



**Nottinghamshire  
County Council**

# **Workforce Information Report 2014**

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# 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 1 April 2014 but covers the period from 1 April 2013 to 1 April 2014.

The report also shows how NCC's workforce has changed over a five year period, 2010 – 2014 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 statutory duty placed on all public sector employers, including local authorities, to:

- monitor the profile of their workforce
- analyse how this is reflected in the recruitment, deployment and development of its employees
- publish the relevant data on a regular basis
- identify any negative trends or issues and take any necessary action to address these.

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. 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.

## Low Bases

This data is based on employees' declared information. If a category contains declared information on less than 30 employees, it is deemed too small to provide statistically valid or meaningful percentages. These figures are shown in *italics* to highlight that caution is required when interpreting the results.

## Disclosure Rates

Disclosure rates for gender and age are 100%. Disclosure rates for disability remain static. Whilst disclosure rates for sexual orientation and religion/belief have improved significantly, the level of non-disclosure remains a factor when interpreting the data. Since the introduction of the BMS system, staff have been able to update their own personal data using Employee Self Service.

## Data Collection and Definitions

Topic	Definitions	Notes
Time frame	As at 1 April 2014	Workforce Profile
	1 April 2013 – 1 April 2014	Other data sets
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	
FTE	Religion/belief	
	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 2013 (Jan 2013 – Dec 2013)
Category/Acronym	Definition	
BaME	all ethnicity categories other than White British	
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	
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

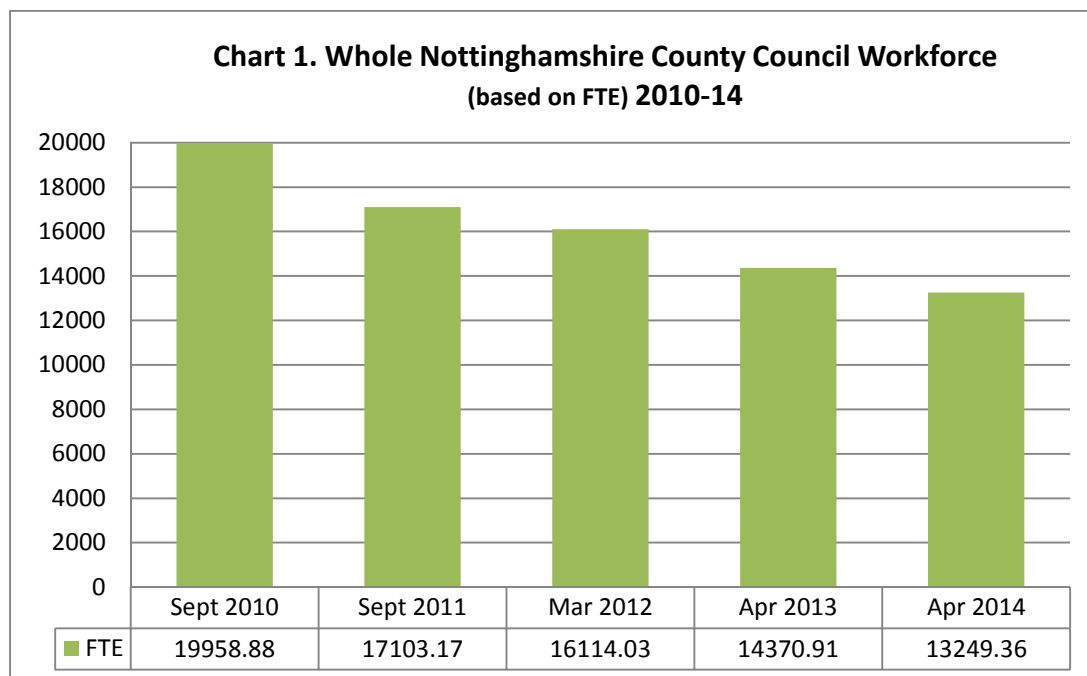
## Part 2 - Executive Summary

- The County Council's workforce has reduced by 975 fte in the 12 months since April 2013.
- The County Council has an ageing workforce and as at 1<sup>st</sup> April 2014, over 50% of all employees were aged over 46, a rise of 1.6 percentage points since 2012.
- The gender split amongst directly employed staff is shifting over time, in favour of men, who now make up around 31%, compared to around 25% in 2010.
- The proportion of directly employed staff that classify themselves as BaME remains fairly static (at 7.71%) and compares favourably with the community served (7.36%) but remains slightly below the local labour market level (8.2%).
- The proportion of directly employed staff that classify themselves as having a disability remains unchanged since April 2013 (at 4.7%)
- Overall, directly employed women, BaME and disabled employees are under-represented in senior management posts.
- Declaration rates for sexual orientation and religion/belief have improved slightly but remain low.
- There continues to be an under-representation of women, BaME and Disabled employees in senior management posts.
- The proportion of NCC employees under 25 years continues to compare poorly to 14.24% of the Nottinghamshire population who are aged 16-25.

# Part 3 - Workforce Profile

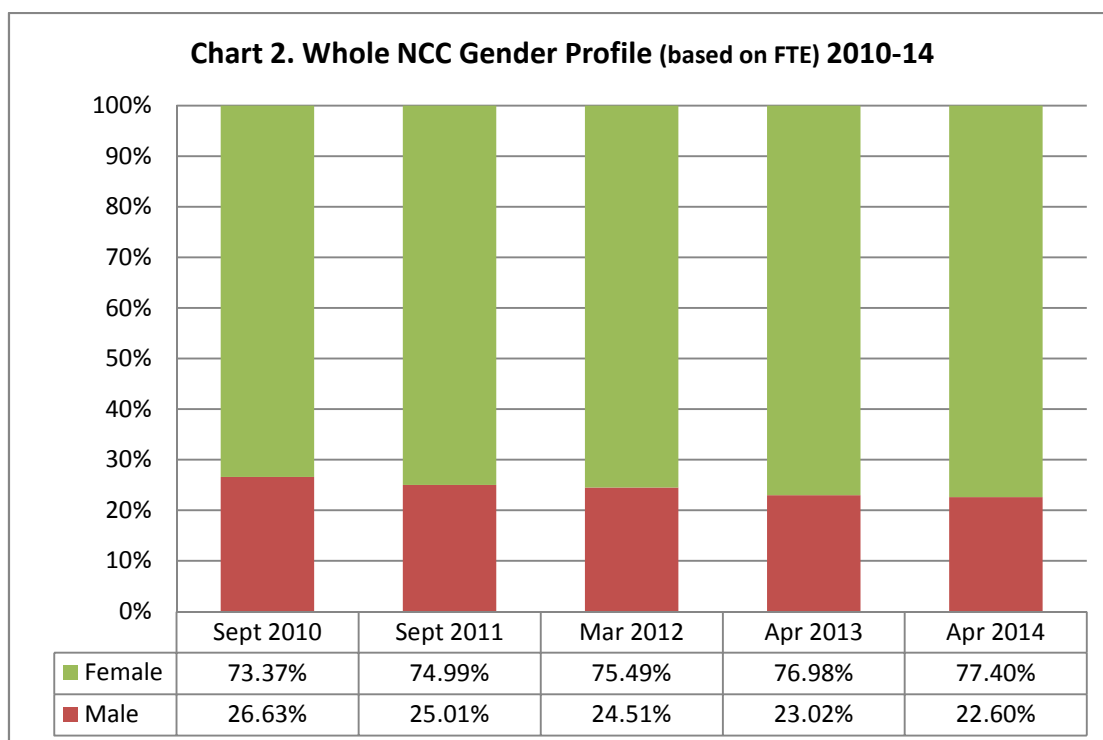
## 3a Profile of Nottinghamshire County Council over time – including Schools

### Nottinghamshire County Council (NCC) Workforce 2010-2014



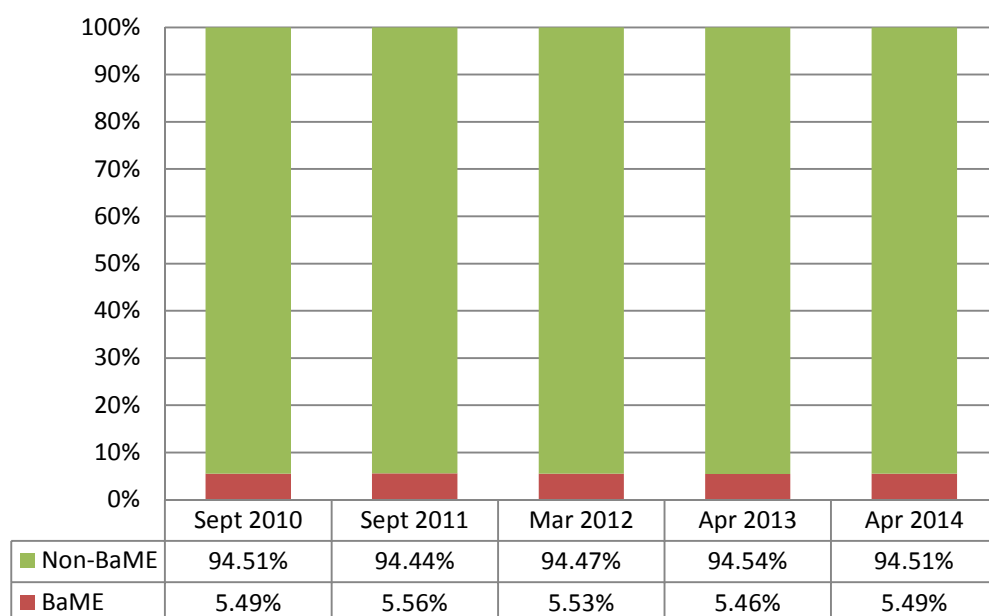
### Workforce Profile of Nottinghamshire County Council (NCC) 2010-14

All based on FTE



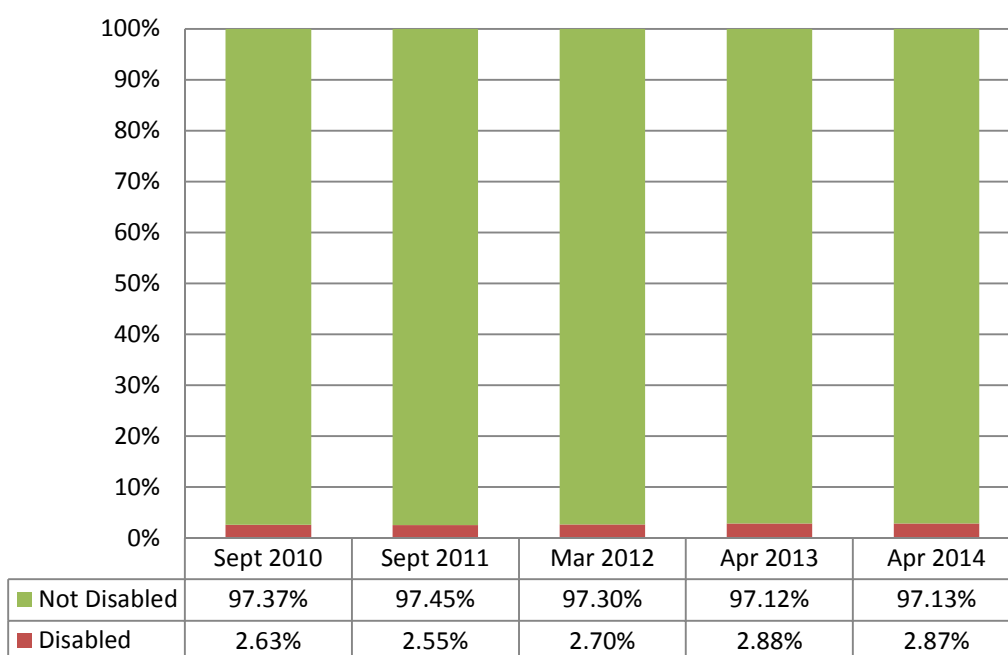
100% disclosure

**Chart 3. Whole NCC Ethnicity Profile (based on FTE) 2010-14**



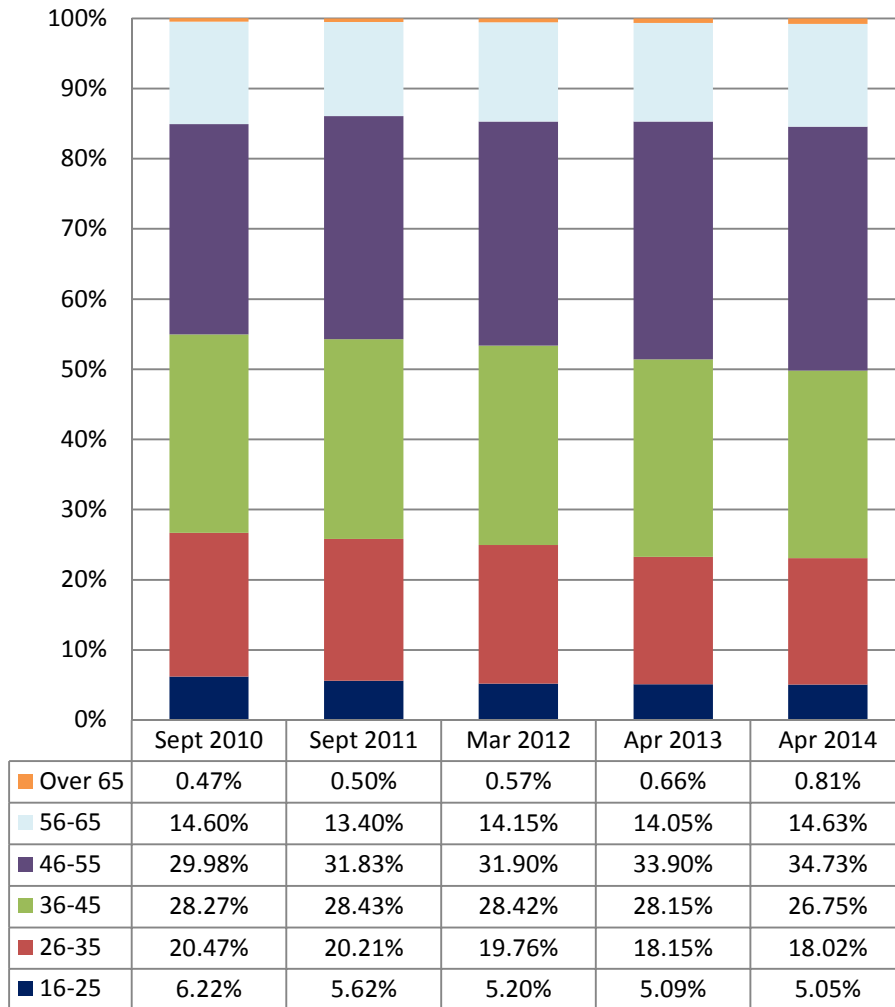
Apr 2014 disclosure rate is 84%  
 Non-disclosures removed when calculating %  
 BaME definition is anyone who is not White British

**Chart 4. Whole NCC Disability Profile (based on FTE) 2010-14**



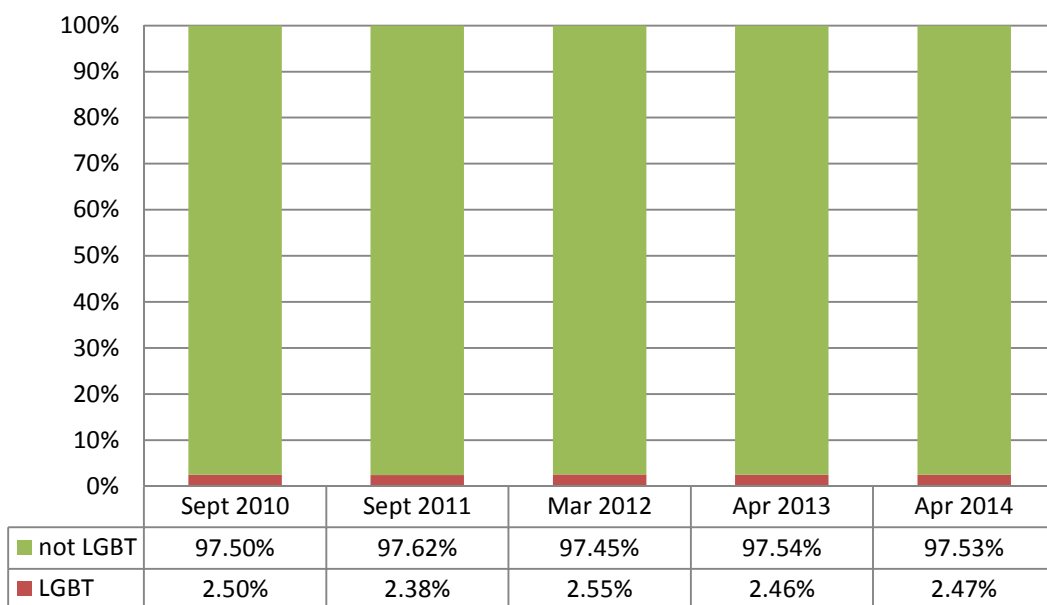
Apr 2014 disclosure rate is 82%  
 Non-disclosures removed when calculating %

**Chart 5. Whole NCC Age Profile (based on FTE) 2010-14**



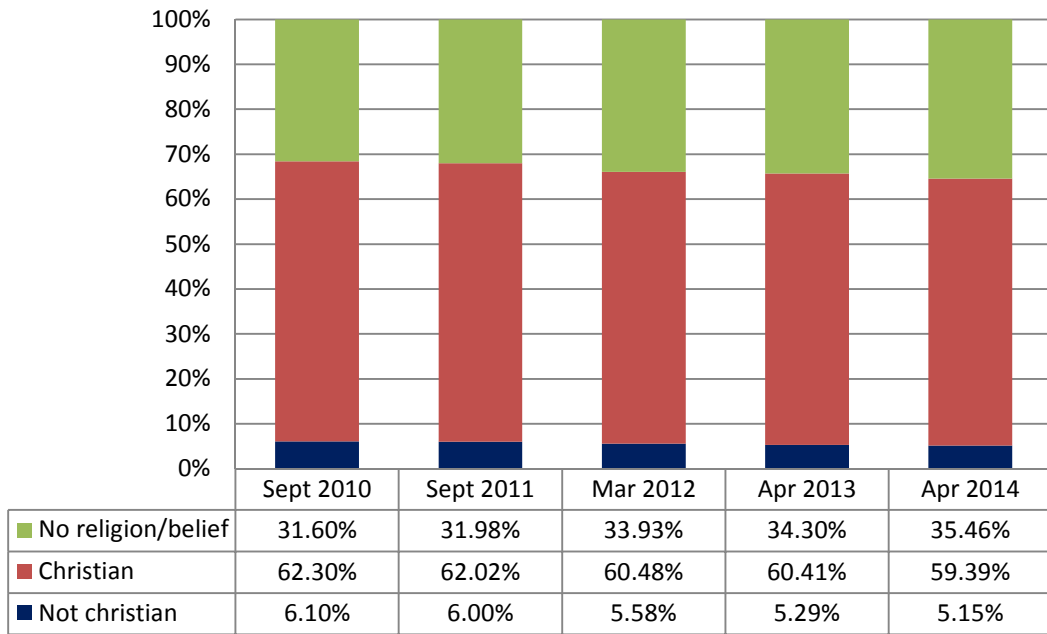
100% disclosure

**Chart 6. Whole NCC Sexual Orientation Profile  
(based on FTE) 2010-14**



Apr 2014 disclosure rate is 42%  
Non-disclosures removed when calculating %

**Chart 7. Whole NCC Religion/Belief Profile**  
(based on FTE) 2010-14



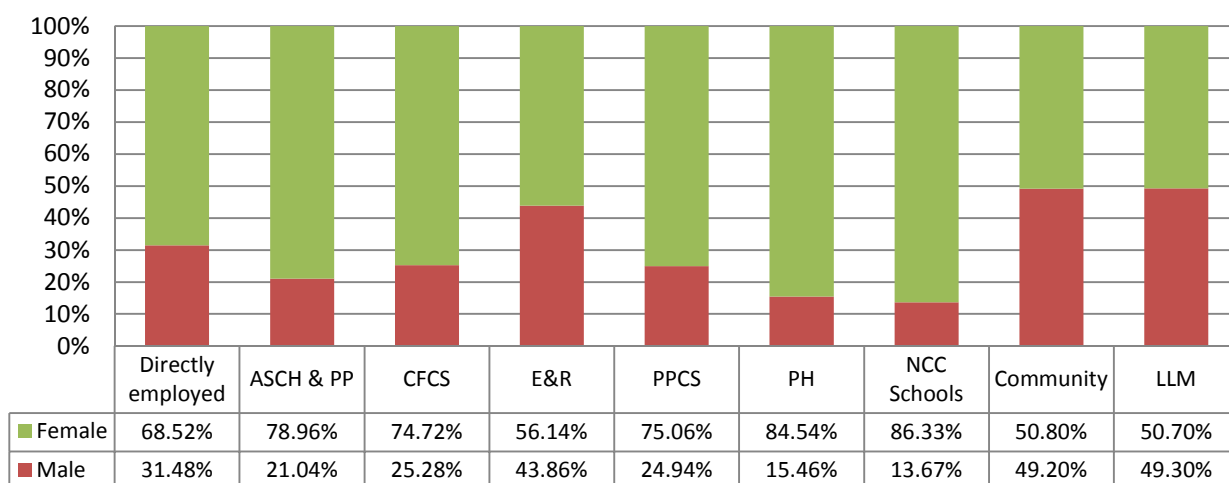
Apr 2014 disclosure rate is 45%  
Non-disclosures removed when calculating %

### 3b 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) 2014

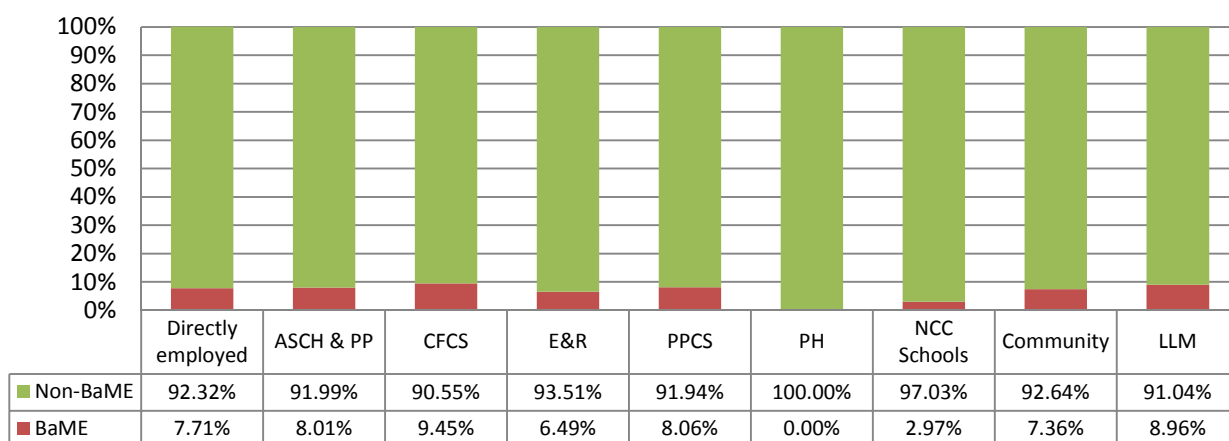
Table 1.	FTE	Posts
<b>All directly employed</b>	6678.23	10,330
ASCH&PP	1577.80	1,978
CFCS	1662.96	3,025
E&R	2616.75	4,346
PPCS	763.62	917
Public Health	54.85	62
<b>NCC Schools</b>	6571.13	10,479
<b>Whole NCC inc Schools</b>	13249.36	20,809

**Chart 8. NCC Workforce by Gender 2014**



100% disclosure

**Chart 9. NCC Workforce by Ethnicity 2014**

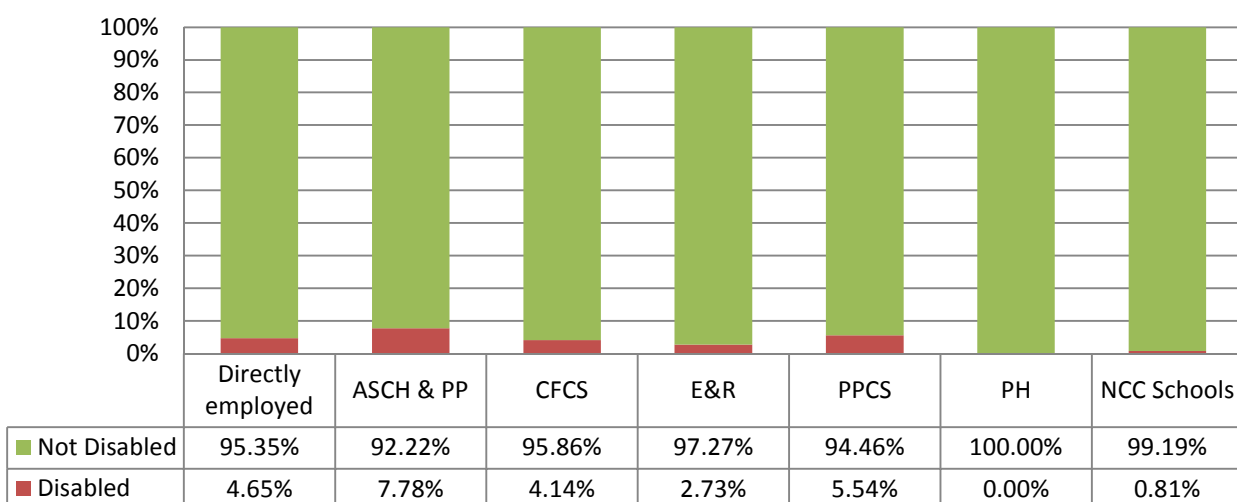


2014 disclosure rates: Directly employed = 89%; Schools = 79%

Non-disclosures removed when calculating %, BaME definition is anyone who is not White British

Table 2	Based on FTE		
	Directly employed	NCC Schools	Community
Non-BaME (white British)	92.32%	97.03%	92.64%
Asian/Asian British	1.74%	0.86%	2.18%
Black/Black British	2.78%	0.23%	0.64%
Mixed	0.95%	0.50%	1.37%
Other white	2.14%	1.38%	2.86%
Other ethnic group	0.10%	0.01%	0.32%
Disclosure rate	89.33%	79.44%	100%

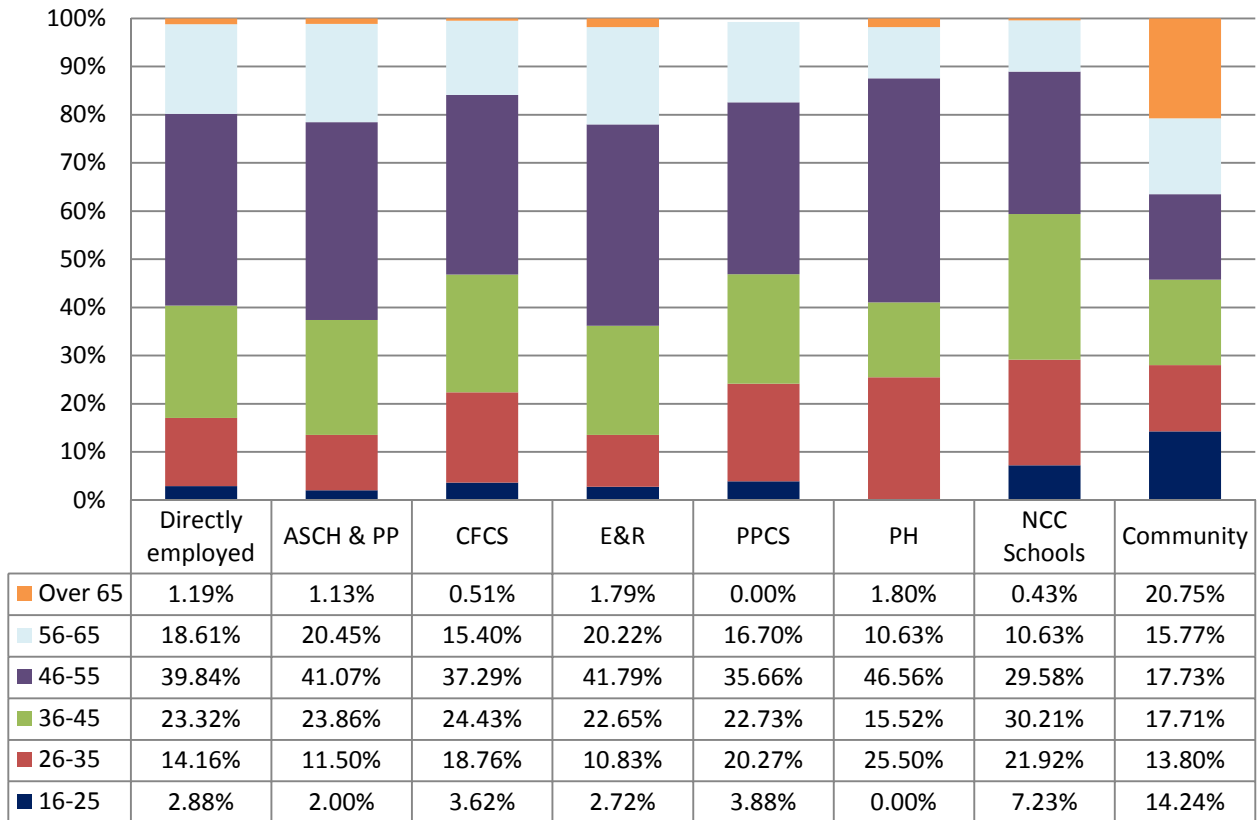
**Chart 10. NCC Workforce by Disability status 2014**



2014 disclosure rates: Directly employed = 88%; Schools = 77%  
Non-disclosures removed when calculating %

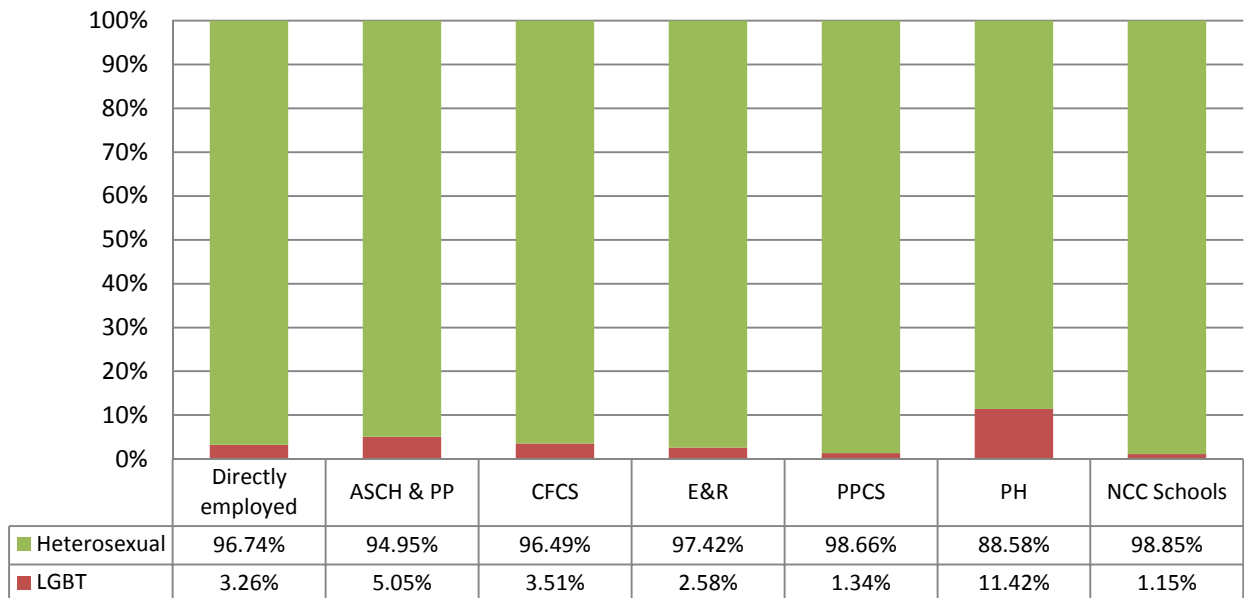
Data is not available for the community comparative, as disability figures collected via the census are not based on the Equality Act (2010) definition. No data is available for the LLM as the Office of National Statistics have changed the question wording and is not publishing data until a full year's data is available.

**Chart 11. NCC Workforce by Age 2014**



LLM data for age uses different age groups so is not comparable.

**Chart 12. NCC Workforce by Sexual Orientation 2014**



2014 disclosure rates: Directly employed = 53%; Schools = 32%  
Non-disclosures removed when calculating %

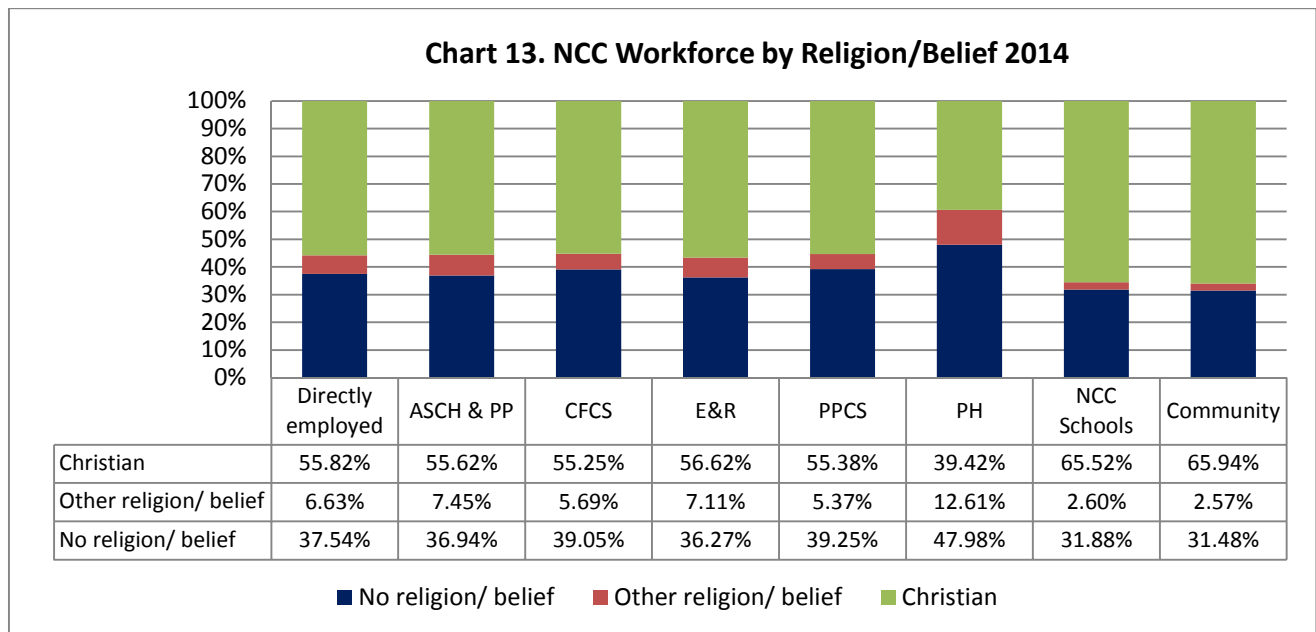
No data was collected on sexual orientation for the LLM or 2011 census.

<b>Table 3</b>	<b>Based on FTE</b>	
	<b>Directly employed</b>	<b>NCC Schools</b>
Bisexual	0.79%	0.22%
Gay	1.17%	0.41%
Heterosexual	96.74%	98.85%
Lesbian	1.30%	0.51%
Disclosure rate	52.94%	31.89%

Non-disclosures removed when calculating %

The low disclosure rate for LGBT 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.



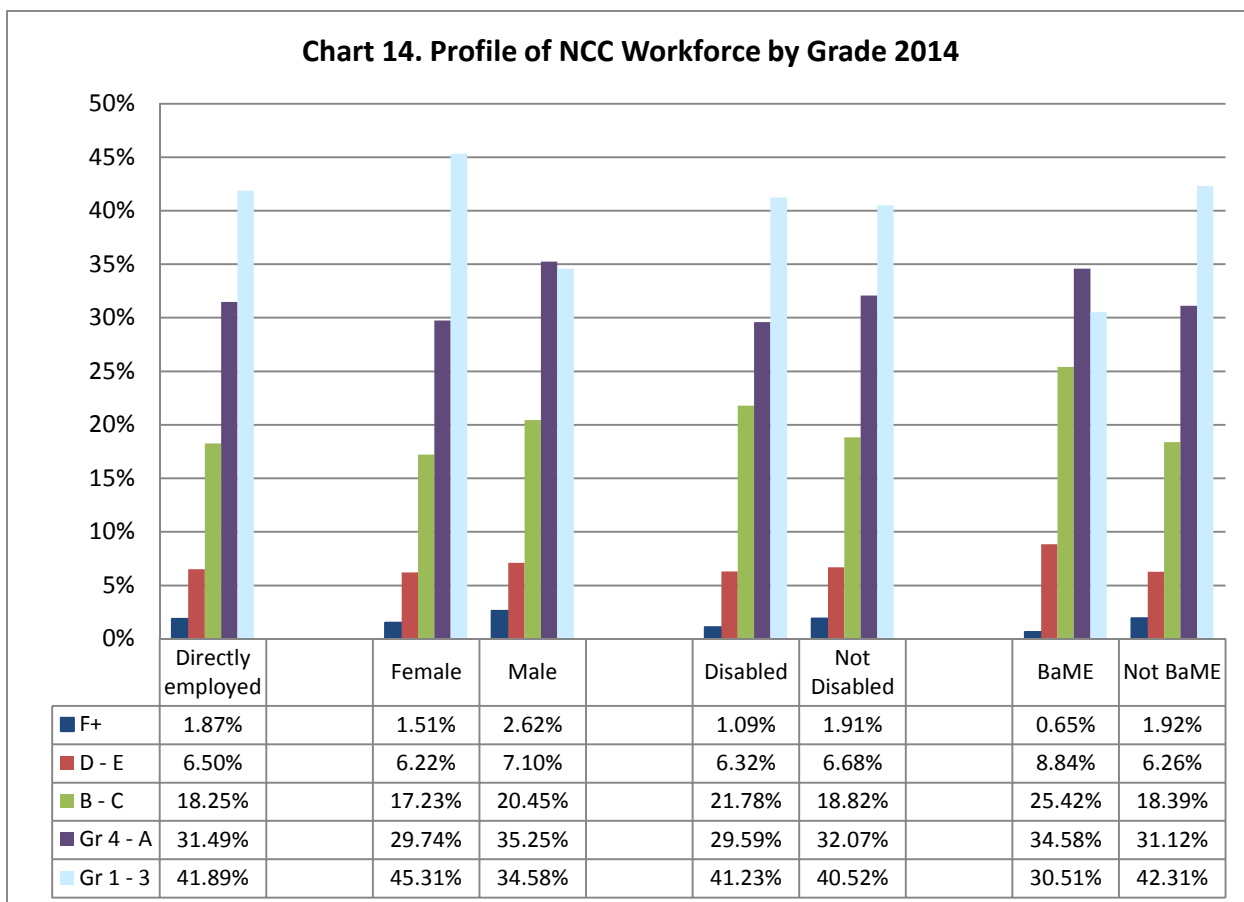
2014 disclosure rates: Directly employed = 56%; Schools = 33%  
 Non-disclosures removed when calculating %

Table 4	Based on FTE		
	Directly employed	NCC Schools	Community
Buddhist	1.82%	0.27%	0.25%
Christian	55.82%	65.52%	65.94%
Hindu	0.48%	0.23%	0.48%
Jewish	0.11%	0.23%	0.1%
Muslim	0.73%	0.41%	0.95%
Sikh	0.67%	0.25%	0.43%
Other religion/ belief	2.80%	1.22%	0.37%
No religion/ belief	37.54%	31.88%	31.48%
Disclosure rate	56.11%	32.97%	93.02%

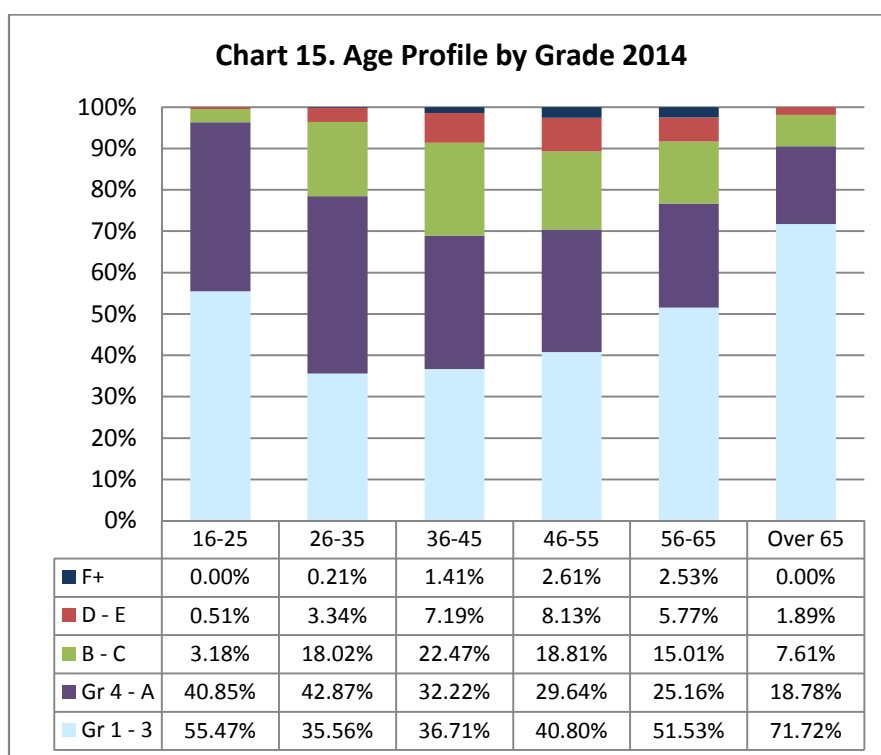
Non-disclosures removed when calculating %

### 3c Profile of NCC by grade of post

As schools staff are graded differently, data is shown for Directly employed staff only.

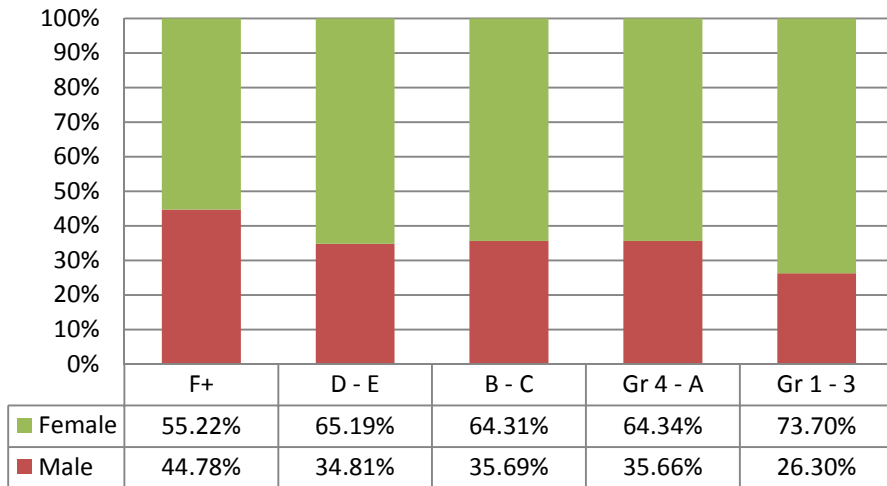


All data based on FTE

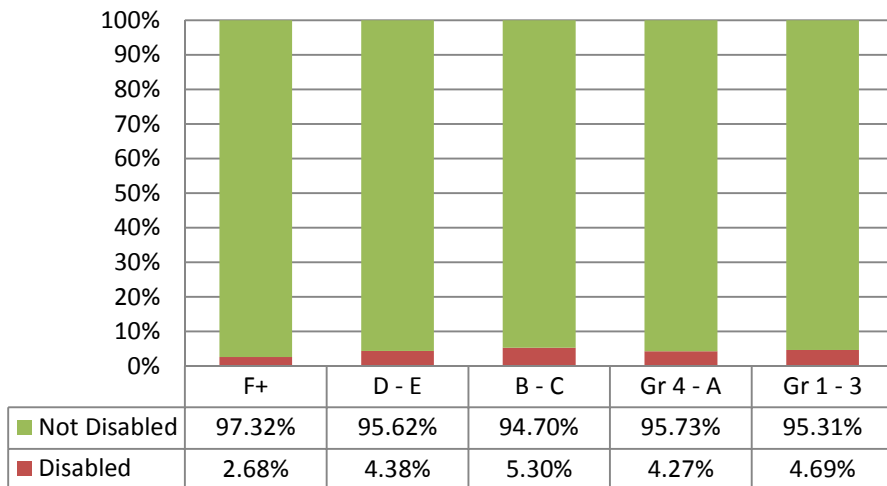


All data based on FTE

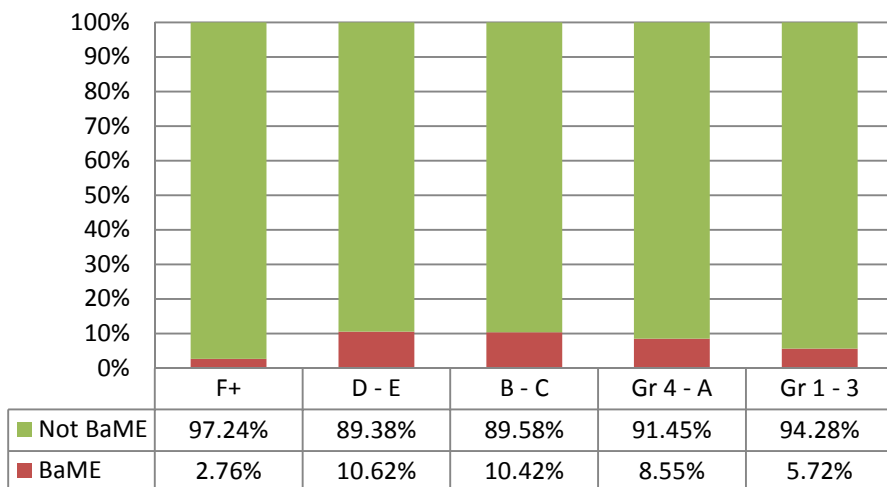
**Chart 16. Gender Profile of Grades 2014**



**Chart 17. Disabled Profile of Grades 2014**



**Chart 18. Ethnicity Profile of Grades 2014**



All data based on FTE