



# **Workforce Profile Information 2018**

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This report has been produced by the County Council's Human Resources team which is part of its Chief Executive's department. Any additional information or queries should be directed to the email address: [david.holmes@nottscc.gov.uk](mailto: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 at April 2018.

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, 2014–2018 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

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 2018

| 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)          | Households reflecting entire adult population (aged 16+) of Nottinghamshire plus Nottingham City  | Office of National Statistics Annual Population Survey 2017 (Jan 2017 – Dec 2017)  |
| 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                               | Children's, Families and Cultural Services  |  |
| <b>Period/Year</b>                 | <b>Source of workforce profile data</b>   |  |
| 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 2018 was 5466.84 fte
- As at April 2018, 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) summarise 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 increased from 8.38% to 8.92%
- The BaME group most represented at 3.18% is employees who identify as Black British
- This compares favourably with the current representation in the community served which is 7.36% (based on 2011 census).
- Representation of BaME employees in the NCC workforce is lower than the 10.4%% 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

- **T**he proportion of employees overall, including, those who classify themselves as having a disability has again increased from 5.14% in April 2017 to 5.26% in April 2018
- 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 22.1%.
- 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 73.57%, compared with 73.43% in 2017, compared to 50.8% in the Community and the LLM
- Proportionate to their overall representation in the wider work force, men continue to be more highly represented in the most senior posts at and above Group Manager level where they make up 32.07% 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

## **Religion and Belief**

- At 43.67% 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, 50.63%, are Christian
- No LLM comparator data is available.

## **Sexual Orientation**

- Of those employees who have declared their sexual orientation 3.22% are Lesbian, Gay, or Bisexual (LGB) compared to 3.17% in April 2017
- 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 continue to identify action to address the under-representation of any protected characteristic where this is evidenced by the data in this report.



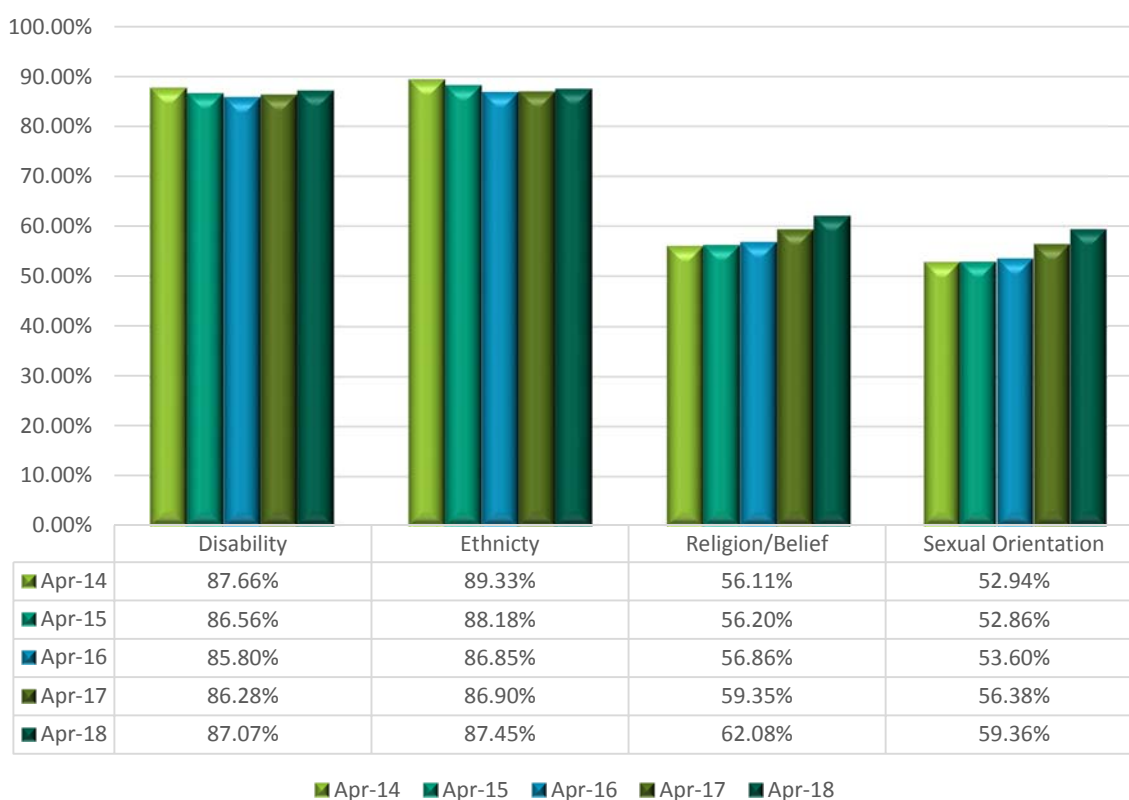
## Part 3 – Disclosure Rates

### 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).

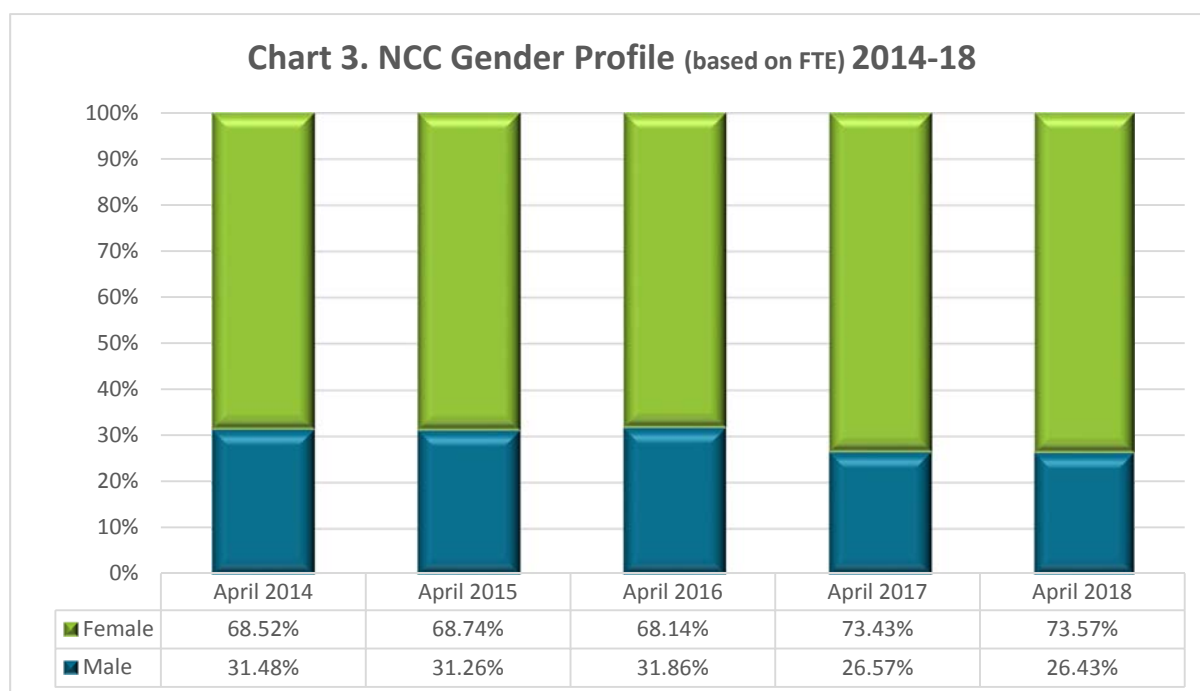
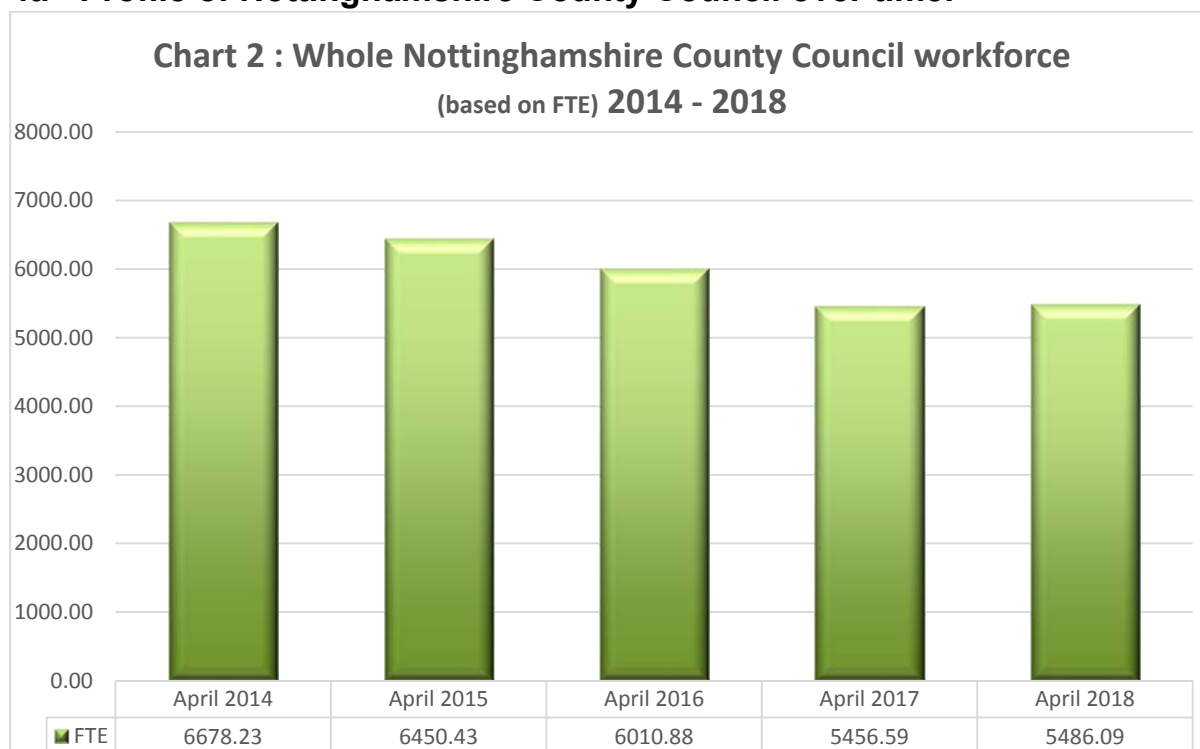
Communications aimed at engaging with staff to explain the positive reasons for holding this information and to encourage them to update their personal details are issued via the NCC intranet, at regular intervals. This continues to be discussed with the recognised trades unions and staff support groups on how this can be further improved. Disclosure rates for all protected characteristics have been improving since 2016. But it remains a matter of personal choice whether people provide this information.

**Chart 1 : Disclosure rates 2014 - 2018**



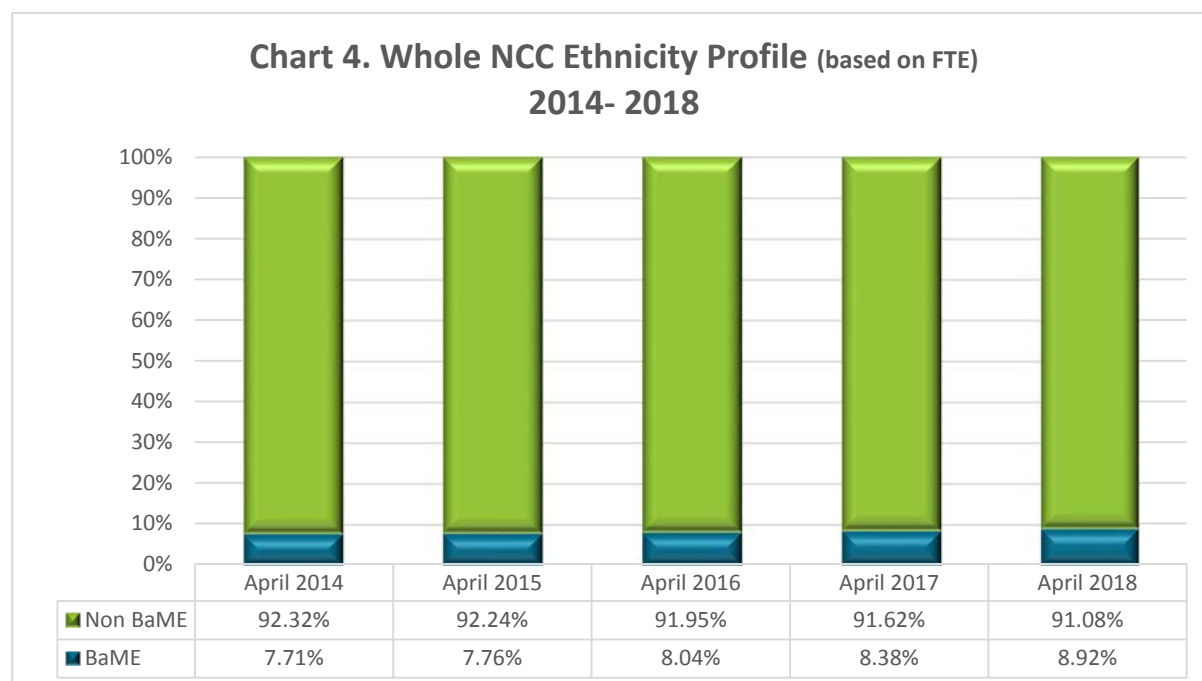
## Part 4 - Workforce Profile

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



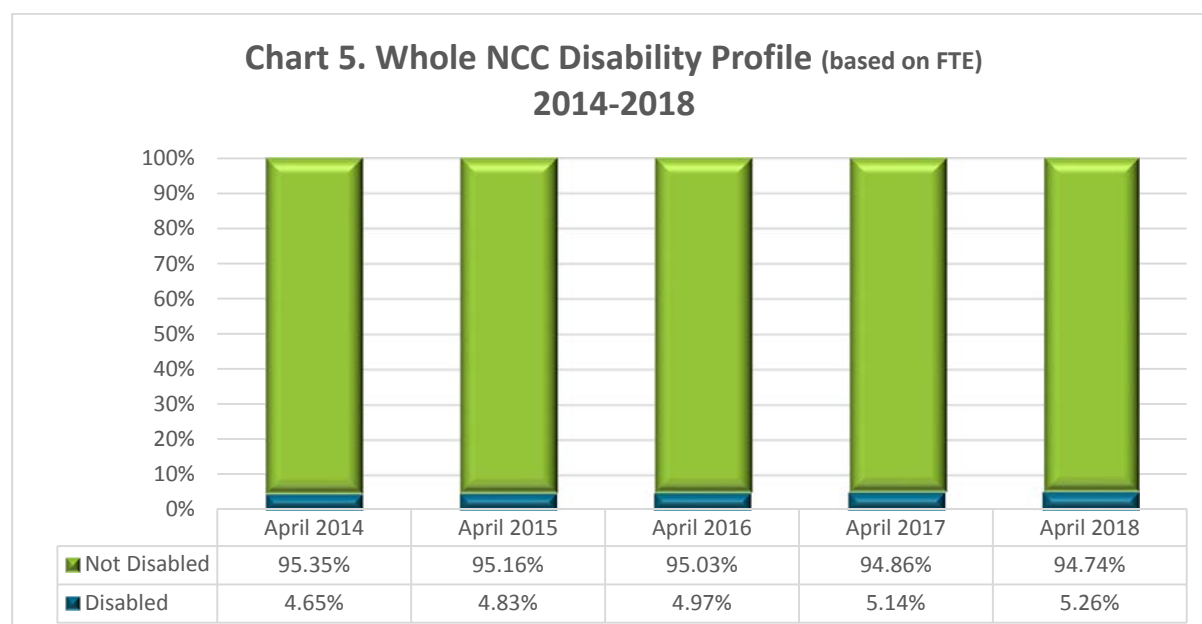
The above chart shows the gender profile of male and female staff only. In 2018, there were 15 members of staff who stated they had a different gender to that they

had been assigned at birth. Unfortunately, this number is too low for significant representation on the chart so is not included



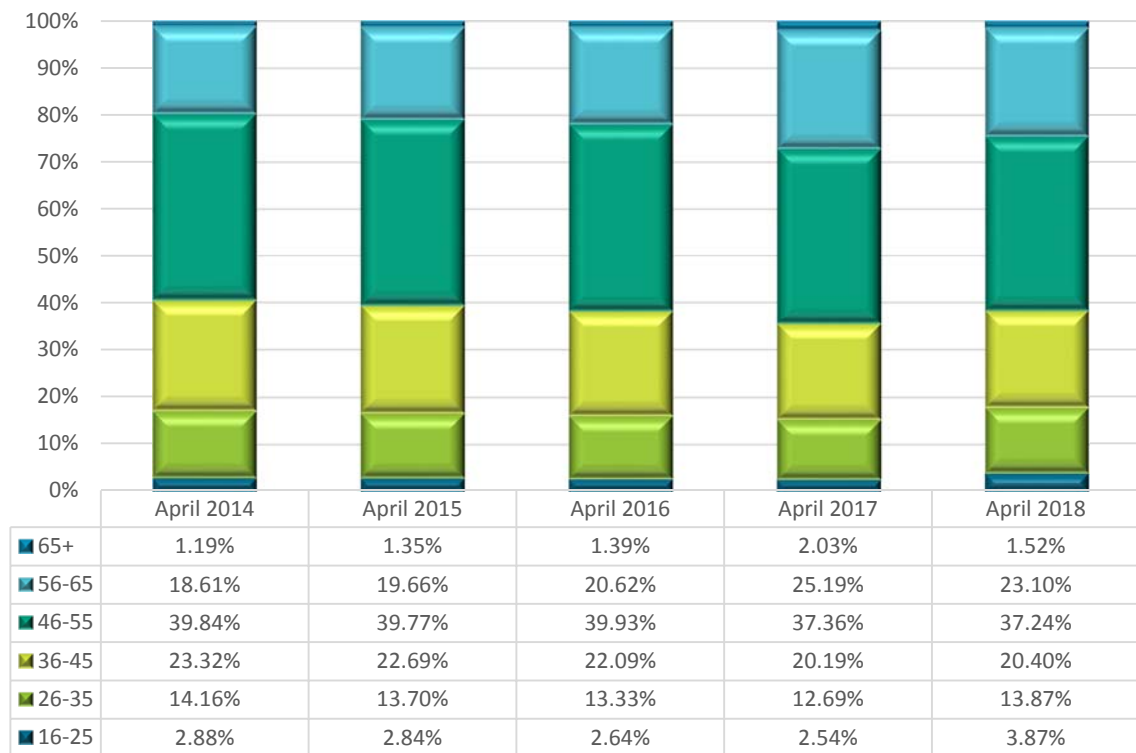
Non-disclosures are removed when calculating %. Overall disclosure rate for ethnicity in 2018 is 87.45%.

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



Non-disclosures are removed when calculating %. Overall disclosure rate for disability in 2018 is 87.07%.

**Chart 6. Whole NCC Age Profile (based on FTE) 2014-18**

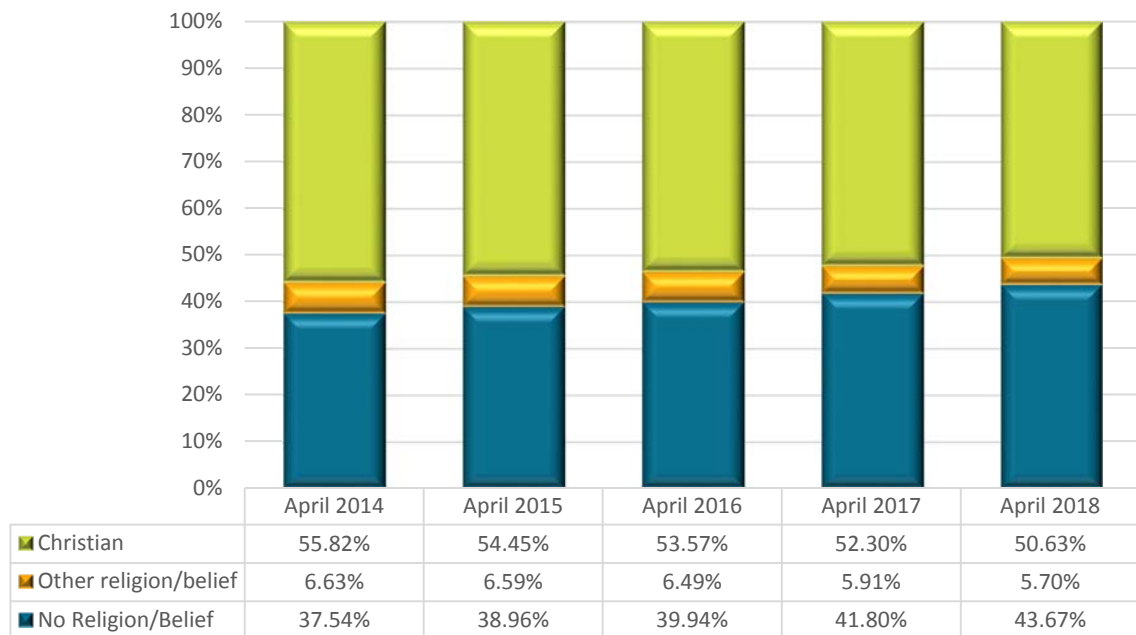


**Chart 7. Whole NCC Sexual Orientation Profile  
(based on FTE) 2014-18**



Non-disclosures are removed when calculating %. Overall disclosure rate for sexual orientation in 2018 is 59.36%

**Chart 8. Whole NCC Religion/Belief Profile**  
(based on FTE) 2014-18

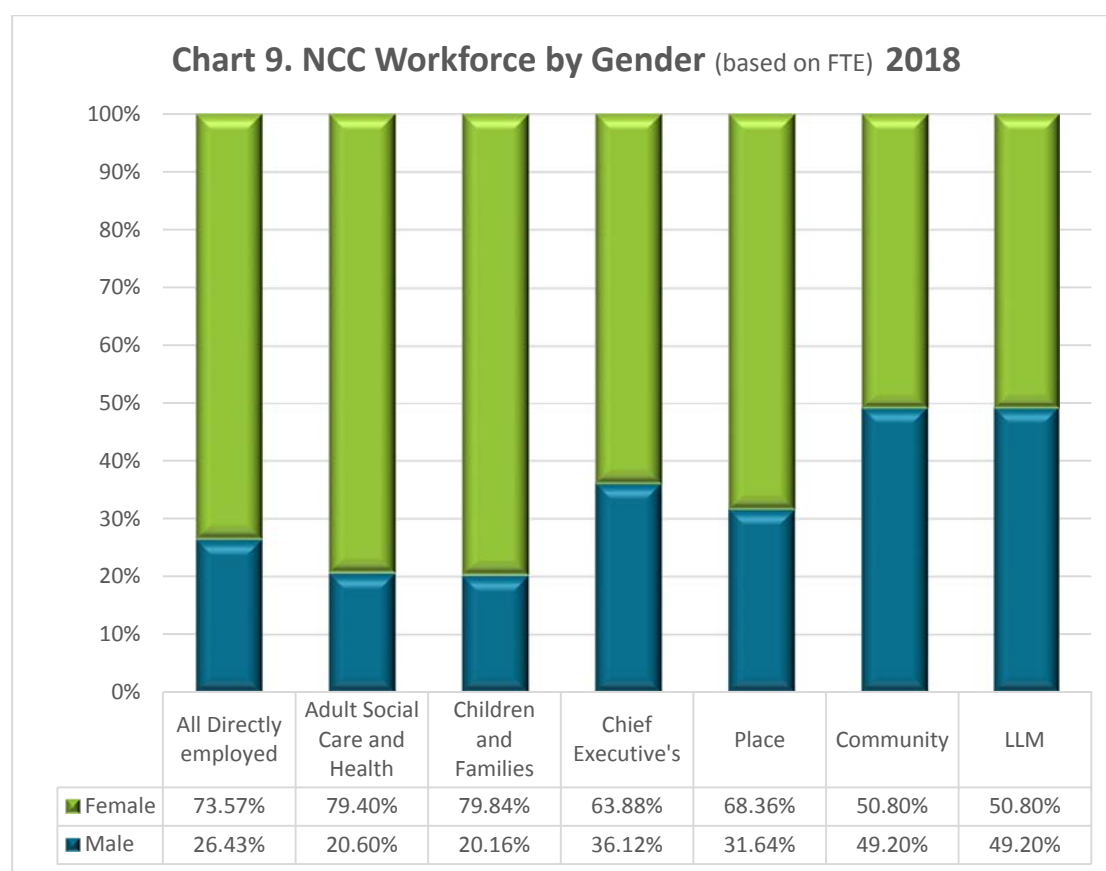


Non-disclosures are removed when calculating percentage Overall disclosure rate for religion/belief in 2018 is 62.08%

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

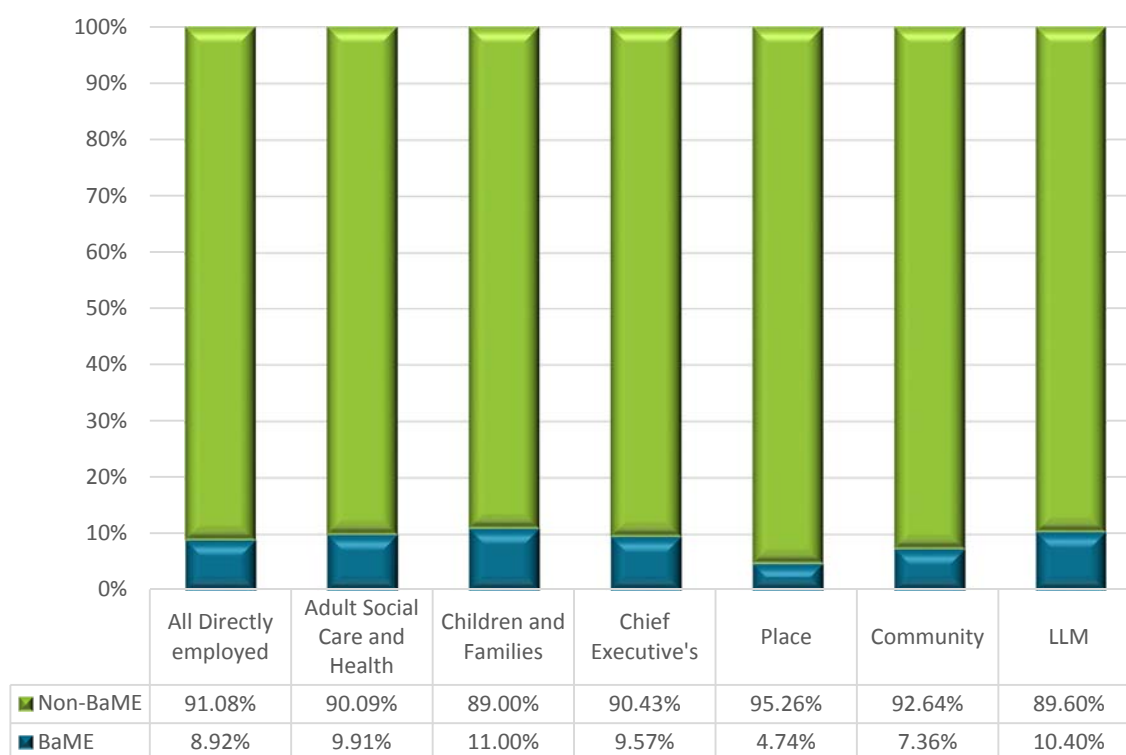
### Workforce Profile of Nottinghamshire County Council (NCC) 2018

| Table 1                      | FTE     | Positions |
|------------------------------|---------|-----------|
| All Directly employed        | 5466.84 | 8176      |
| Adult Social Care and Health | 1697.13 | 2087      |
| Children and Families        | 1288.74 | 1957      |
| Chief Executive's            | 1123.23 | 1290      |
| Place                        | 1357.74 | 2842      |



In 2018, there were 15 members of staff who stated they had a different gender to that they had been assigned at birth. Unfortunately, this number is too low for significant representation on the chart so is not included.

**Chart 10. NCC Workforce by Ethnicity (based on FTE) 2018**



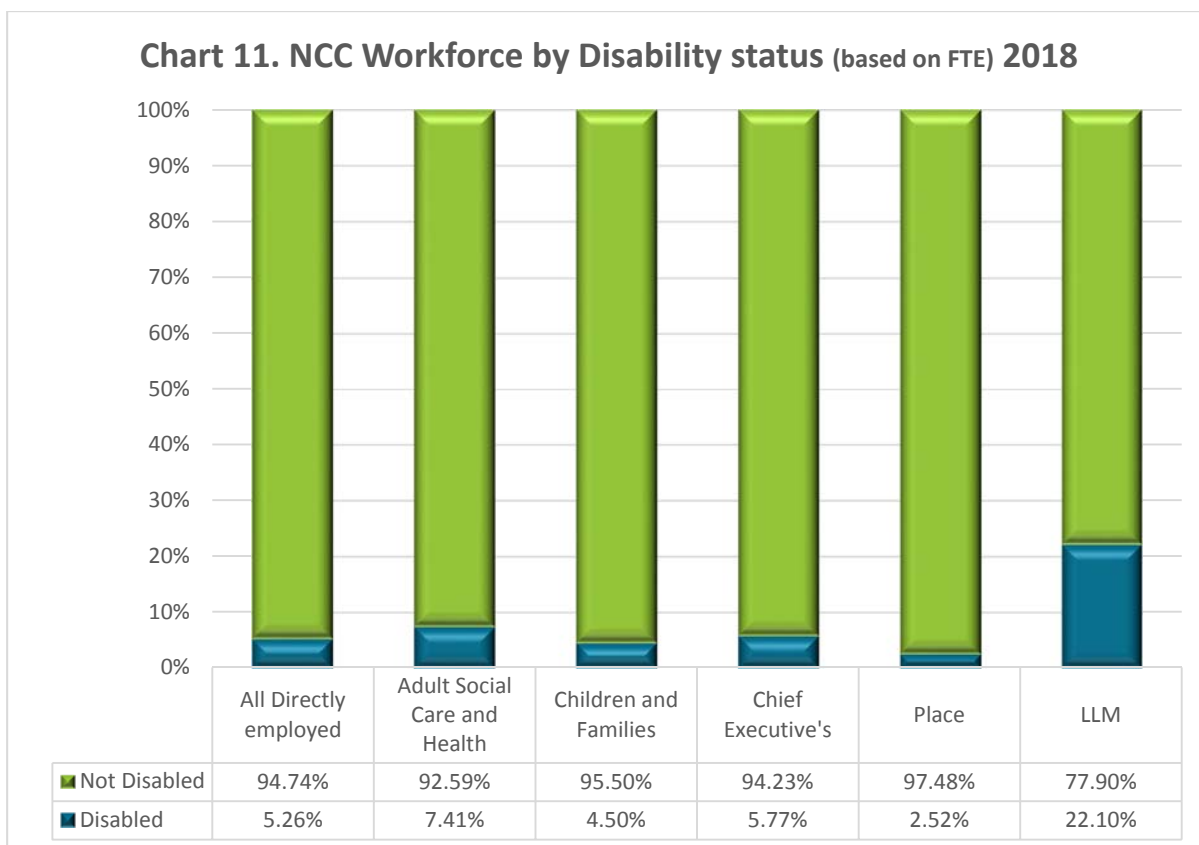
**Table 2**

| Based on FTE             | Directly employed | Community |
|--------------------------|-------------------|-----------|
| Non BaME (White British) | 91.08%            | 90.50%    |
| Asian/Asian British      | 2.05%             | 3.30%     |
| Black/Black British      | 3.18%             | 3.10%     |
| Mixed                    | 1.28%             | 0.60%     |
| Other Ethnic Group       | 0.20%             | 2.50%     |
| Other White              | 2.21%             |           |

Non-disclosures are removed when calculating the percentages

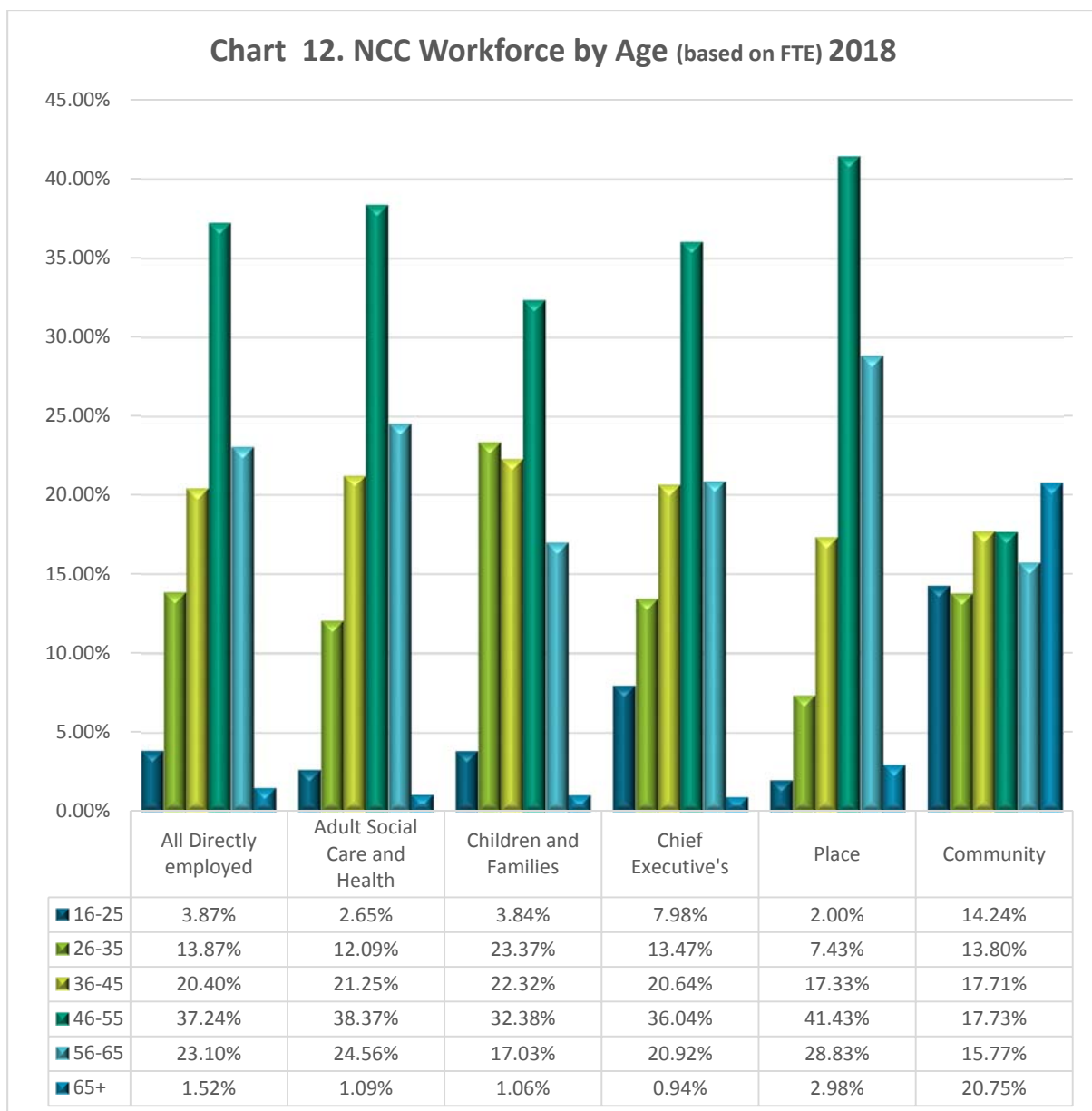
BaME definition is anyone who has not declared themselves as 'White British / English / Scottish / Welsh /N.Irish'.





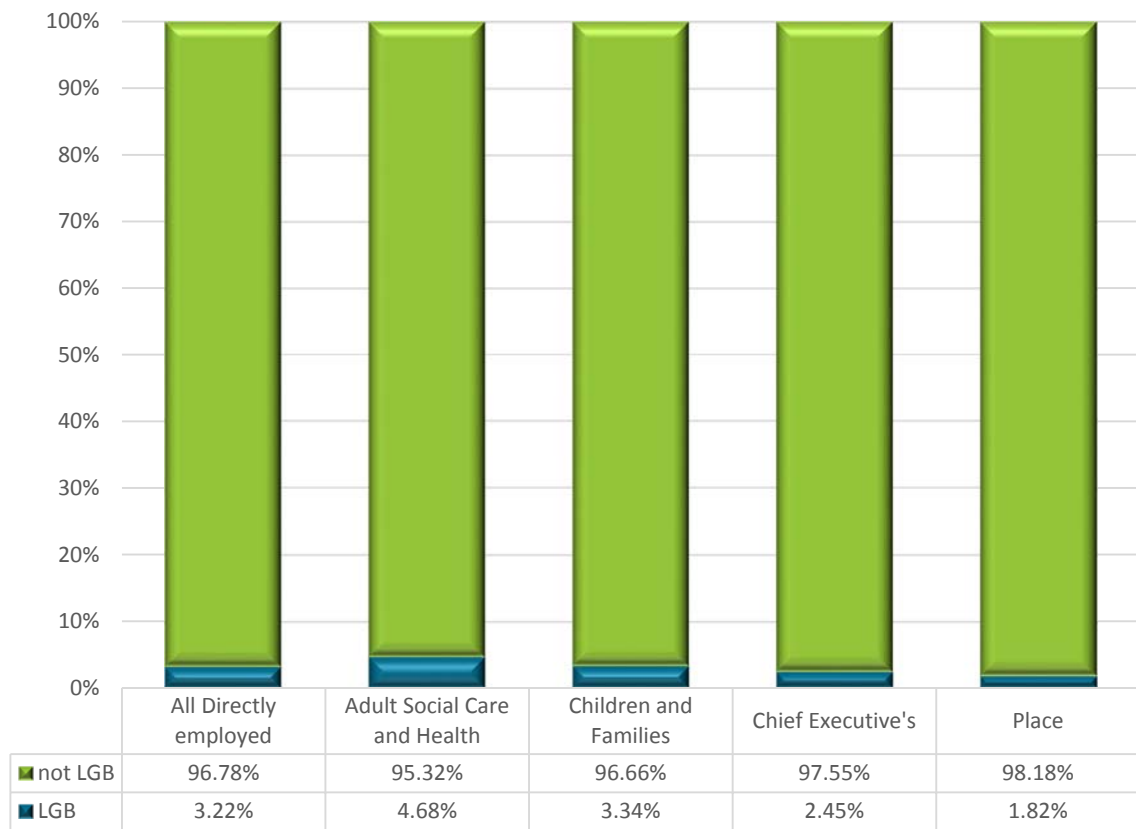
Data is not available for the community comparative, as disability figures collected via the census are not based on the Equality Act (2010) definition.

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 data uses different age group categories and is not comparable.

**Chart 13. NCC Workforce by Sexual Orientation (based on FTE)  
2018**



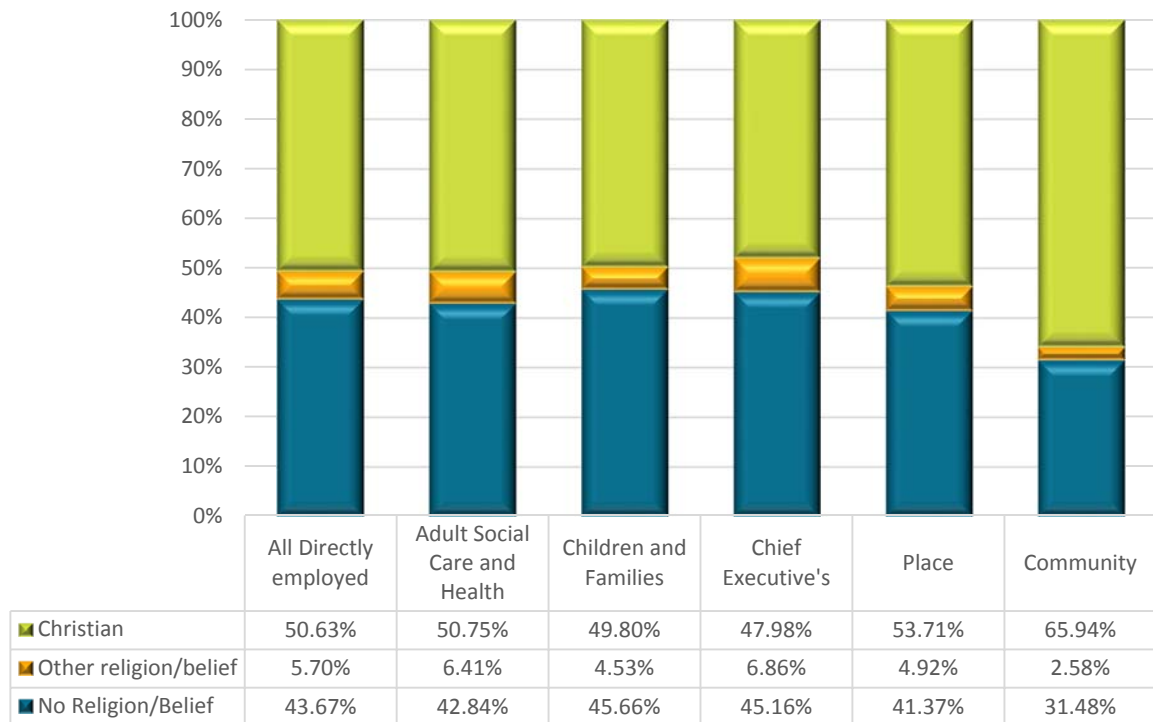
| Table 3      | Based on FTE |
|--------------|--------------|
| Bisexual     | 0.90%        |
| Gay man      | 1.28%        |
| Heterosexual | 96.78%       |
| Lesbian      | 1.04%        |

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 59.36% for LGB is likely to impact on the quality of this data.

**Chart 14. NCC Workforce by Religion/Belief (based on FTE) 2018**



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.

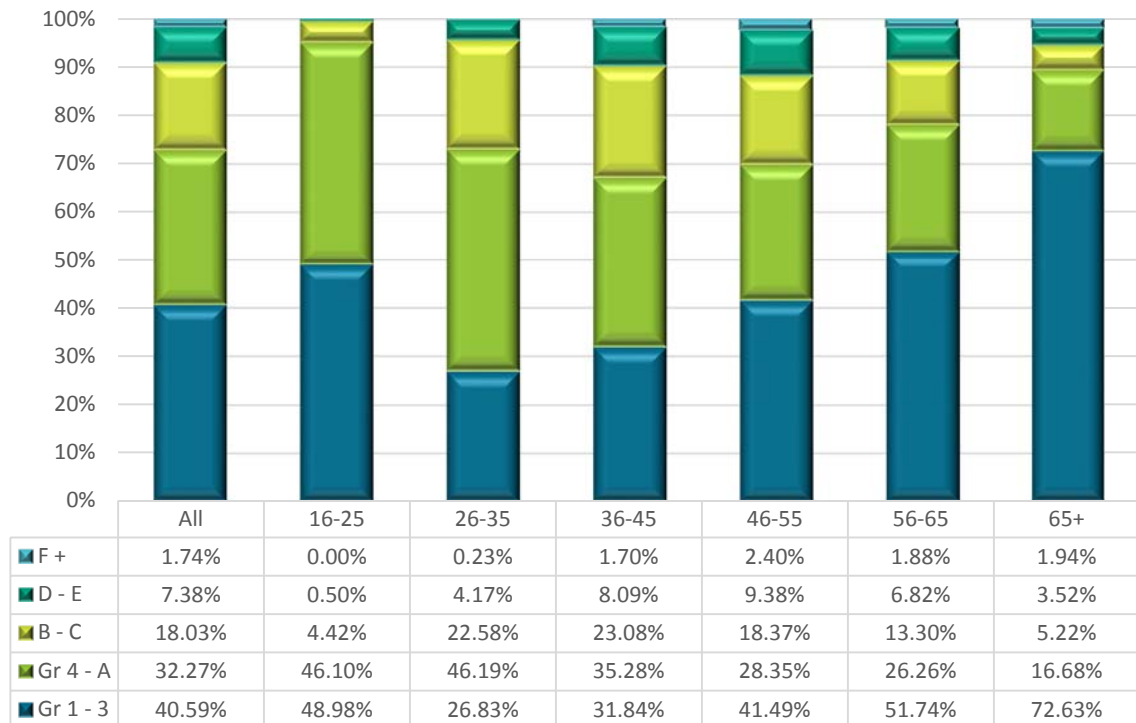
Non-disclosures are removed when calculating %

The relatively low NCC disclosure rate of 62.08% for Religion/Belief is likely to impact on the quality of this data.

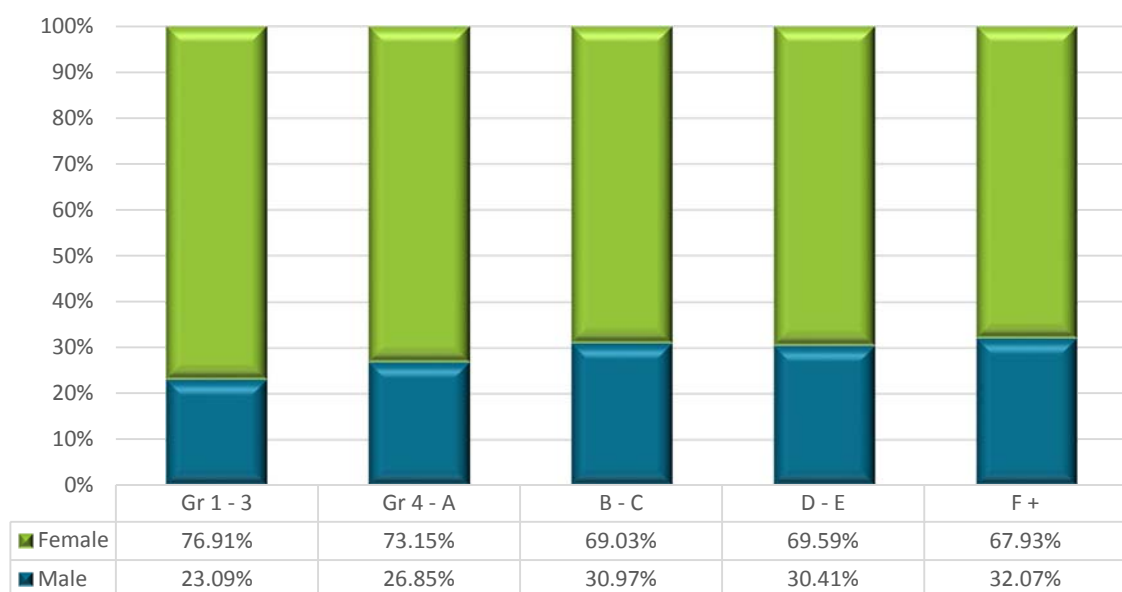
| Table 4            |                       |           |
|--------------------|-----------------------|-----------|
|                    | NCC Directly employed | Community |
| Buddhist           | 1.20%                 | 0.25%     |
| Christian          | 50.63%                | 65.94%    |
| Hindu              | 0.53%                 | 0.48%     |
| Jewish             | 0.03%                 | 0.10%     |
| Muslim             | 1.05%                 | 0.95%     |
| Other belief       | 0.84%                 | 0.37%     |
| Other religion     | 1.45%                 |           |
| Sikh               | 0.60%                 | 0.43%     |
| No religion/belief | 43.67%                | 31.48%    |
| Disclosure rate    | 62.08%                | 93.02     |

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

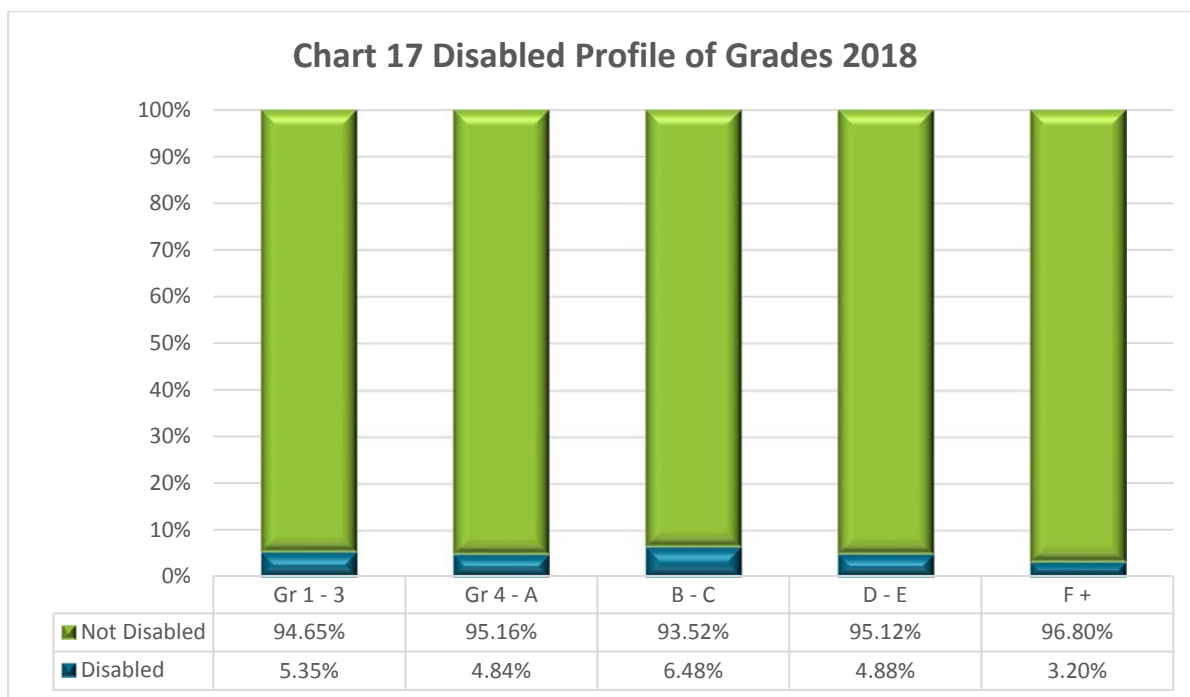
**Chart 15. Age Profile by Grade 2018**



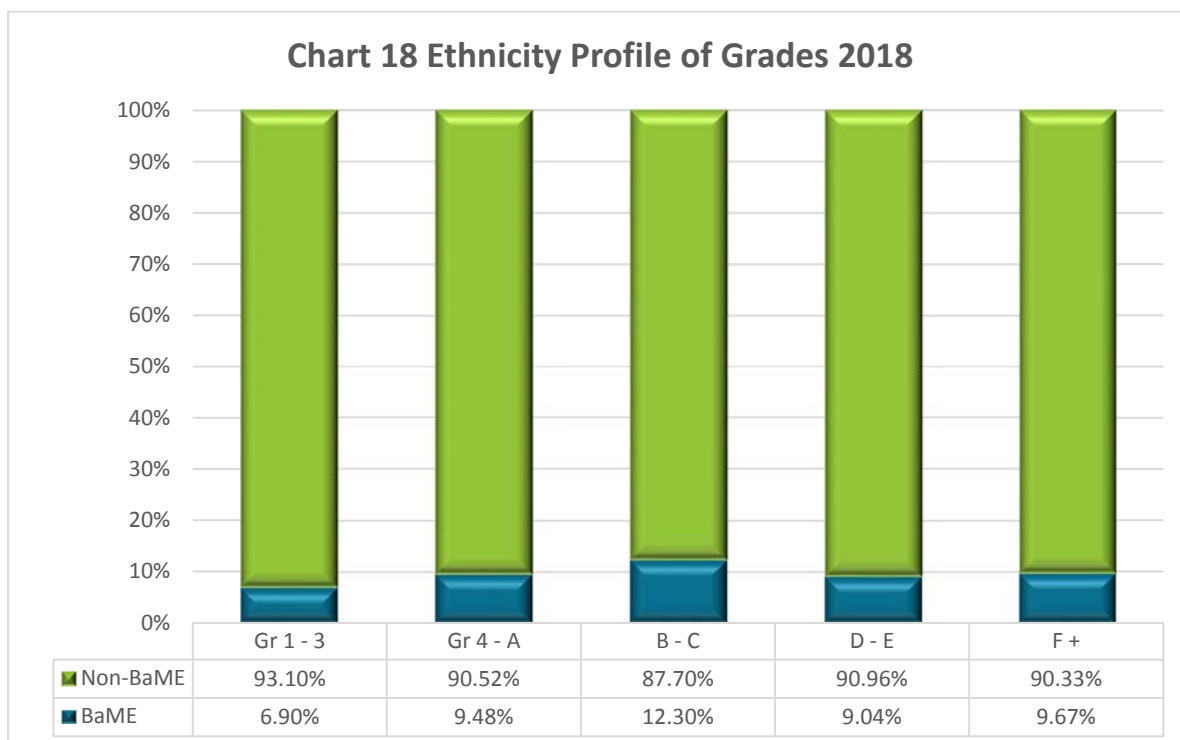
**Chart 16 Gender Profile of Grades 2018**



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

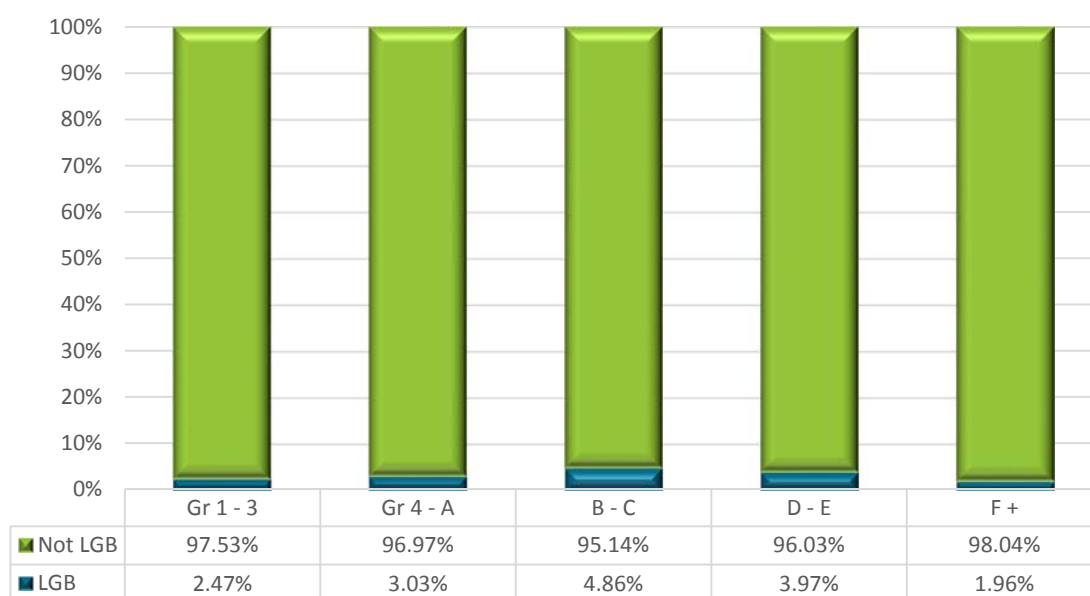


All data is based on fte. NCC profile is Disabled – 5.14%, Not disabled – 94.86%



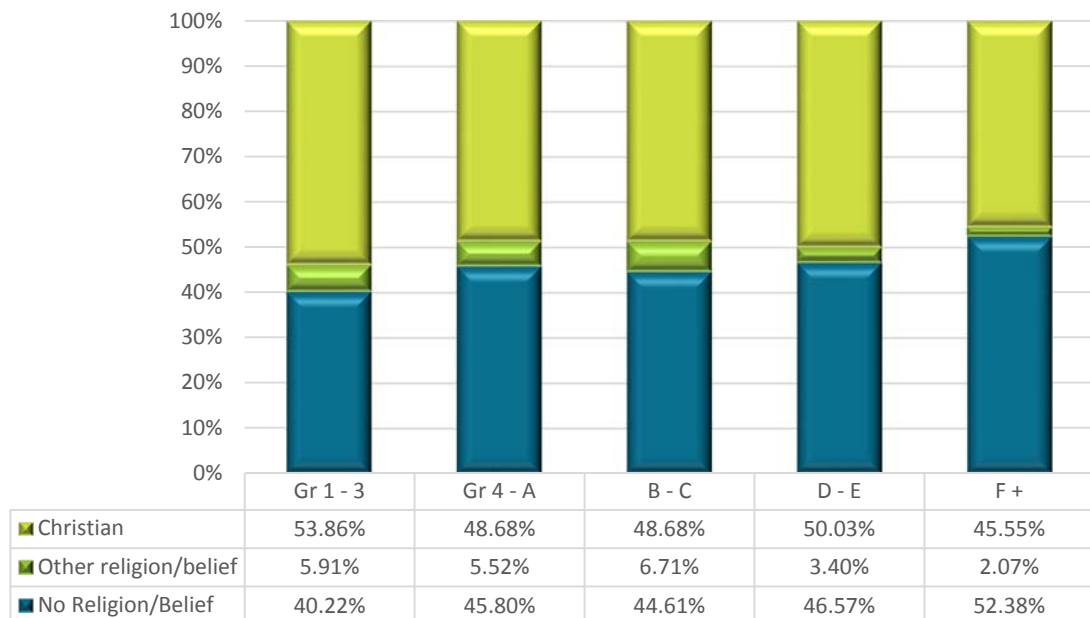
All data is based on fte. NCC profile is BaME – 8.38%, non BaME – 91.62%

**Chart 19 Sexual orientation by grades 2018**



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.

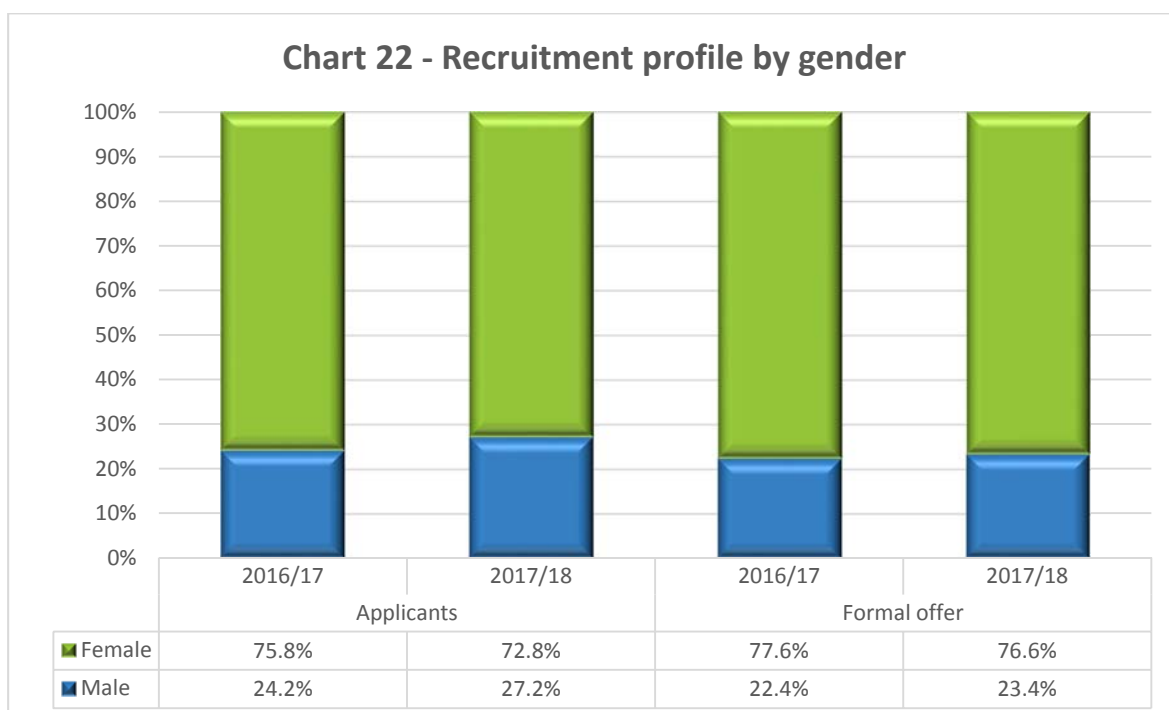
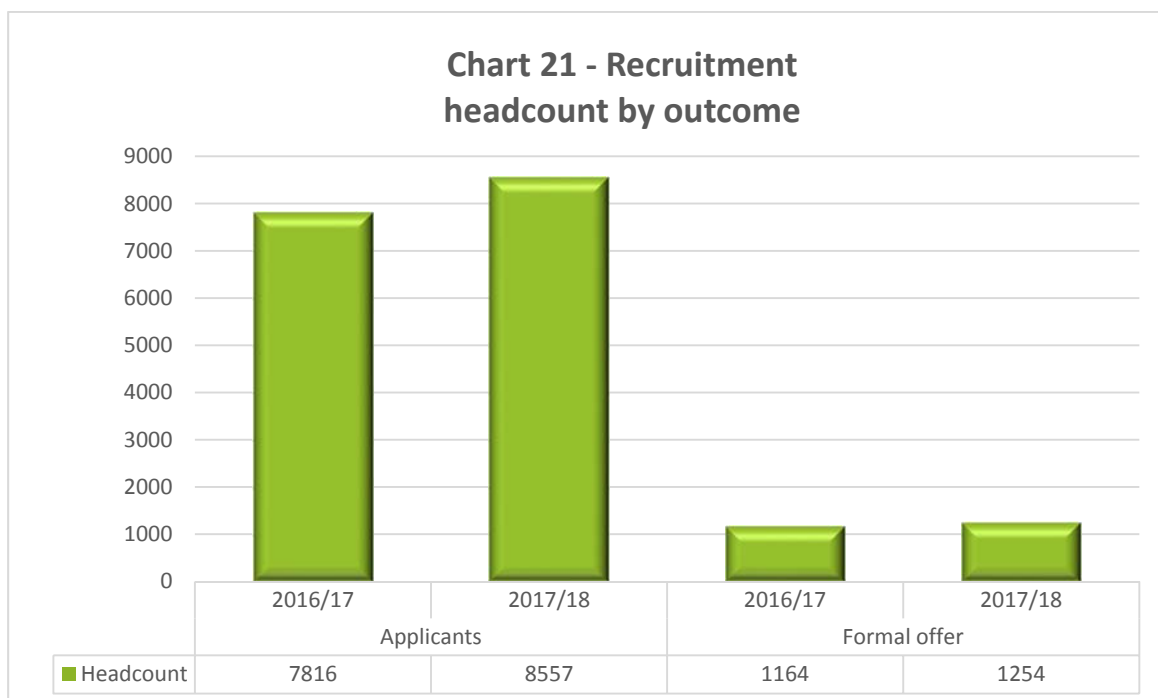
**Chart 20 Religion/Belief by grade 2018**



All data is based on fte.

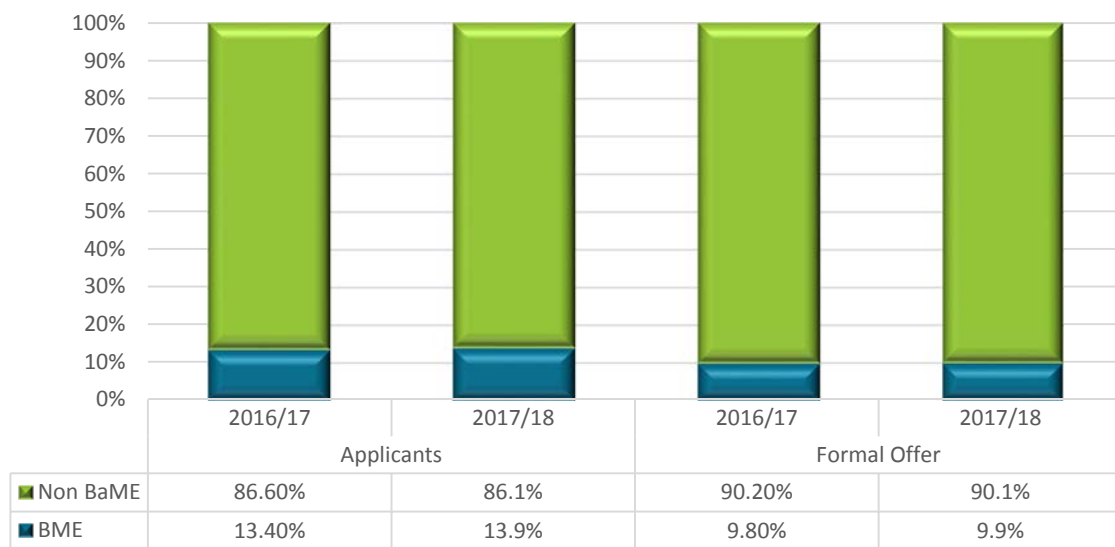
NCC profile is No Religion/Belief – 41.8%, Other Religion/Belief – 5.91%, Christian – 52.3%. The relatively low NCC disclosure rate in this area is likely to impact on the quality of this data.

## Part 5 – Recruitment profile

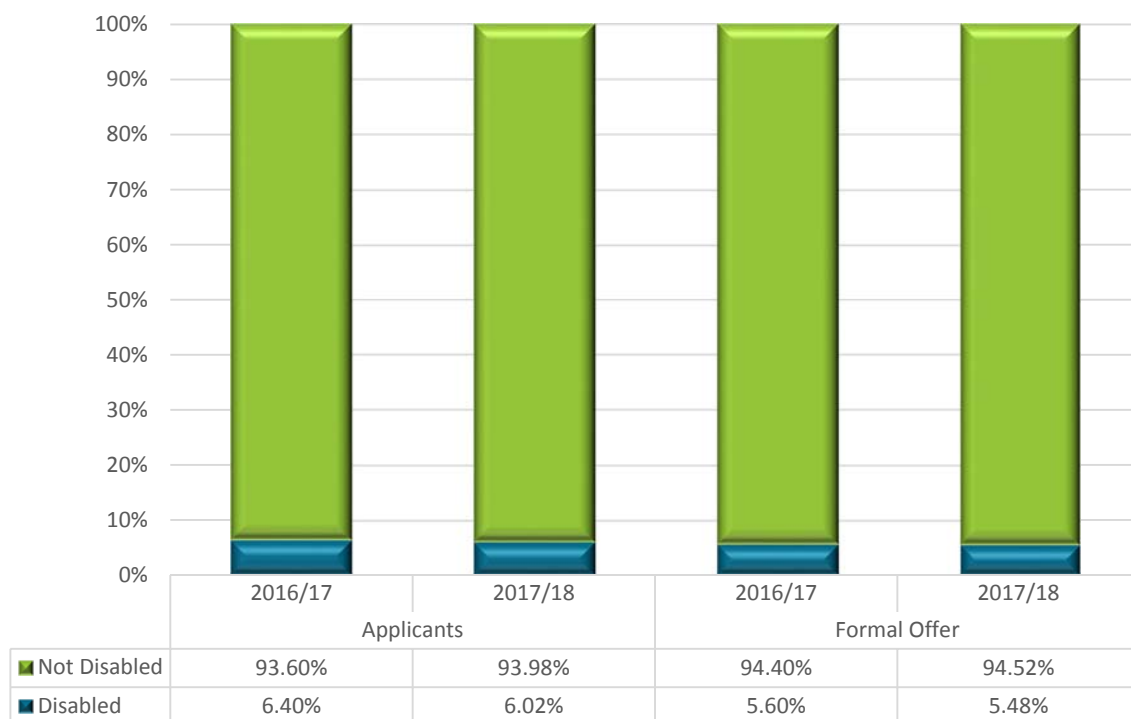




**Chart 23 - Recruitment profile by declared ethnic origin**



**Chart 24 - Recruitment profile by disability**



**Chart 25 - Recruitment profile by sexual orientation**



**Chart 26 - Recruitment profile by declared Religion/Belief**

