



# **Workforce Information Report 2012**

## **Appendix 1**

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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 March 2012 but covers the period from 1 April 2011 to 31 March 2012.

The report also shows how the County Council's workforce has changed since 2010 and relates to gender, age, ethnicity, 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.

In April 2011 the council underwent significant restructuring, therefore the report does not include comparative data prior to this date 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 this can be provided on request.

In addition to this in December 2011 the Council introduced a new Business Management System which changed the way we are able to produce the information showing the make up of our workforce. Previously this had been calculated on the number of employees (headcount) now this is done on full time equivalents (fte). This again makes comparison to historical data very difficult.

Whilst it is a legal requirement to publish information about the workforce the information has also been used to inform the County Council's Workforce Strategy.

The Workforce Information Report is available to members of the public as well as Council employees through the Council's public website.

This data underpins the council's commitment to ensuring that its employment practices and services are free from discrimination and prejudice and to fulfilling 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.

## 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 so in most cases, none are given. Instead a label of 'low base' appears in the table or they are highlighted by being shown in italics.

## Data Collection and Definitions

Topic	Definitions	Notes
Time frame	As at 31 March 2012	Workforce Profile
	1 April 2011 – 31 March 2012	Other data sets
Who's included	Permanent employees	No change since previous year. 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.
	Temporary employees	
	Teachers	
	School support staff	
Who's not included	Relief	Centrally employed (i.e. those employed through the LEA) data validated by employees Dec 2011 and on-going.
	Casual	
	Agency	
Protected Characteristics analysed	Gender	
	Ethnic group <sup>1</sup>	
	Age	
	Disabled status	
	Sexual orientation <sup>2</sup>	
	Maternity/pregnancy	
	Transgender <sup>2</sup>	
	Religion/belief <sup>2</sup>	
Heads/Headcount	Number of employees	
Incumbencies/posts	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	Aged 16 and over excludes Nottingham City	From 2001 census (2011 census data not available until later in 2012/2013)
Local labour market (LLM)	Households reflecting entire adult population (aged 16+) of Nottinghamshire plus Nottingham City	Office of National Statistics Annual Population Survey 2011 (Oct 2010 – Sept 2011)
Category/Acronym	Definition	
BaME	all ethnicity categories other than White British	
Disabled	individuals who consider themselves to be disabled under the Disability Discrimination Act 2005	
NCC	Nottinghamshire County Council	
ASCH&PP	Adult Social Care, Health and Public Protection	
CFCS	Children's, Families and Cultural Services	
E&R	Environment and Resources	
PPCS	Policy, Planning and Corporate Services	
FTE	Full time equivalent	
Period/Year	Source of workforce profile data	
2008-2011	Cyborg HR Information system	
Mar 2012 Schools	Cyborg HR Information system	
Mar 2012 centrally employed staff	Primarily Business Management System with some additional employee details from Cyborg	

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

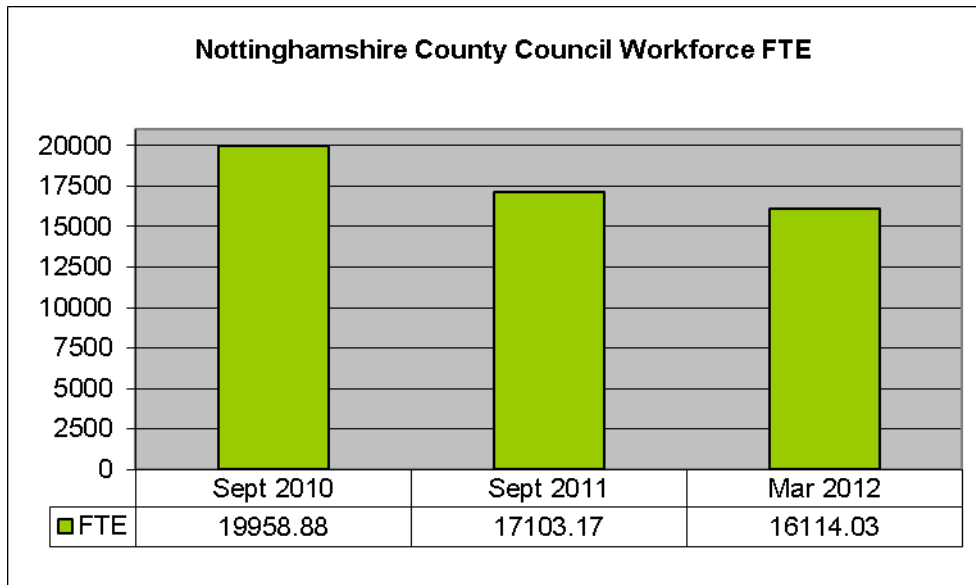
<sup>2</sup> The number of employees in these categories who have disclosed information is low and therefore limits the analysis and resulting information.

## Part 2 - Executive Summary

- In line with other authorities the County Council has a high ratio of female staff – 75.5%. However the County Council knows that it attracts female employees because of its wide range of flexible working arrangements
- The majority of staff is within the age range – 46-55 (32.4%) and the least in the 16 – 25 (5.2%). This information has informed the County Council's strategies on work related learning opportunities such as the introduction of an apprenticeship scheme.
- The proportion of BaME staff employed (5.6%) is in line with the Nottinghamshire population (4.2%).

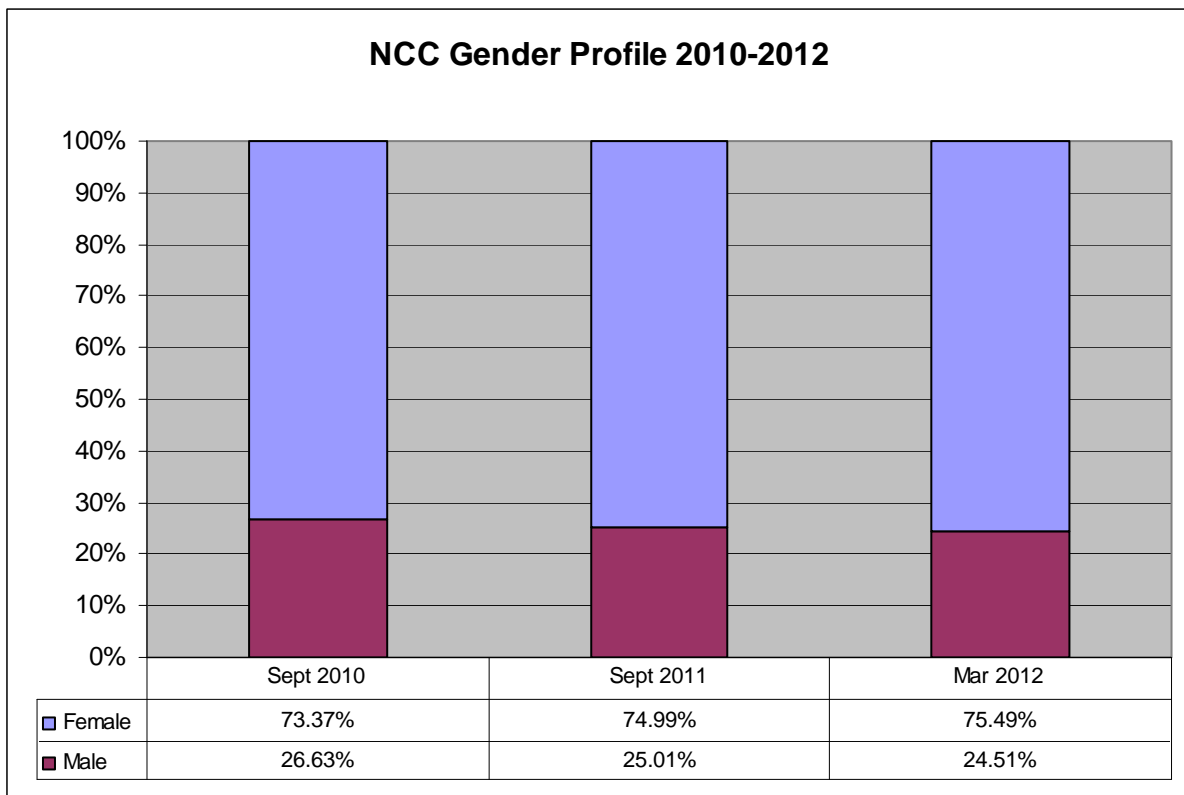
# Part 3 - Workforce Profile

## Nottinghamshire County Council (NCC) Workforce 2010-2012



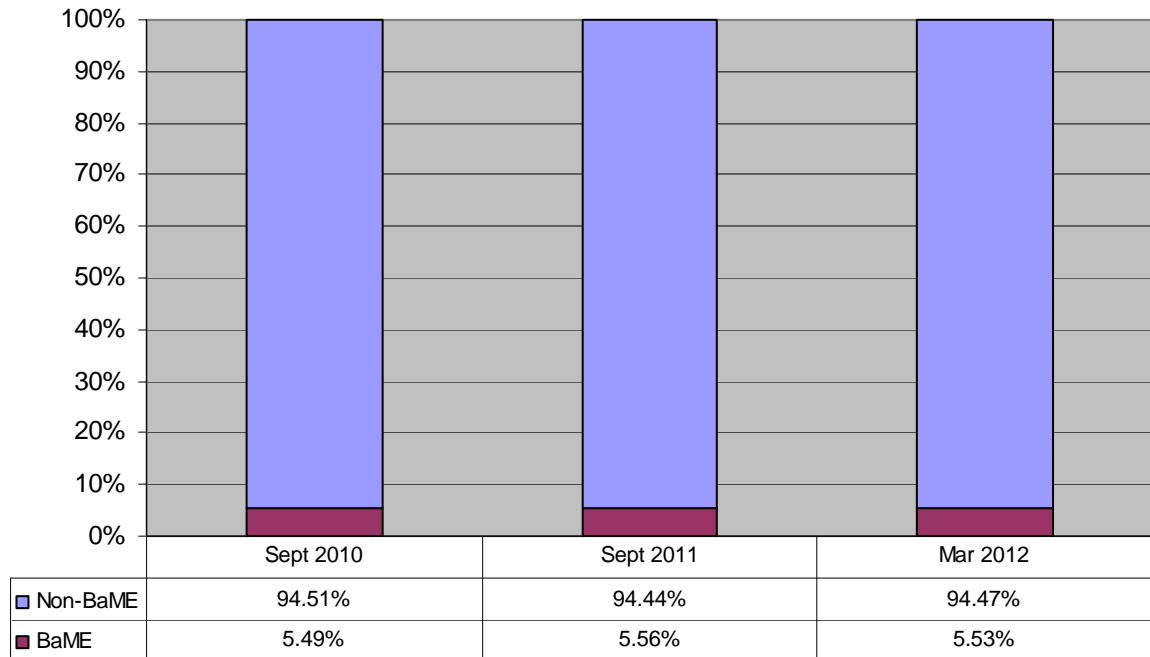
## Workforce Profile of Nottinghamshire County Council (NCC) 2010-12

All based on FTE



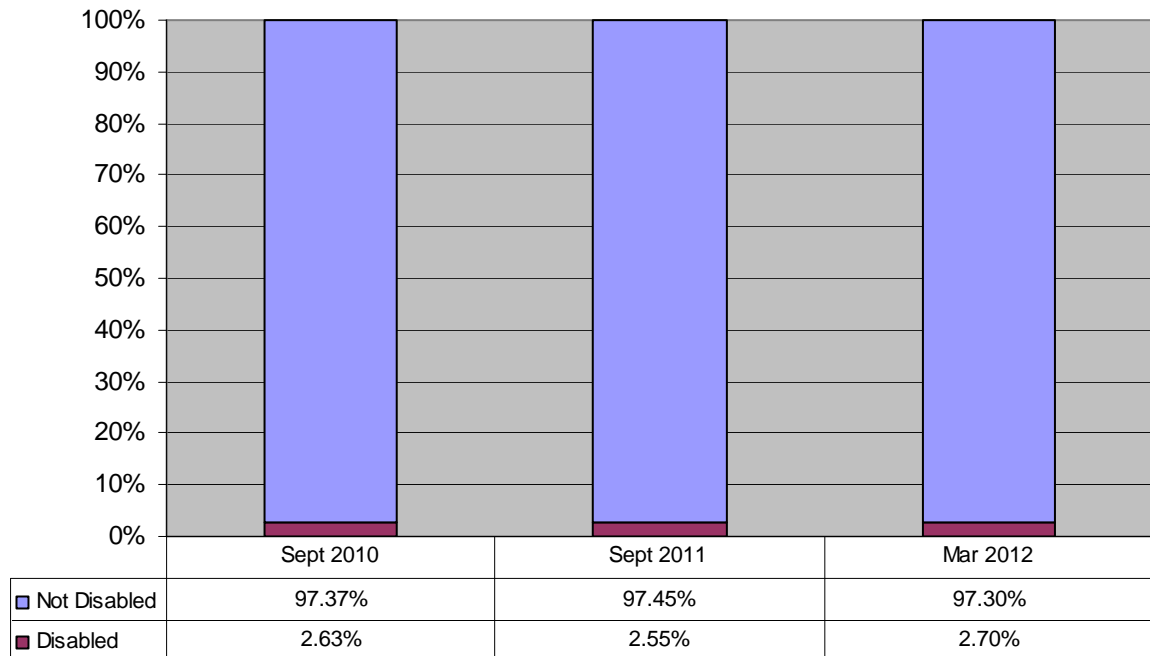
Non-disclosures removed when calculating %

### NCC Ethnicity Profile 2010-2012



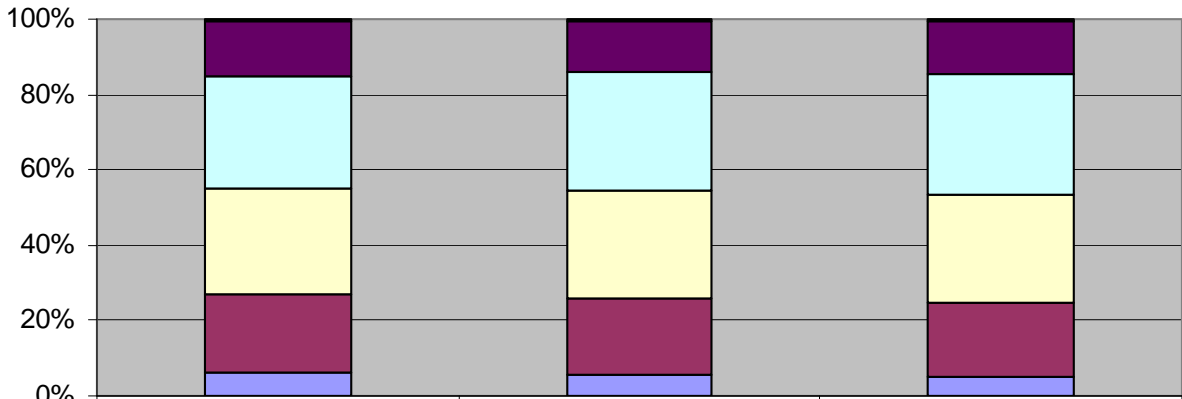
Non-disclosures removed when calculating %  
 BaME definition is anyone who is not White British

### NCC Disability Profile 2010-2012



Non-disclosures removed when calculating %

### NCC Age Profile 2010-2012



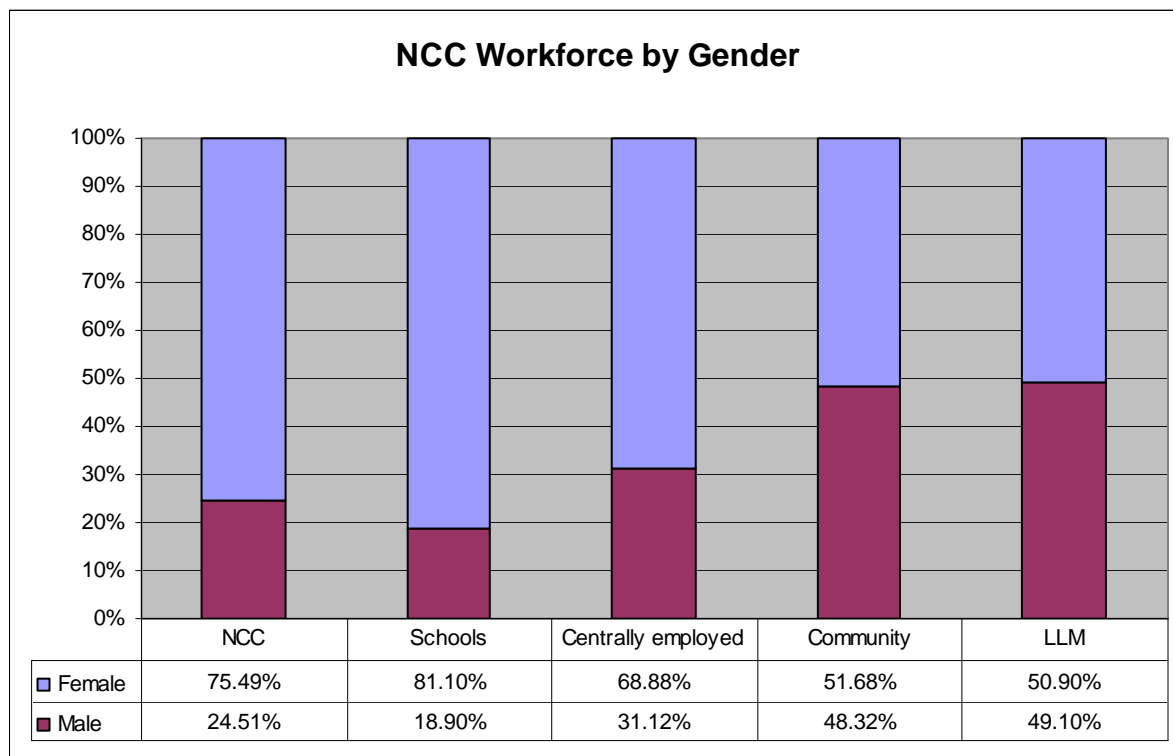
	Sept 2010	Sept 2011	Mar 2012
Over 65	0.47%	0.50%	0.57%
56-65	14.60%	13.40%	14.15%
46-55	29.98%	31.83%	31.90%
36-45	28.27%	28.43%	28.42%
26-35	20.47%	20.21%	19.76%
16-25	6.22%	5.62%	5.20%

Non-disclosures removed when calculating %

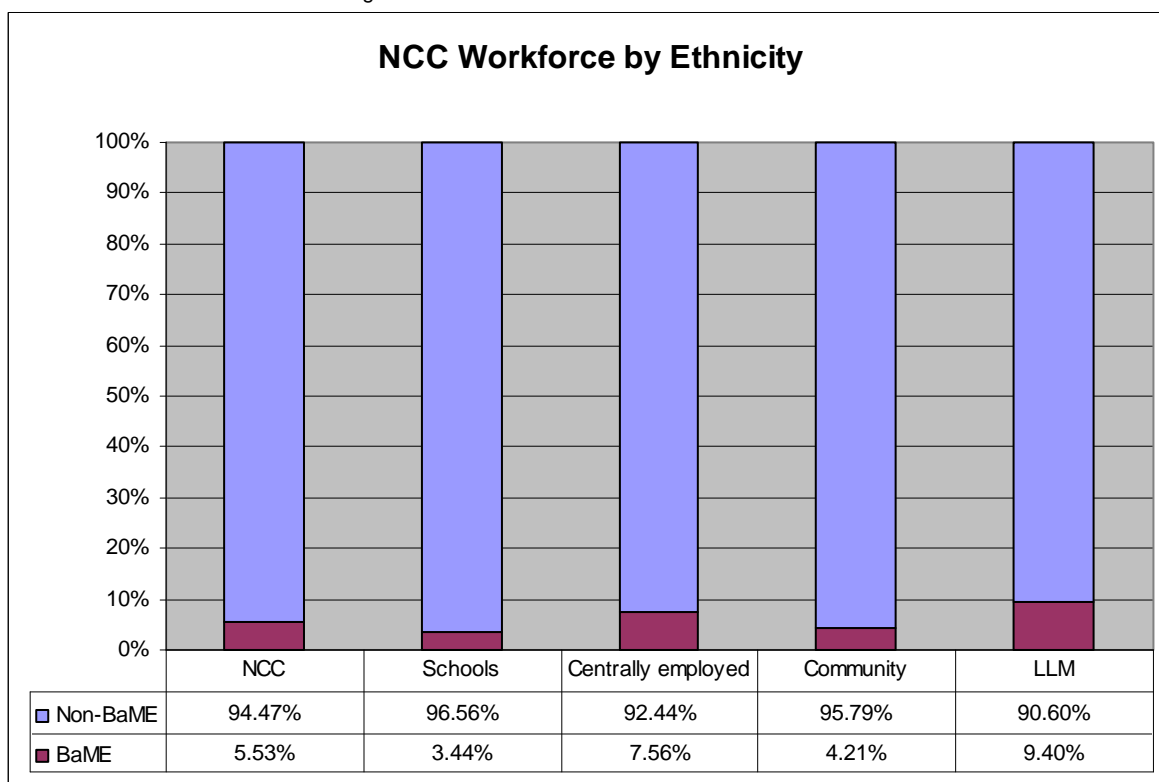


## Workforce Profile of Nottinghamshire County Council (NCC) 2012

	FTE	Posts
<b>All Centrally employed<sup>3</sup></b>	7393	10782
Schools	8721	13112
<b>NCC inc Schools</b>	16114	23894



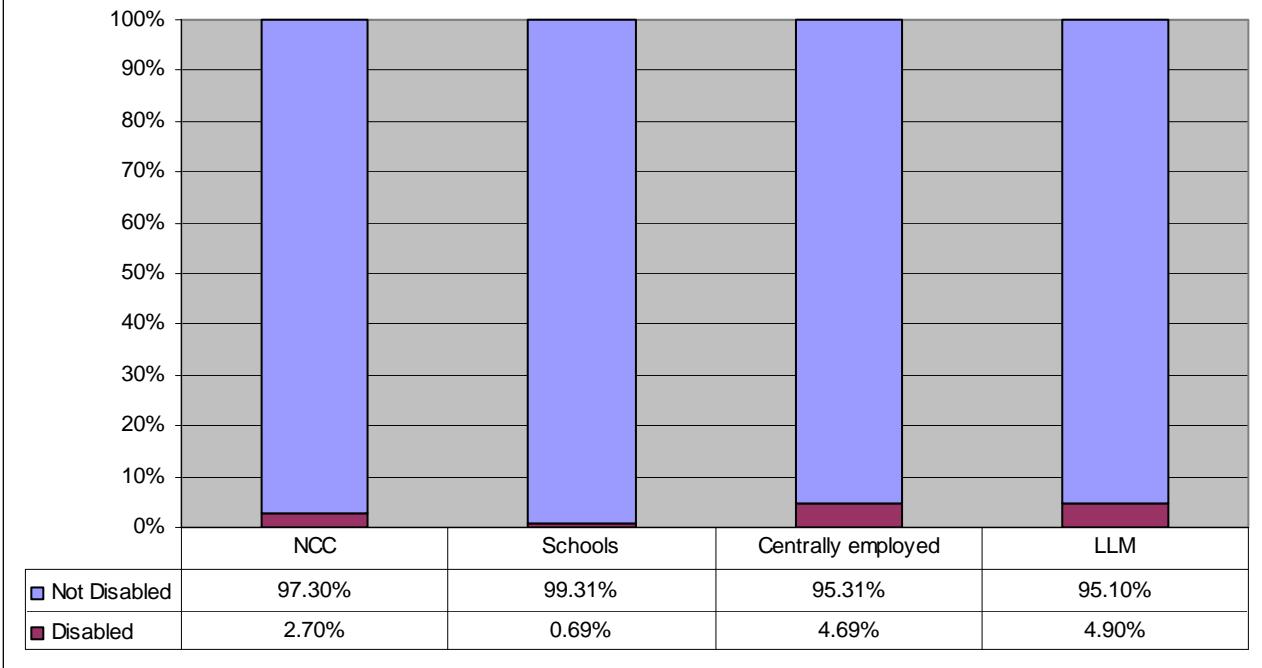
Non-disclosures removed when calculating %



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

<sup>3</sup> Includes all employees held in BMS plus those centrally employed still held in Cyborg

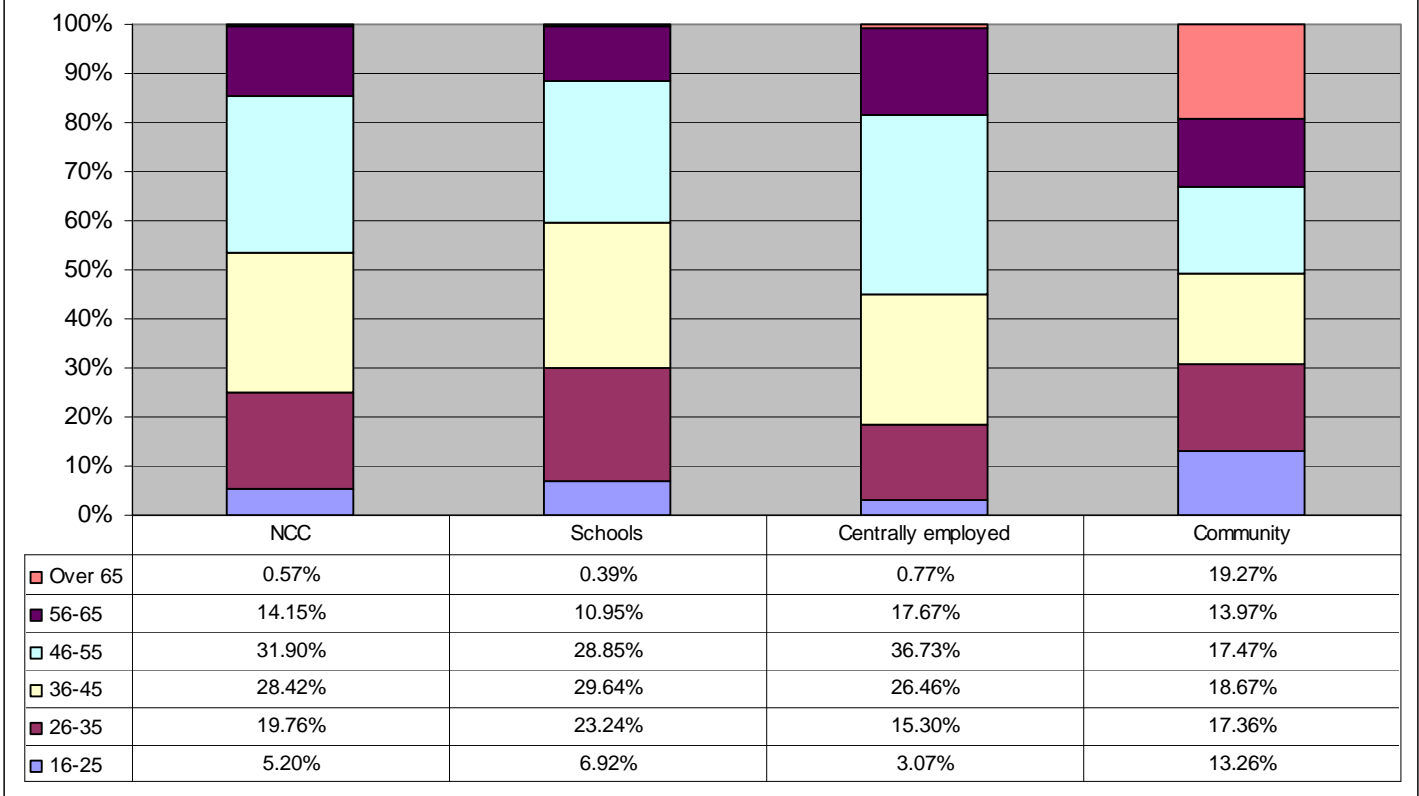
### NCC Workforce by Disability status



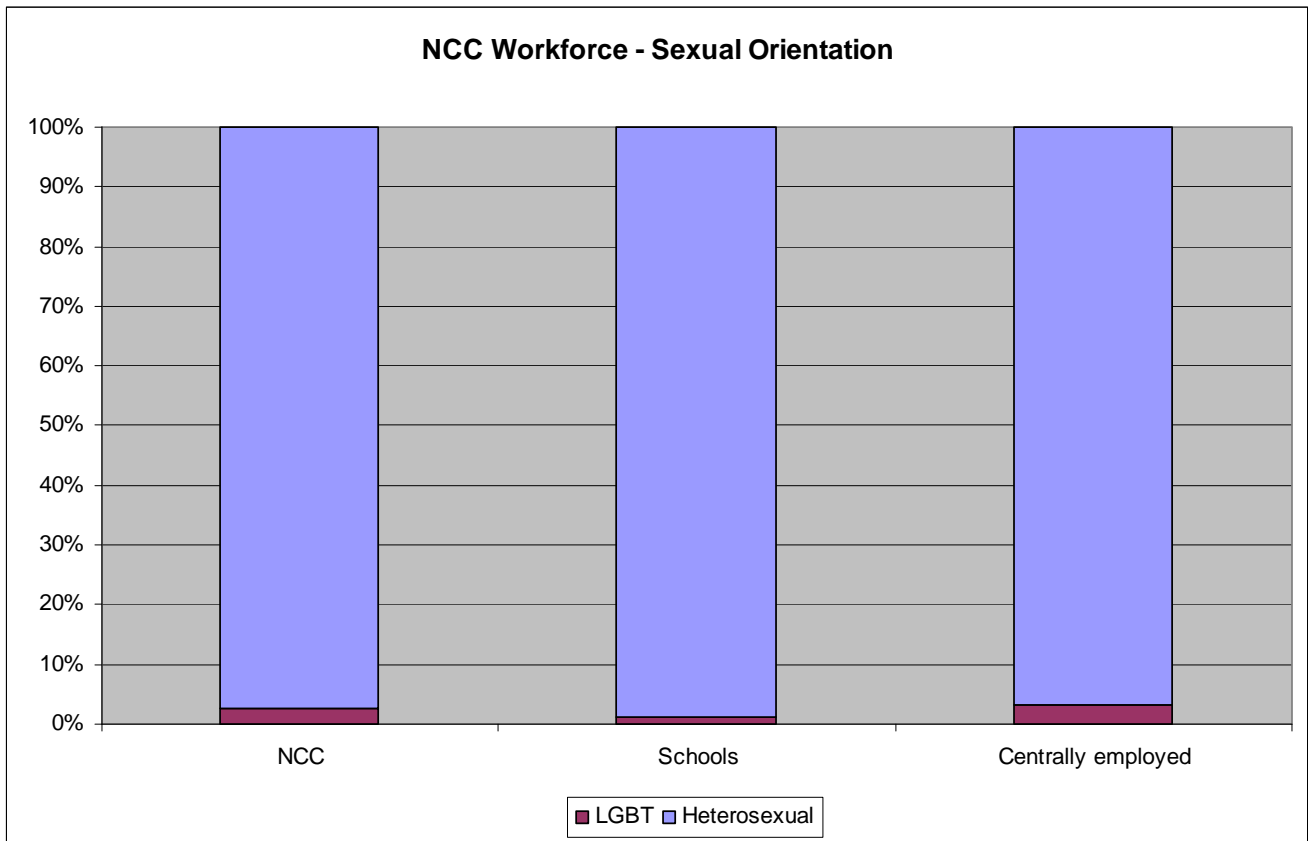
Non-disclosures removed when calculating %

Data is not available for the community comparative, as disability figures collected via the census are not based on the DDA definition.

### NCC Workforce by Age



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



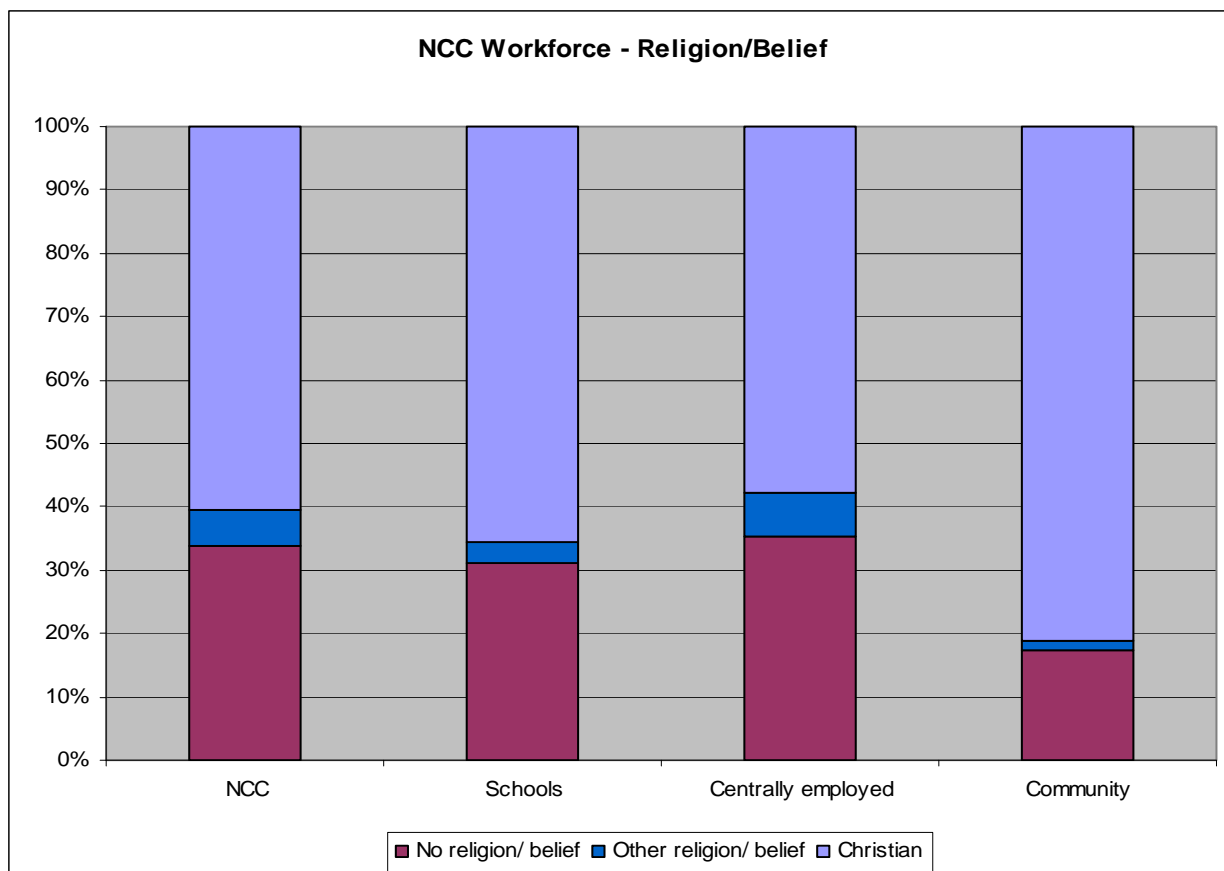
No data was collected on sexual orientation for the LLM or 2001 census.

	Based on FTE		
	NCC	Schools	Centrally employed
Bisexual	0.68%	0.35%	0.85%
Gay	0.77%	0.21%	1.06%
Heterosexual	97.45%	98.93%	96.69%
Lesbian	1.1%	0.51%	1.4%
<i>Disclosure rate</i>	<i>36.04%</i>	<i>22.65%</i>	<i>51.84%</i>

Non-disclosures removed when calculating %

The low disclosure rate for LGBT is likely to impact on this data.

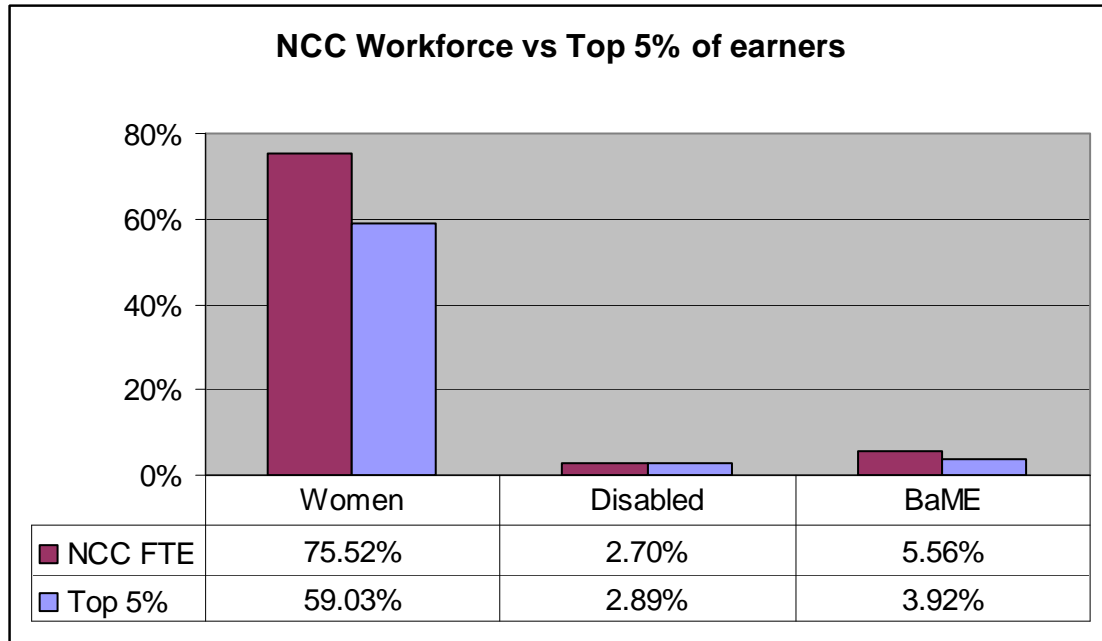
No data was collected on religion for the LLM. The chart below groups all religions/beliefs other than Christian together. However, these are broken down in the table that follows.



	Based on FTE			
	NCC	Schools	Centrally employed	Community
Buddhist	1.6%	0.4%	2.21%	0.17%
Christian	60.48%	65.69%	57.82%	81.04%
Hindu	0.49%	0.24%	0.61%	0.31%
Jewish	0.21%	0.33%	0.15%	0.12%
Muslim	0.57%	0.6%	0.56%	0.51%
Sikh	0.52%	0.27%	0.65%	0.33%
Other religion/ belief	2.2%	1.37%	2.62%	0.21%
No religion/ belief	33.93%	31.1%	35.38%	17.31%
<i>Disclosure rate</i>	<i>37.99%</i>	<i>23.75%</i>	<i>54.79%</i>	

Non-disclosures removed when calculating %

## Top Earners Profile



Top 5% of earners = those on spinal column point 47 and above. Based on headcount.  
NCC based on FTE

