

READING BOROUGH COUNCIL

TO:	PERSONNEL COMMITTEE		
DATE:	16 JULY 2015		5
TITLE:	EQUALITY AUDIT 2014/15		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	
SERVICE:	HR	WARDS:	BOROUGH WIDE
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1. PURPOSE AND SUMMARY OF REPORT

- 1.1. To present a statistical summary of equal opportunities monitoring under the Council's Equality Monitoring Framework for the financial year 2014 / 15.

2. RECOMMENDED ACTION

- 2.1. That you note the report.

3. POLICY CONTEXT

- 3.1. The report is a component of the Council's Equal Opportunity and Fair Treatment Policy. This report is presented annually to provide background data that will assist and inform the work of the Committee. This data is intended to provide an equalities context and focus for ongoing discussions with internal and external stakeholders.
- 3.2. The report takes the form set out in the Equality Monitoring Framework endorsed by the Local Joint Forum, the Personnel Committee and the (then) Black Communities Forum in September 2004.
- 3.3. The framework contains key employment profiles which the Council has to measure by law and also includes other profile data based on previous national performance indicator (PIs) outturns where relevant.
- 3.4. In addition, each directorate is expected to set its own targets based on its clients, customers or users of its services and the data from this report is provided to assist the process of target setting.
- 3.5. The agreed framework reporting heads are:
 - All Council Staff by directorate, gender, ethnic origin and disability
 - All Council Staff by gender, ethnic origin and disability across salary bands
 - Proportion of female, BME and disabled job applicants.

- Female, BME and disabled applicants as a proportion of their relative cohorts, who progress to through shortlisting to appointment compared with male, white and non-disabled applicants
 - Proportion of female, BME and disabled employees accessing Council training by directorate, training type, compared to male, white and non-disabled employees
 - Proportion of female, BME and disabled employees involved in Council procedures, compared to male, white and non-disabled employees
 - Staff turnover data analysed by gender and ethnicity.
 - An action plan is to be created to increase the number of employees with disabilities and those from minority ethnic groups.
- 3.6. Data gathered, with the exception of training information, is based on the previous Council structures i.e. Directorate of Environment & Neighbourhood Services (DENS), Directorate of Adult & Children's Services (DEACS), Corporate Support Services (CSS) and Schools.
- 3.7. It has previously been agreed that the profile data would include profile information based on 'protected characteristics' as defined by the 2010 Equality Act - Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.
- 3.8. Self Service was fully launched to all non-school staff in February this year and it is hoped that this will encourage staff to update their records to include protected characteristics.
- 3.9. E-recruitment was fully launched to external applicants from the first week of February this year and as part of this project all applicants have to complete the data on the protected characteristics as they are mandatory. At the moment Gender Reassignment isn't available as an option, however we have asked our software provider to include this category in the future.
- 3.10. Due to 3.8 and 3.9 we have only been able to collect data on protected characteristics since February 2015 and therefore an analysis of this data at the end of March 2015 would not reflect a 'true' position of the Council. However we expect to be able to provide this analysis for the 2015/16 annual audit.

SUMMARY OF STATISTICS

- 3.11. We use old National Best Value Performance Indicator (NBVPI) return methodology to compile the statistics, unless stated otherwise. This includes all full time and part time permanent staff and school based staff (unless otherwise stated). Casual staff or those on fixed term contracts of less than 12 months duration are excluded.
- 3.12. Tables 1, 2, 3 and 4 are snapshots of the workforce at the 31 March 2015. The following is a summary of what each table shows.

- 3.13. The non-declaration (ND) data in tables reflects those employees who have made a positive decision not to declare their ethnicity or a disability or where information is not available. Since the validation exercise in 2006/7, further efforts have been made to obtain declarations from staff who have previously declined to take part and this will continue.

Comparisons of Gender, Ethnicity and Disability Within Directorates

- 3.14. Tables 1, 2 and 3 show employees at 31 March 2015 by directorate, gender, ethnic origin and disability compared with those at 31 March 2014.
- 3.15. The numbers of black and minority ethnic (BME) employees and disabled employees are shown as a proportion of employees who have made a positive declaration.
- 3.16. The proportion of women employed by the Council has remained static at 78.7%. The lowest percentage is employed in Environment & Neighbourhood Services at 50.1%, where there are a larger number of traditionally male occupations. The largest percentages are in Schools (92%) and Education & Children's Services (DEACS), where the proportion remains around 86%. Corporate Support Services are at 70%.
- 3.17. The proportion of BME staff employed by the Council has increased from 13.7% to 14.7%. The reduction in overall staffing (4301 to 4275), however, does not appear to have disproportionately affected BME staff groups. The highest proportion of BME staff is in DEACS (as previous years) followed by CSS. All directorates have shown an increase in the proportion of BME staff with the exception of DENS which has remained at 50%. These outturns compare with a 23% BME economically active population (excluding white Irish and other) within the borough boundaries¹.
- 3.18. Table 3 below shows the profile of employees who have declared a disability. The overall percentage has increased from 1.8% to 2.6%.
- 3.19. The proportion of staff with a disability in the Council is around 2.6%. If school based staff are taken out of the calculation, the proportion of staff in the Council with a disability would be 3.5%. This outturn compares with a 6% economically active population within the borough boundaries¹.

Progress of Applicants Through Recruitment

- 3.20. For this report we have attempted to provide more information about the attrition rate of applicants through the recruitment process (Table 4) in order to better understand the dynamics of the process as it rolls forward. The figures in brackets are 2013/14 figures,
- 3.21. In 2014/15 the Council received 5774 (4420) applications for 396 (306) appointments. Of these, 3467 (2702) were from women - 60% (61%), 1581 (1162) from BME applicants - 27% (26%) and 238 (214) from people with a declared disability - 4% (5%). These headline figures are consistent with an increased level of recruitment overall across the Council, but the proportions of groups facing disadvantage applying for employment have remained constant or increased.

¹ 2011 census data

- 3.22. Of the successful applicants, 69% (69%) were women, 16% (20%) were BME and 4% (3%) were applicants with a disability.

Comparisons of Gender, Ethnicity and Disability Across Salary Bands

- 3.23. Table 5 shows employees at 31 March 2015 by salary band and then by gender, ethnic origin and disability. Salary bands are based on the RG pay scales introduced in May 2011. The totals for staff are different from those in tables 1, 2 and 3, which show all employees as this data is drawn from the old NBVPI 11 earnings profile which excludes school based staff in its methodology.
- 3.24. The numbers of black and minority ethnic employees and disabled employees are shown as a proportion of employees who have made a positive declaration.
- 3.25. Female employees continue to form the greater percentage across the majority of salary bands with the exception of salary band 1. With the exception of salary band 1 each band has over 55% women, with the proportion reaching around 65% - 70% in band 2, 3, 8, 9 and 10.
- 3.26. This analysis shows that the level of BME staff in the higher earnings bands have remained static since 2011, (5% in the highest earnings band) which is lower than the proportion of BME staff in the Council as a whole.
- 3.27. The overall number of employees who have declared a disability across salary bands ranges between 0% and 5.0%. The proportion of people with a disability is relatively even across most of the bands with the exception of band 10.
- 3.28. Salary band 1 consists mainly of apprentices.

Access to Corporate Training

- 3.29. Tables 6(a) and 6(b) show access to Training by Directorate and by type of training for employees from the different groups during 2014/15.
- 3.30. A comparison is given with the numbers of attendees on the type of training with the last year these figures were reported for 2011/12. A comparison is not given with the figures for attendance on training by Directorate as the Directorate structures have changed significantly during the intervening years.
- 3.31. Table 6(b) includes figures for attendance on Workplace Specific training for the first time. This data is available to be reported on as an increasing amount of Directorate and Team organised training is now recorded centrally.
- 3.32. The ethnicity and disability data shows only people who have made a positive declaration under ethnicity and disability. Generally, the data reflects the proportions of these groups of employees in the workforce.
- 3.33. Overall a much larger percentage (83%) of women than men undertook training during last year. This is an increase from 72% during the year the statistics were last reported.
- 3.34. BME employee access to training has increased from 13% to 17%.

- 3.35. Employees, who had declared themselves as having a disability, formed 3% of the total employees on corporate training, which remains the same as the last year reported.

Involvement in Council Procedures

- 3.36. Table 7 shows a breakdown of those involved in the Council's formal procedures: capability ill health, capability performance, discipline and grievance. The levels of formal casework reduced in 2014/15 (from 90 in 2011/12 to 69 in 2014/15), but whilst the absolute numbers are small, they do not indicate that procedures were applied and / or accessed disproportionately by any particular group profiled in the report.

Turnover and Attrition

- 3.37. Table 8 shows a profile of 'leavers' from the Council divided between 'voluntary' and 'involuntary' forms of exit.
- 3.38. Total turnover for the Council was 12.5% in 2014/15. The table shows that for most forms of exit, women, BME staff and staff with a disability did not leave the Council in higher than expected proportions - that is to say, the level of exit indicates that these staff are generally being retained.

4. CONTRIBUTION TO STRATEGIC AIMS

- 4.1 Monitoring our workforce is linked specifically to the promotion of equality and ensuring that we move to a position where our workforce represents the community it serves.

5. LEGAL IMPLICATIONS

- 5.1 Under the Equality Act 2010, a public authority must, in the exercise of its functions, have due regard to the need to—

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It has a duty to publish workforce and employment information to demonstrate compliance with the Equality duty.

6. FINANCIAL IMPLICATIONS

None

7. BACKGROUND PAPERS

None

Employee Profiles by Directorate at 31.03.15 compared to 31.03.14

Table 1 Employee Gender Profile

Directorate	31.03.14			31.03.15		
	All staff	Women	% Women	All staff	Women	% Women
DENS	1049	527	50.2%	1036	519	50.1%
DEACS	994	848	85.3%	993	855	86.1%
CSS	464	310	66.8%	366	257	70.2%
SCHOOLS	1794	1660	92.5%	1880	1734	92.2%
TOTALS	4301 ¹	3345	77.8%	4275	3365	78.7%

Table 2 Employee Ethnicity

Directorate	31.03.14				31.03.15			
	All staff	No	% BME ²	ND	All staff	No	% BME ²	ND
DENS	1049	133	13.0%	27	1036	128	13.0%	50
DEACS	994	188	19.7%	39	993	183	19.3%	47
CSS	464	60	13.2%	9	366	53	15.0%	12
SCHOOLS	1794	175	10.7%	155	1880	203	13.2%	343
TOTALS ¹	4301	556	13.7%	230	4275	567	14.8%	452

Table 3 - Employee Disability

Directorate	31.03.14				31.03.15			
	All staff	Dis	% Dis ²	ND	All staff	Dis	% Dis ²	ND
DENS	1049	17	1.8%	99	1036	24	2.6%	124
DEACS	994	31	3.5%	108	993	36	4.2%	135
CSS	464	12	2.7%	15	366	13	3.7%	19
SCHOOLS	1794	4	0.3%	495	1880	4	0.5%	1016
TOTALS ¹	4301	64	1.8%	717	4275	77	2.6%	1294

1. Includes all permanent employees, teachers & school based employees; does not include those on temporary contracts for less than a year
2. As a proportion of employees who have made a positive declaration

Table 4 -

(a) Recruitment Profile April 2014 - March 2015

	Male	Female	Unspecified	BME	White	NoDec	Disabled	ND	NoDec
Applied									
5774	2170	3467	137	1581	3578	615	238	4981	555
	38%	60%	2%	27%	62%	11%	4%	86%	10%
Appointed									
396	123	273	0	64	309	23	14	350	32
	31%	69%	0%	16%	78%	6%	4%	88%	8%

(b) Recruitment Profile April 2013 - March 2014

	Male	Female	Unspecified	BME	White	NoDec	Disabled	ND	NoDec
Applied									
4420	1643	2702	75	1162	2674	584	214	3766	440
	37%	61%	2%	26%	60%	13%	5%	85%	10%
Appointed									
306	96	210	0	61	235	10	9	282	15
	31%	69%	0%	20%	77%	3%	3%	92%	5%

Table 5 - Council Employees in Salary Bands as at 31.3.15

Grade Bandings	Total Staff	Women		BME			Disability		
		No	%	No	ND	%	No	ND	%
RG1 Up to 15,207	23	8	35%	10	2	48%	1	3	5%
RG2 16,572	194	141	73%	54	21	31%	4	57	3%
RG3 19,742	339	251	74%	54	22	17%	11	56	4%
RG4 24,472	572	389	68%	95	15	17%	19	60	4%
RG5 29,558	446	286	64%	65	26	15%	18	46	5%
RG6 33,857	304	198	65%	37	9	13%	13	25	5%
RG7 39,267	224	149	67%	28	9	13%	5	16	2%
RG8 44,794	156	109	70%	15	2	10%	2	9	1%
RG9 50,324	70	42	60%	11	2	16%	2	4	3%
RG10 54,080	28	22	79%	2	0	7%	0	2	0%
Above 54080	57	33	58%	3	1	5%	1	6	2%

1 - Based on 2014/15 pay bands and earnings

2 - As a proportion of employees who have made a positive declaration

3 - Excludes schools

Table 6 - Equality Access to Training

(a) Individual Employee Access to Corporate Training by Directorate April 2014 to March 2015

Directorate	Total	Gender		Ethnic Origin		Disability	
		Women	Men	BME ¹	White ¹	Yes ¹	No ¹
CSS	236	72%	28%	12%	88%	5%	95%
DACHS	1857	83%	17%	19%	81%	3%	97%
DCEEHS	2135	87%	13%	22%	78%	3%	97%
DENS	455	55%	45%	9%	91%	1%	99%
Schools	1469	88%	12%	10%	90%	1%	99%
TOTALS	6152	83%	17%	17%	83%	3%	97%

(b) Individual Access to Corporate Training by Type of course April 2014 to March 2015

Training Type	Total ²	Gender		Ethnic Origin		Disability	
		Women	Men	BME ¹	White ¹	Yes ¹	No ¹
Corporate Induction	(136) 137	75%	25%	19%	81%	4%	96%
Equal Opportunities/ Positive action	(68) 83	81%	19%	5%	95%	6%	94%
Health & Safety	(834) 1235	75%	25%	13%	87%	2%	98%
Management Development	(402) 266	78%	22%	7%	93%	3%	97%
Personal Development	(603) 574	80%	29%	17%	83%	5%	95%
Workplace specific	3857	87%	13%	20%	80%	2%	98%
Total All Training³	(2043) 6152	83%	17%	17%	83%	3%	97%

¹ shows those staff who have declared their ethnicity or a disability² The figure in brackets is the number trained in the previous financial year

Table 7 Completed HR Casework - Use of Formal Procedures - April 2014 to March 2015 - Analysis by Employee Profile

Case Type	All Cases	Gender		BME		Disability	
		Women	%	No	%	No	%
Capability IH	25	16	64.0%	3	12.0%	2	8.0%
Capability - Performance	4	1	25.0%	1	25.0%	1	25.0%
Disciplinary	23	3	13.0%	7	30.4%	2	8.6%
Grievance	16	7	43.7%	5	31.2%	3	18.7%
Bullying / Harassment	1	1	100.0%	0	0%	0	0%
TOTALS	69	28	40.5%	16	23.1%	8	11.5%

Table 8 - Turnover / Leavers 2014/15

INVOLUNTARY EXIT							
REASON	ALL	FEMALE		BME		DISAB	
Death	5	4	80%	0	0%	1	20.0%
Dismissal	8	6	75%	5	63%	0	0.0%
Ill Health Dismissal	2	1	50%	0	0%	1	50.0%
Redundancy	19	16	84%	3	16%	0	0.0%
Redundancy & Early Retirement	5	4	80%	2	40%	0	0.0%
End of Fixed term/ Temp Contract	41	35	85%	8	20%	1	2.4%
Other (Not Known/TUPE)	5	3	60%	1	20%	0	0.0%
TOTAL	85	69	81%	19	22%	3	3.5%
VOLUNTARY EXIT							
REASON	ALL	FEMALE		BME		DISAB	
Retirement	28	20	71%	1	4%	0	0.0%
Mutual Agreement	6	3	50%	0	0%	0	0.0%
Efficiency Termination /Retire	17	10	59%	2	12%	1	5.9%
Resignation	392	323	82%	63	16%	4	1.0%
TOTAL	443	356	80%	66	15%	5	1.1%
TOTAL ALL	528	425	80%	85	16%	8	1.5%