

REPORT OF SERVICE DIRECTOR HR AND CUSTOMER SERVICE

WORKFORCE MONITORING INFORMATION – 2011

Purpose of the Report

1. The purpose of this report is to provide Personnel Committee with a summary of the profile of the workforce for Nottinghamshire County Council. This initial report seeks to establish the baseline and seeks agreement on the future reporting requirements of Personnel Committee in respect of information on the make-up of the workforce, any significant trends or changes in workforce profile and actions being taken to address any particular issues.

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 about the profile of their workforce (school based and centrally employed) on an annual basis. The collection of this data and use of this to determine actions and drive improvement in key areas underpins the Council's commitment to ensuring that its employment practices and services are free from discrimination and prejudice; fit for purpose and enable delivery of good quality affordable services and high standards of customer care.
3. The latest workforce information for Nottinghamshire County Council (NCC) was published on the internet in January 2012 but the figures are based on the 12 months period to the end of September 2011. The report shows the profile of the Council's workforce in relation to the protected characteristics covered by the Equality Act (i.e. gender, age, ethnicity, sexual orientation and religion/belief) and how this has changed over a four year period between 2008 – 2011.
4. The current Workforce Information Report covers a period when the Council faced significant financial challenges and has undergone wide-ranging changes to refocus and reprioritise front line service delivery. This has included significant changes to the structure of the Council. For this reason the report does not include data on individual departments as the extent of the restructuring would make comparison difficult. However, the Council does have historical data

showing the profile of the previous departments for 2008 to 2010 and should be able to provide this information going forward.

Workforce monitoring data:

5. A summary of information from the Workforce Information report for 2011 is attached as Appendix 1. This reflects the current reporting format which is currently under review. The key points regarding the Council's workforce profile that are evident from the data for 2011 are:
 - a. The number of posts and employees employed by the Council has fallen significantly over the period 2008 to 2011. The budget savings and reprioritisation of funds and reshaping and redesign of the organisation and its operating model alongside a number of academy conversions that have taken place over the last two years have resulted in an overall reduction in the number of people directly employed by the Council. For directly employed staff, reductions have been achieved predominantly by voluntary redundancy, natural turnover and the application of the Council's Vacancy Control Protocol. Over 80% of redundancies have been made on a voluntary basis.
 - b. Over 60% of employees are within the 36-55 age group. The proportion under 25 is falling and is now less than 5%. This compares to 13.26%¹ of the Nottinghamshire population who are aged 16-25. The County Council is developing a Youth Employment and Employability Strategy to increase the availability of training and employment related support and opportunities for young people and their take up across the County. A separate report on the agenda for this meeting of Personnel Committee addresses the issue of work related learning opportunities for young people specifically within the County Council.
 - c. The overall balance across the workforce between men and women has also remained fairly constant at around 20% male and 80% female. Although this does vary significantly between service areas and when adjusted to reflect full time equivalents and headcount.
 - d. The proportion of employees working in schools and non school settings who declare themselves disabled has remained fairly constant over the last four years at around 2.5%. For directly employed staff this figure is 4.83% which compares with the figures for the general population across Nottinghamshire of 4.9%¹.
 - e. 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 constant at just over 5% when measured across schools and non schools. For directly employed staff this figure is nearly 8%. This compares favourably with the figures for the population of the whole of Nottinghamshire

¹ 2001 Census data

where the percentage of people identified as BaME is 4.2%, or 6% within the City boundary¹.

The picture described in c,d and e reflects the fact that the County Council has been rationalising and streamlining its service provision to improve efficiency and value for money whilst improving outcomes for customers. The Council has not undertaken recruitment activity on a large scale over the last few years, therefore the workforce profile is unlikely to have changed significantly. The focus has been on reshaping service provision and retaining staff with the required knowledge, skills and experience where appropriate and developing transferable skills rather than recruiting new staff. This is reflected in the data.

- f. The relative proportions of different religions and beliefs have not varied significantly over the period. However the percentage disclosure rate has increased from less than 20% in 2008 to just below 40% in 2011. This is an encouraging increase as the challenge with collecting and analysing some of the workforce profile data is often the low level of disclosure rates; where provision of the data is on a voluntary basis. This makes it difficult in some cases to draw meaningful conclusions and take steps to address any issues. A data validation exercise was undertaken in 2009 to try and improve the level of information provided. It is recommended that a further exercise is undertaken once the new business management system is fully operational across both schools and non-school services to further improve disclosure rates.

6. Workforce profile information is being used to shape the Council's overarching Workforce

Strategy to ensure that the Council has a flexible workforce, now and for the foreseeable future, which will enable it to deliver its key operational and strategic priorities. The Workforce Strategy will be the subject of a future report to Personnel Committee when members will have the opportunity to debate the proposed approach and supporting actions to deliver the required outcomes.

Future reporting requirements:

7. In addition to the high level workforce profile information it is suggested that members receive
more detailed information in relation to turnover, including the number of redundancies and
whether they were compulsory or voluntary; the overall headcount figures and any trends in
this data. It is recommended that this is provided on a six monthly basis in order to provide
meaningful data on trends and changes from the previous report.

Reason/s for Recommendation/s

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 and any underlying issues and actions taken to address these. This baseline information can then be used by members in determining the strategic direction and overarching Workforce Strategy for the Council and in ensuring that employment policies and practices support this. This will ensure that the Council's workforce is reflective of the communities it serves and has the necessary knowledge, skills and experience going forward.

Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of finance, equal opportunities, 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.

Human Resources Implications

The Human Resource implications are implicit within the body of the report. Trades Union colleagues are aware of the information contained within the report and are awaiting a copy of the draft Workforce Strategy before more detailed discussions take place on potential courses of action.

Equalities Implications

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 out in the report would further support compliance with this duty.

RECOMMENDATION/S

It is recommended that:

- a) Members note the contents of the report.
- b) A report outlining the key points arising from the Workforce Information Report be received by Personnel Committee on an annual basis for discussion and approval of appropriate actions to address any issues identified.
- c) That members receive a 6 monthly report providing more detail on the overall headcount figures and the number of redundancies and data on trends in these areas.

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Constitutional Comments (KK 31/5/12)

The proposals within the report are within the remit of Personnel Committee.

Financial Comments (MB 31/5/12)

There are no specific financial implications arising from the report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Workforce Statistics Report 2011 (PDF)
<http://www3.nottinghamshire.gov.uk/thecouncil/democracy/equalities/workforcestatistics/>

Electoral Division(s) and Member(s) Affected


All

NCC WORKFORCE PROFILE 2010/11

Appendix 1

Overall Workforce Profile

Workforce Profile of NCC 2008-2011

	2008	2009	2010	2011	Trend
Headcount	26697	27419	26929	23464	

NCC workforce by Gender, Ethnicity, Disability status

NCC	2008	2009	2010	2011	Trend
Male	21.99%	22.26%	21.81%	20.20%	
Female	78.01%	77.74%	78.19%	79.80%	
Non-BaME	94.89%	94.75%	94.81%	94.70%	
BaME	5.11%	5.25%	5.19%	5.30%	
Disabled	2.09%	2.53%	2.50%	2.38%	
Not Disabled	97.91%	97.47%	97.50%	97.62%	

Non-disclosures removed

NCC, Schools and Non-schools workforce (2011) by Gender, Ethnicity, Disability status (based on FTE)

2011 % of FTE	NCC	Schools	Non-Schools
Male	25.01%	20.31%	30.99%
Female	74.99%	79.69%	69.01%
Non-BaME	94.44%	96.69%	91.99%
BaME	5.56%	3.31%	8.01%
Disabled	2.55%	0.75%	4.48%
Not Disabled	97.45%	99.25%	95.52%

Non-disclosures removed

NCC workforce by Age



NCC	2008	2009	2010	2011	Trend
16-25	5.60%	6.02%	5.53%	4.88%	
26-35	18.32%	18.32%	18.48%	18.21%	
36-45	30.19%	29.77%	29.51%	29.55%	
46-55	29.32%	29.51%	29.94%	31.82%	
56-65	15.80%	15.52%	15.56%	14.47%	
Over 65	0.78%	0.87%	0.97%	1.07%	
Total	100.00%	100.00%	100.00%	100.00%	

NCC Workforce by Sexual Orientation: Number and % Declared

	2008		2009		2010		2011		Trend
	Number Declared	% Declared	Number Declared	% Declared	Number Declared	% Declared	Number Declared	% Declared	
Bisexual	56	1.20%	82	1.00%	76	0.90%	65	0.79%	
Gay	25	0.50%	52	0.60%	56	0.60%	49	0.60%	
Hetero-sexual	4631	97.10%	8182	97.40%	8640	97.50%	8007	97.62%	
Lesbian	56	1.20%	88	1.00%	86	1.00%	81	0.99%	
NCC Total	4768	100%	8404	100%	8858	100%	8202	100%	

Non-disclosures removed

NCC Workforce by Religion/Belief

	2008		2009		2010		2011		Trend
	Number Declared	% Declared	Number Declared	% Declared	Number Declared	% Declared	Number Declared	% Declared	
Buddhist	59	1.1%	218	2.5%	202	2%	176	2.02%	
Christian	3415	65.7%	2606	62.9%	5854	62.3%	5406	62.02%	
Hindu	33	0.6%	50	0.6%	48	0.5%	44	0.50%	
Jewish	15	0.6%	19	0.2%	18	0.2%	18	0.21%	
Muslim	30	0.6%	46	0.5%	45	0.5%	43	0.49%	
Sikh	17	0.3%	38	0.4%	39	0.4%	38	0.44%	
Other religion/ belief	131	2.5%	216	2.4%	231	2.5%	204	2.34%	
No religion/ belief	1495	28.8%	2718	30.5%	2967	31.6%	2788	31.98%	
NCC Total	5195	100%	8911	100%	9404	100%	8717	100%	
Disclosure rate	19.4%		32.4%		34.9%		37.2%		

Data Collection and Definitions

Topic	Definitions	Notes
Time frame	As at 30 th Sept '11 For period 1 st Oct 2010 – 30 th Sept 2011	
Who's included Who's not included	Permanent employees Temporary employees Teachers School support staff Relief Casual Agency	Based on headcount (number of employees) unless otherwise stated.
Protected Characteristics analysed	Gender Ethnic group ² Age Disabled status Sexual orientation ³ Maternity/pregnancy Transgender ² Religion/belief	Data captured via application forms and data validation that took place in 2009
Heads/Headcount Incumbencies/posts	Number of employees If an employee holds more than one post (incumbency) they will be counted for each post they hold	School and non-school based staff included.

Category/Acronym	Definition
BaME	all ethnicity categories <u>except</u> White British, White English, White Other British
Disabled	individuals who consider themselves to be disabled under the Disability Discrimination Act 2005
NCC	Nottinghamshire County Council

² As per 2011 census definitions where possible

³ The number of employees in these categories who have disclosed information is low and therefore limits the analysis and resulting information.