 2015	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 2014 (Jan 2014 – Dec 2014)
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	Children, Families and Cultural Services	
E&R	Environment & Resources	
PPCS	Policy, Planning and Corporate Services	
PH	Public Health	
Period/Year	Source of workforce profile data	
2010 & 2011	Cyborg HR Information system	
Mar 2012	Directly employed staff primarily from Business Management System with some additional employee details from Cyborg. Schools data from Cyborg HR Information system	
Mar 2013 onwards	Business Management System	

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

## Part 2 - Executive Summary

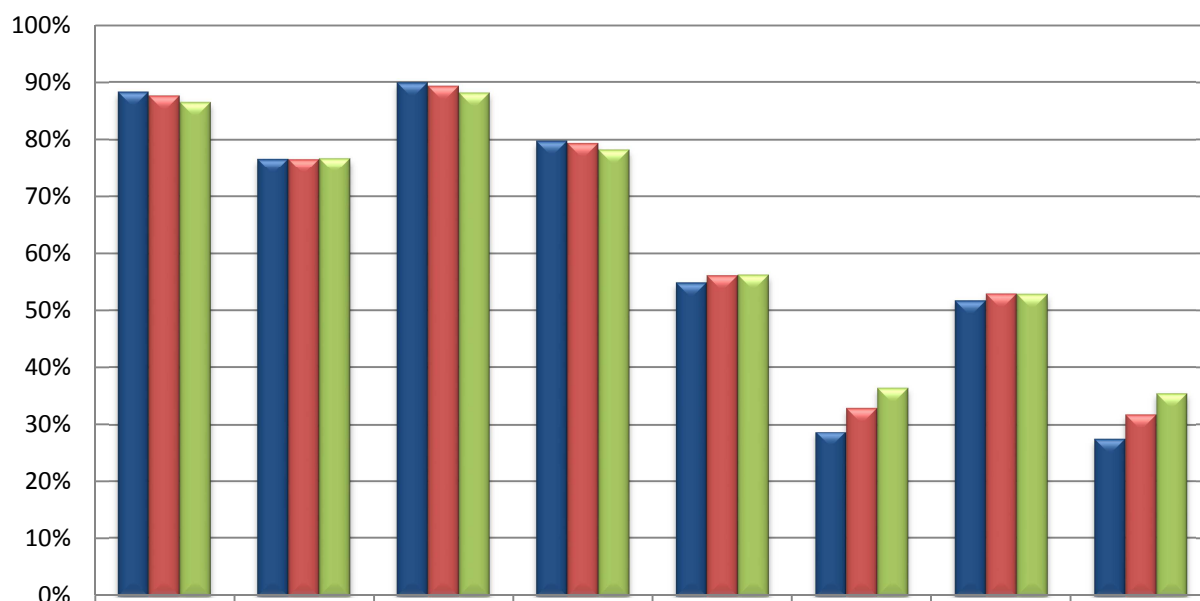
- Nottinghamshire County Council's overall workforce as at April 2015 was 12,928,82 fte or 6,450.43 fte if schools are excluded.
- This represents a reduction of 319.5 fte overall in the 12 months since April 2014, 227.80 fte of this being directly employed staff.
- As at April 2015 , the proportion of employees disclosing their personal information from which this report is derived is 100% for both gender and age.
- Some disclosure rates for other protected characteristics have improved since April 2014, others have fallen
- There remains a considerable variance in the other percentage disclosure rates between direct employees of NCC and school based employees.
- Disclosure rates for sexual orientation and religion and belief remain too low to enable meaningful statistical analysis. A recent initiative has been launched to further encourage employees to update this data.
- The graphs in part 4 section a) summarise overall performance, including school employees.
- Section b) separates out the direct NCC workforce ( also broken down by department), from school based employees, as well as providing relevant Community and Local Labour market comparison
- This data demonstrates that there is also variance in the percentage representation of employees by all protected characteristics between direct employees of NCC and school based employees.
- The County Council has an ageing workforce, with just under 51% of its workforce now being aged 46 or over. The profile in schools alone is younger with just under 42% aged 46 or over.
- Employees aged 46 to 55 are 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 improved by 0.22 percentage points to 5.27% and is highest in schools.
- The proportion of employees overall, including schools, that classify themselves as Black and Minority Ethnic remains fairly static. For the direct NCC workforce only at 7.76% this compares favourably with the community served 7.36% .
- The highest representation of BaME employees is in mid-graded posts at professional and first line management level.
- The proportion of employees who classify themselves as having a disability has increased overall but is considerably lower in schools. For the direct NCC workforce only this has increased from 4.65% in April 2014 to 4.83% in April 2015.
- The highest representation of disabled employees is also in mid-level professional and line management posts.
- Men are most highly represented in the most senior posts at and above Group Manager level, however the overall representation at this level is approximately 60% female.
- As part of its Workforce Strategy, the Council has a range of measures in place to ensure that it continues to employ 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 .

# Part 3 – Disclosure Rates

## 3a Disclosure rates

Disclosure rates for gender and age are 100%.

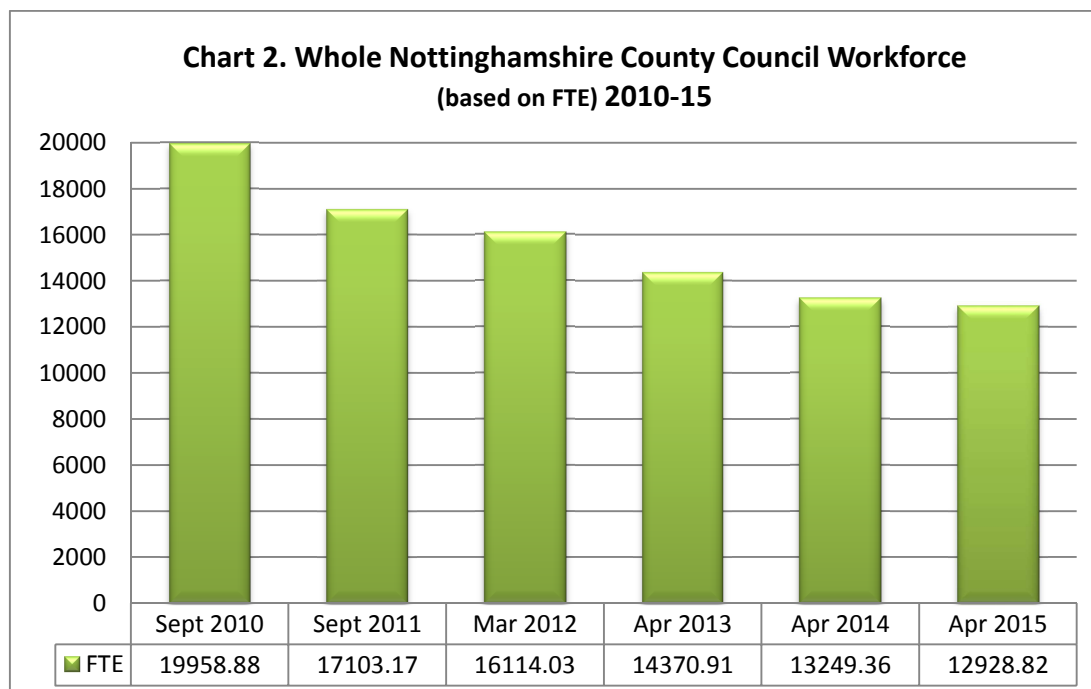
**Chart 1: Disclosure rates 2013-2015**



# Part 4 - Workforce Profile

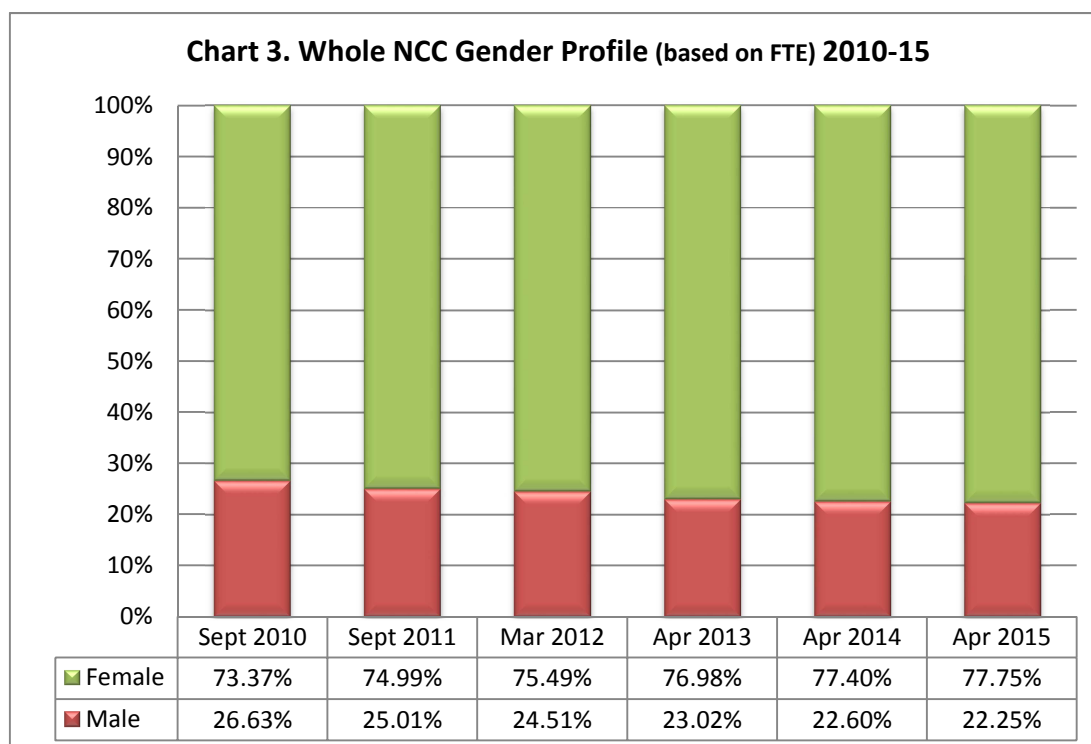
## 4a Profile of Nottinghamshire County Council over time – including Schools

### Nottinghamshire County Council (NCC) Workforce 2010-2015



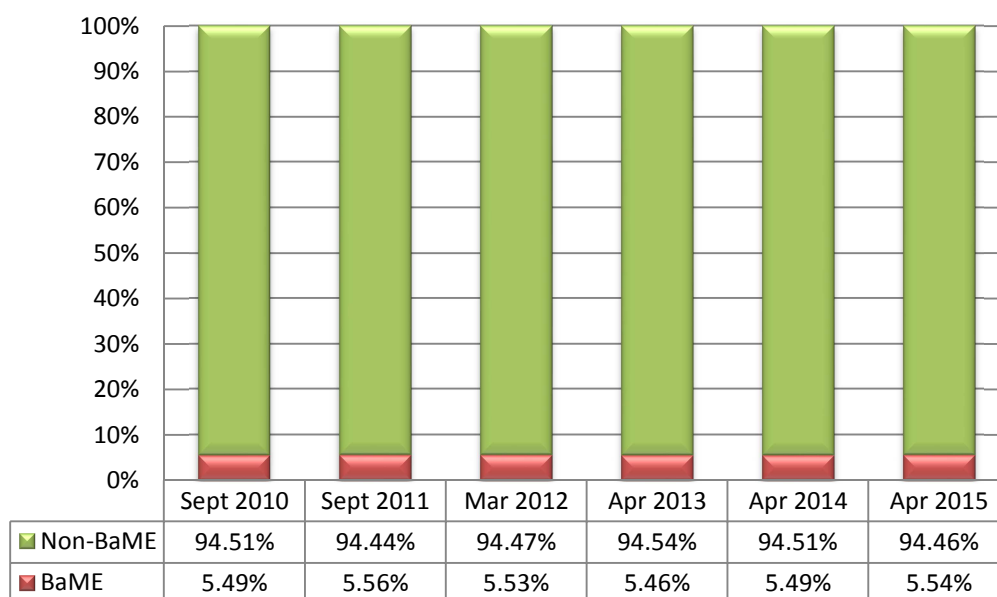
### Workforce Profile of Nottinghamshire County Council (NCC) 2010-15

All based on FTE



In 2015 23 employees across NCC and Schools stated they were transgender (different gender to what they were at birth)

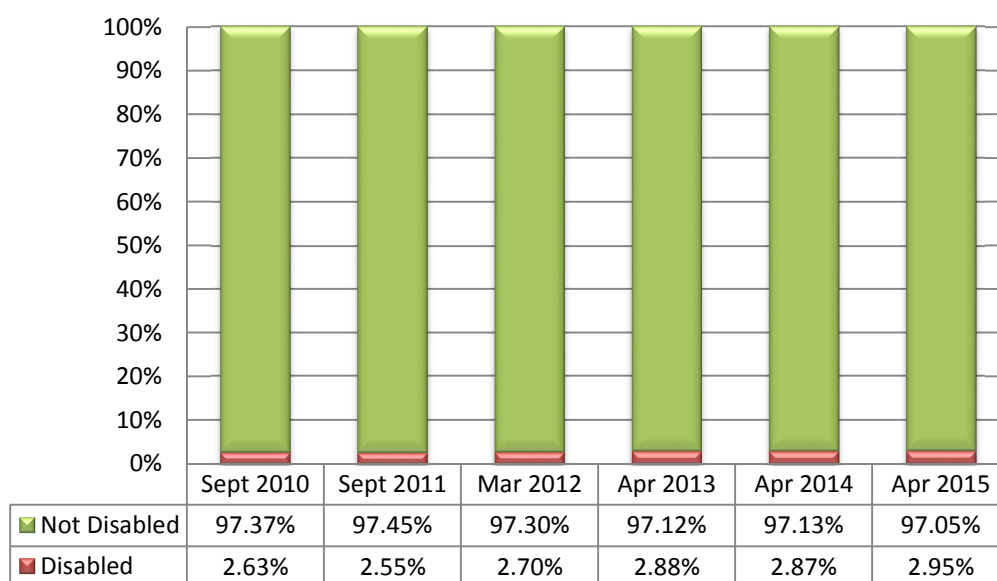
**Chart 4. Whole NCC Ethnicity Profile (based on FTE)  
2010-15**



Non-disclosures are removed when calculating %.

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

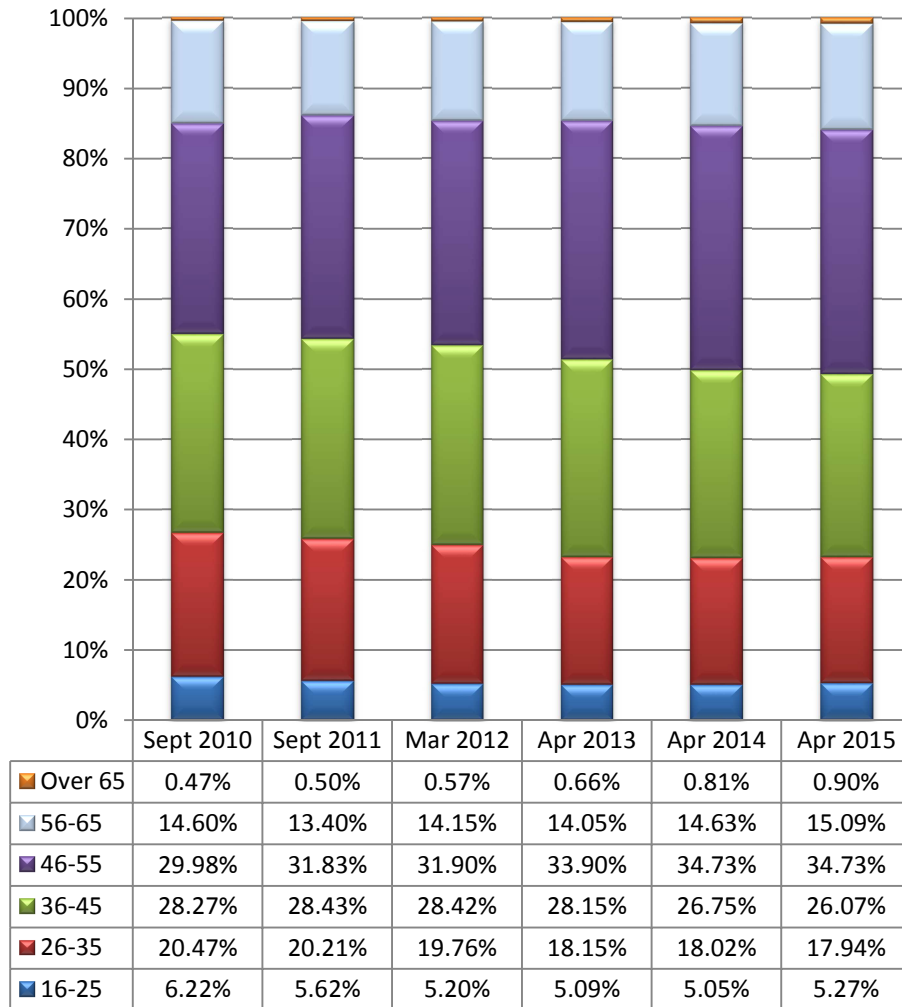
**Chart 5. Whole NCC Disability Profile (based on FTE)  
2010-15**



Non-disclosures are removed when calculating %

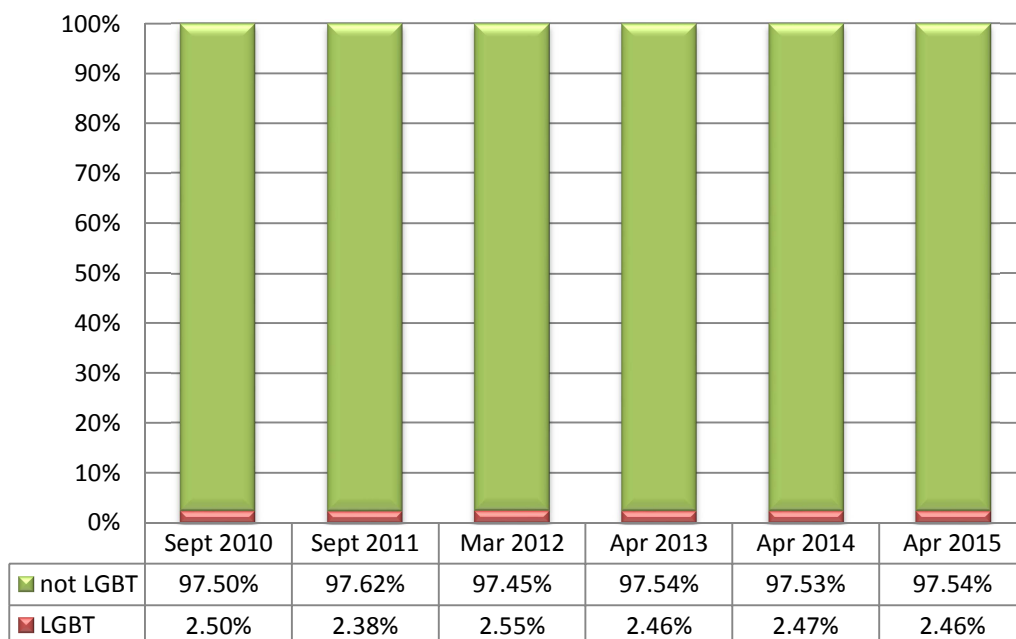


**Chart 6. Whole NCC Age Profile (based on FTE) 2010-15**



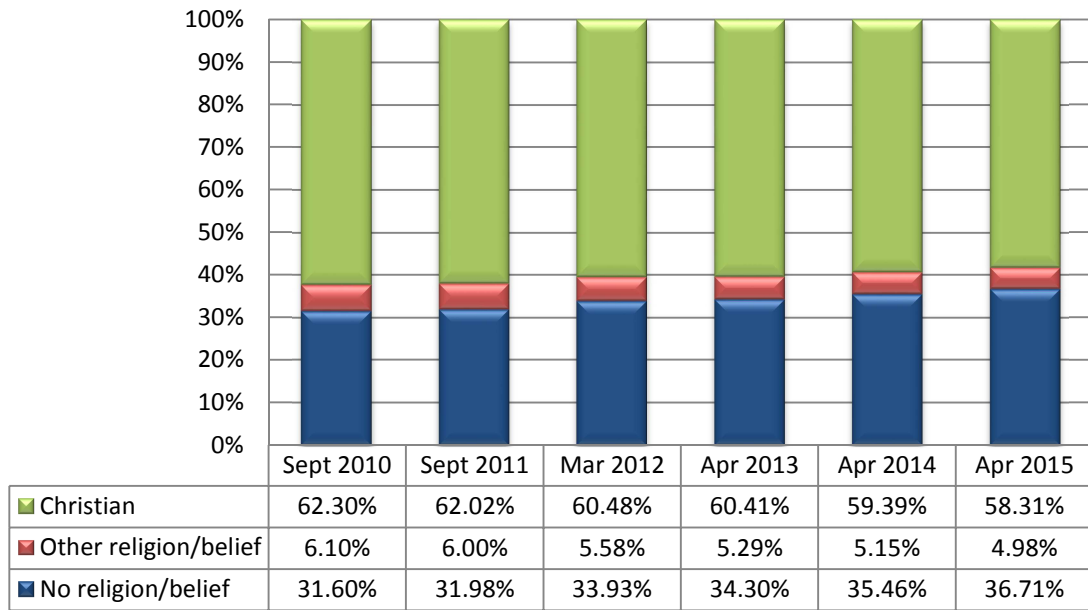
100% disclosure

**Chart 7. Whole NCC Sexual Orientation Profile  
(based on FTE) 2010-15**



Non-disclosures are removed when calculating %

**Chart 8. Whole NCC Religion/Belief Profile**  
(based on FTE) 2010-15

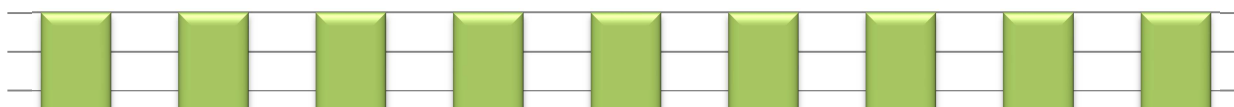


Non-disclosures are removed when calculating %

#### 4b Profile of NCC broken down into directly employed staff and school staff compared with the community and local labour market

##### Workforce Profile of Nottinghamshire County Council (NCC) 2015

Table 1.	FTE	Posts
<b>All directly employed</b>	6,450.43	9,737
ASCH&PP	1,550.07	1,907
CFCS	2,045.23	3,238
E&R	2,533.33	4,239
PPCS	272.75	295
Public Health	49.05	57
<b>NCC Schools</b>	6,478.39	10,272
<b>Whole NCC inc Schools</b>	12,928.82	20,009



In 2015 23 employees across NCC and Schools stated they were transgender (different gender to what they were at birth)

Non-disclosures are removed when calculating %

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